

iSystems OSS Weekly Meeting

Week NO: 11

Meeting Date: Wednesday March 08, 2023

Meeting Attendees:

- Rezhwan Khalid
- Shwan Ismail
- Bahez Qadir
- Ameen Wahid
- Salar Azad
- Didar Jalil
- Mustafa Majeed

EPF

Production

- Production is ~17 tankers from Sarta2.

Technical

- Supervise the work of changing the Alarm system at EPF CP3 along with GSL team.
- Deliver two PTP links and a camera to GSL team to be installed at EPF.
- Add a new shared folder for the GPO's laptop (Shaban).
- Troubleshoot the Xerox printer at training room – it was not working properly.
- Prepare a new Desk at Project office in main camp with a monitor, keyboard/mouse and a docking-station for the ERT (Halwest).
- Add the personal and shared email Genel accounts for the HSE Supervisor (Stephen).
- Troubleshoot and fix the Thuraya system signal issue at IMT room by replacing the power adapter – it was not working properly.
- Installing the HP printer and Xerox printer drivers on the Electrical Supervisor's (Rathi) new laptop.
- Conduct a general inspection for the Asaish cameras at the Security guard tower 3.
- Replace the Logistics and ERT team leader phone SIM card with new SIM card – their old SIM cards were deactivated.
- Collect and organize some old pipes and cables around the IT cabin at Sarta6.
- Add a new shared folder for the Electrical Supervisor's (Rathi).
- Support the ERT (Halwest) fill his SIM card balance and find some attachments that were not showing in some of the received emails in Outlook.
- Other minor daily tasks.

CONTACT

EBL Office

- Update the Genel account password for Hlagurd Jaff – it was expired.
- Instruct the Production Engineer (Herish) on how to reserve a meeting room for any specific time.
- Support the Maintenance map (Fuad) with some Excel sheet math formulas.
- Prepare a new iPhone for the HSE Supervisor (Azwar) with all required settings, files and applications – his old iPhone got broken.
- Prepare a new iPhone for the Tanker movement Coordinator (Yousif) with all required settings, files and applications – his old iPhone had some sound issues.
- Support the Accounting Manager resolve some Outlook account issues from the windows Credentials Manager.
- Installing the AutoCAD software for the Drilling Manager (Jim).
- Other minor daily tasks.

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- All team members to always follow and enforce all HSE rules; full HSE guide has been developed and will be followed by OS team.
- Handover process established; all teams started following agreed handover process.
- Problem solving escalation process shared with Genel team and OSS team, OS team will always try and suggest new updates and improvements to the escalation process to optimize it further as per their on-ground experience.

CONTACT