



Shell Nigeria Exploration and Production Company Limited.

IMPROVING TIME WRITING BASED SERVICE DELIVERY - TOR

Project	EA- Sea Eagle
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Revision History

REVISION STATUS			SIGNATORIES		
Rev.	Date	Description	Originator	Reviewer	Approver
P01	27 Jan 2017	Preliminary Issue	Olusesan Gbenro	Several	Aiboni Elohor
<ul style="list-style-type: none"> Preliminary issue will be issued as P01 Revisions for review will be issued as R01, with subsequent come as R02 etc. Revisions approved for Implementation/Design Issue/Eng. will be issued as A01, with subsequent come as A02 etc. Revisions approved for Tender will be issued as T01, with subsequent come as T02 etc. Revisions approved for Construction (AFC)/Purchase will be issued as C01; with subsequent comes as C02 etc. Highlights of sections revised from previous approved issues or reasons for version change are to be listed in the description box All revisions to this document must be signed by the relevant Technical Authority (TA1, TA2 or TA3) 					

Signatures for this revision

Role	Name	Signature	Date
Originator	Olusesan Gbenro		
Reviewer	Akintunde Atanda		
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Approver	Aiboni Elohor		

More field(s) could be added for signature if additional agreement/approval is required.

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1.0 DEFINITIONS

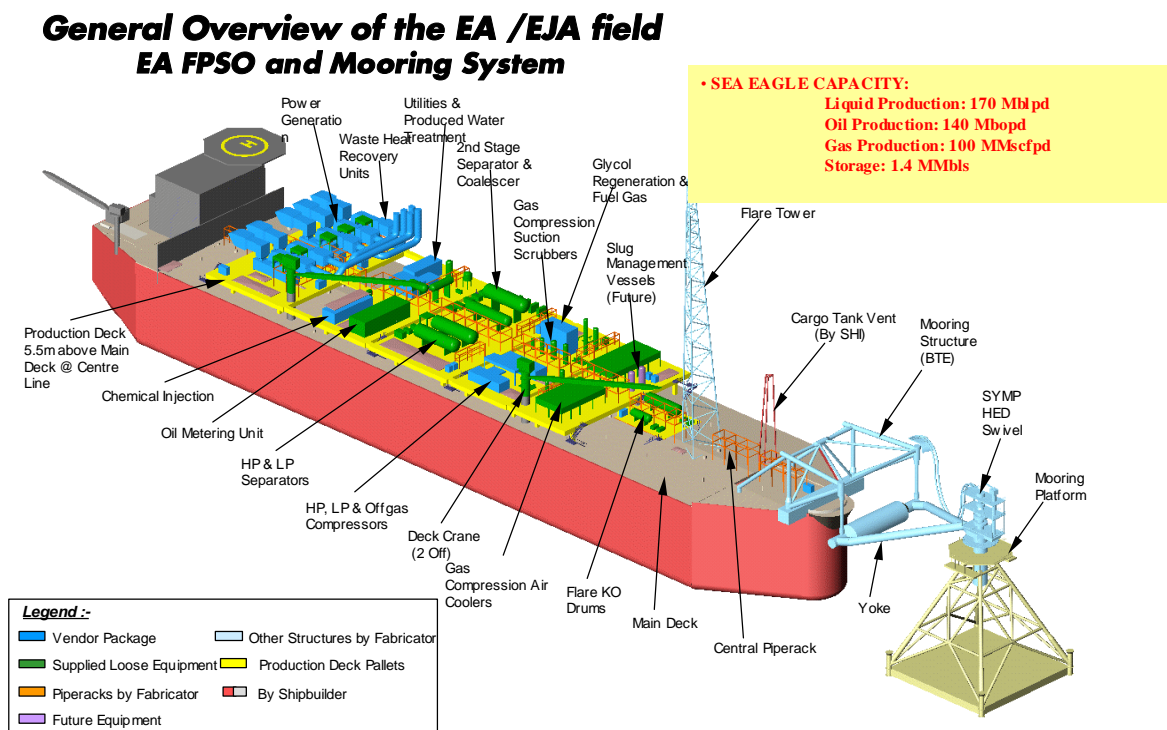
Bbls/d	Barrels per day
DP	Drilling Platform
FPSO	Floating Production Storage and Offloading
FSR	Field Site Rep
HP	High Pressure
KBOPD	Thousand barrel of oil per day
LP	Low Pressure
Mmscfd	Million standard cubic feet per day
OGGS	Offshore Gas Gathering Station
OEM	Original Equipment Manufacturer
SCiN	Shell Companies in Nigeria
SNEPCo	Shell Nigeria Exploration and Production Company Limited
SSP	Site Specific Procedure
TOR	Terms of Reference
TWBSD	Time writing Based Service Delivery

2.0 INTRODUCTION

The Sea Eagle is a floating production and offloading (FPSO) facility located offshore Nigeria shallow waters.

The EA production system comprises of three (3) wellhead platforms tied back to the Sea Eagle FPSO in shallow water offshore Nigeria. The field is operated by SPDC and has been in production since 2003.

Oil is produced on the 3 wellhead platforms DP-A, DP-B and DP-J and flows back to the FPSO through either HP or LP production manifolds. There are gas lift facilities on the DP-A and DP-B platforms, but currently gas lift is not required, as the wells can free flow. As water cut increases gas lift will be commissioned to maintain oil production from these wells. Oil, gas and water are separated on the Sea Eagle FPSO with gas being compressed up to around 130 bar and exported in the OGGs pipeline to Bonny, see the general overview of the FPSO below.



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In a bid to improving offshore work execution and service delivery efficiency as part of SCiN's Fit for the Future continuous improvement initiative, it is imperative to introduce an efficient and easy to use time-writing based service delivery (TWBSD) tool.

3.0 OBJECTIVE

The objective is to improve time-writing based service delivery on EA by:

- Reviewing existing processes and practices of offshore work execution and service delivery on sea eagle
- Implementing smart and easy to use time-writing/tracking tool for offshore based service delivery activities such as but not limited to OEM and FSR- call-out for corrective/preventive maintenance including inspection work.

4.0 SCOPE

The work scope would involve the following:

- Review existing practice and process for offshore activity tracking
- Agree work flow and process to achieve improved offshore work/service delivery
- Develop smart time writing based service delivery monitoring tool
- Carry out User acceptance test
- Support system roll-out

5.0 TEAM MEMBERS

No	Name	Role
1	Olusesan Gbenro	Review Team Lead
2	Aiboni Elohor	Operations Manager
3	TBD	Production Focal Point
4	Akintunde Atanda	Competitive and Business Improvement Manager

6.0 METHODOLOGY

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The strategy will involve gathering information by checking existing systems and data /documentation relating to the current practice. A visit to site will may be required to enhance understanding of the existing end-to-end process/work flow and likewise engage offshore and onshore support team such as planners and work preparers. Gaps will be identified and an enhanced work flow will be developed showing areas of improving time based service delivery offshore.

7.0 DELIVERABLES

An improved time-writing tool for EA offshore based activities. A handover report will be submitted.

8.0 SCHEDULE

A 3 month schedule is planned for this activity.

1. Kick off Meeting Dates and Location:	
Start date:	Monday, 15 th Feb 2017
Report out:	Wednesday, 19 th April 2017
Location:	Lagos, Nigeria
Venue:	Shell Offices, Bank Of Industry Building, 23 Marina, Lagos, Nigeria
2. Schedule:	
Week 1:	Review of existing system and process
Week 3:	Develop work flow and start tool development
Week 7:	Final User acceptance test
Week 10:	Implementation and deployment
Week 12:	Operationalization of the tool and hand over

9.0 SPONSOR

EA Operations Manager – Aiboni Elohor

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