

**Well Services of Iran
(Schlumberger Methods)**

43
Years Solutions that Exceed Expectations

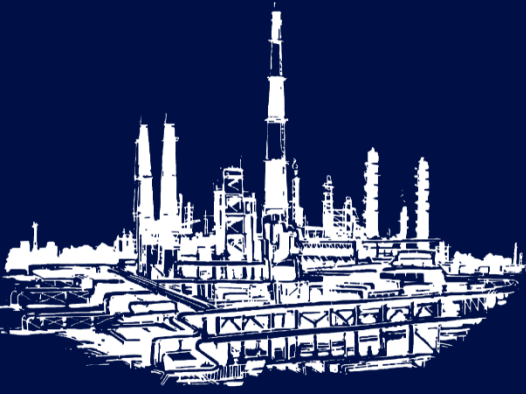
ISSUE

06

May
2020

Insight

BI-MONTHLY
NEWSLETTER
Well Services of Iran
(Schlumberger Methods)



this issue

43rd Anniversary P.2

WSI News P.3

HSE P.5

ERP Success Story P.6



43rd Anniversary!

Proud of 43-year shining history!

On May 29th, we will celebrate the 43rd anniversary of WSI. For more than four decades, WSI has been providing a wide range of top-quality services in the upstream oil and gas industry, using unique equipment and very well-trained personnel. We are proud to say we never left our clients alone or stopped providing our quality services, even during very hard and challenging conditions such as war, sanctions and very recently in Covid19 pandemic.



We were and will be committed to our clients to provide top notch services continuously and will keep their priorities as our own.

We strongly believe in our motto “Solutions that Exceed Expectations”. We have received many appreciation letters over these years which affirm that we keep our words. We should bear in mind that we always set goals and objectives that were both challenging and rewarding but we always managed to achieve them. We owe this success to our organizational culture, core values and dedicated staff.

We are very proud of our QHSE which indeed is second to none. We were the only company that was qualified by international contractors in South Pars.

We value our people and invest on their Continuous Personal Development (CPD). We have established many training programs delivered by world-class instructors in-house or abroad.

Well Services of Iran

2

How to Organize Your Desk!

Part 1: Clearing Your Desk

As the saying goes, “a cluttered desk is a sign of a cluttered mind.” Keeping your workspace clean and organized can have a huge effect on your productivity, concentration, and ability to find everything you need. You might be surprised how much more efficiently you’ll be able to work after cleaning out a junked-up desk.

- 1. Start from scratch.** Reorganizing will be easiest if you start with a blank desk. Clear everything off the top. Remove items from the drawers (if you have them). Keep everything together on a separate table or on the floor so you can go through it later.
- 2. Clean your desk inside and out.** Take advantage of your desk being clear and use the opportunity to give it a good cleaning. Your desk will look brand new when you’re finished.
- 3. Throw away old and unnecessary items.** Take the junk you removed from your desk and divide everything into two piles: one for things to throw away, and another for things you intend to keep. Be stern with your choices. Get rid of as many unimportant items as you can until your stuff has been pared down to the bare necessities.
- 4. Update your space.** Take a look around your desk for anything that’s no longer current.

This can include outdated calendars, answered and unanswered mail and even old photos. Find fresh replacements for these objects. Throw away the out of date items or put them in storage. Everything on your desk should be new and ready to use going forward. It’s okay to hold onto things that have sentimental value. If you have an old picture, gift or memento you want to keep, stash it away somewhere safe and keep your desk free for its intended use.



Official PIA ISO 9001:2015 Certification-Congratulations!

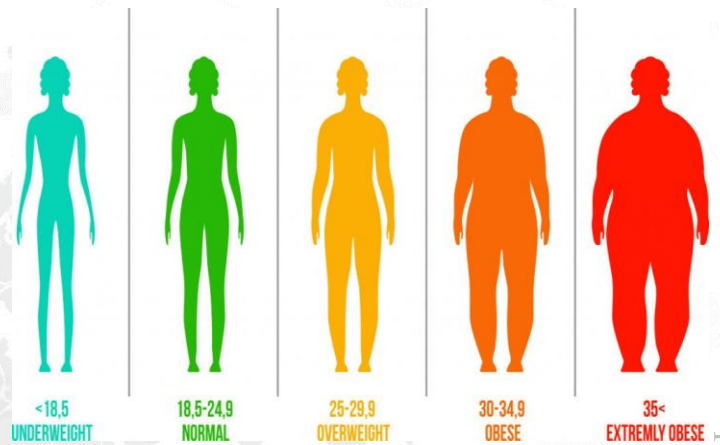
We are proud to announce that WSI Arvand has received the official ISO 9001:2015 Quality Management System (QMS) certification from Quality Service (QS) Co., a Zurich based accredited international certification body, on April 2nd 2020. This certification certainly adds remarkable value to our clients. The certification can be verified internationally via <https://www.quality-service.ch/en/certificate-owner/> link by entering the certificate number “15960”. Systems and Methods (S&M) department’s objective is to ensure to implement, monitor, and control all the ISO requirements to maintain the validity of the received certification.

In addition, as previously planned, the implementation of WSI ISO 9001:2015 began on May 30th, 2020. This effort involves a greater scope, including all WSI technical operations (e.g., WL, D&M, Stimulation, etc.), which strongly demands the continuous commitment from both the upper management and personnel. We are at the beginning of the business quality road and will endeavor the journey all together and appreciate the joyful results!

What's going on in WSI!

2020 WSI BMI Campaign Accomplished in Q1 for all locations

BMI, formerly called the Quetelet index, is a measure for indicating nutritional status in adults. BMI is very easy to measure and calculate and is, therefore, the most commonly used tool to correlate the risk of health problems with the weight at the population level. WSI QHSE department in order to encourage all employee toward keeping health indicators in acceptable level planned to perform BMI campaign in all locations (Tehran Office, Kish and Ahvaz Base). Within four months, two events of “Weight” and “Height” measurements for all available employees have been performed. Many employees participated in the campaign and the champion of BMI succeeded to decrease his weight by 12.86% over this period. The giveaway award was set for the winner of each location.



“Business opportunities are like buses, there’s always another one coming.”

Richard Branson

Well Services of Iran

3

Happy Birthday!

We would like to extend our congratulations and birthday wishes to the following colleagues for having birthdays in May and June. May this year be so much better than the last for you in every walk of life.

- Siamak Javid (T)
- Farshid Asgari (T)
- Shahin Ghaderi (K)

- Alireza sadeghi (T)
- Mohammad Toameh Pour (A)
- Hamid Davtalab (K)
- Hadi Salim (K)
- Malihe Sadat Sadeghi (K)
- Maryam Mostofi (T)
- Afsoon Jokat (T)
- Ali Abyat (K)
- Bahareh Nowzari (A)
- Amin Harivandi (T)
- Mehdi Amirzadeh (K)
- Alborz Jahangiri (K)
- Alireza Landi (K)
- Amir Abas Jahangard (A)

- Izad Izadkia (K)
- Keyvan Miladi (T)
- Amir Ranaei (K)
- Behrooz Zergani (K)
- Ali Saadati (A)
- Hadi Mocarimi Rad (A)

New Colleagues Welcome!

- Afshin Shahverdi (K)
- Sharareh Ashkvari (K)

- Sheila Sharifi (A)
- Mehdi Khoshkouripour (A)
- Ramin Jafari (K)
- Abolfazl Aghabeigi (T)
- Mahsa Bakhtiari (T)
- Mohammadreza Siami (T)
- Nasim Farazin (K)
- Elham Arefi (T)
- Zhila Kazemi (T)
- Zahra Dadashpour (T)
- Abdulrahman Ameri (K)
- Samira Gholamdokht (T)
- Meysam Fayazbakhsh (K)

Congratulations to WSI Team:

Congratulations to WSI Team for outstanding performance in Static/Dynamic Modeling of Phase 14. "Excellent performance in the fields of Geological Study, Petrophysical Study, Basic Reservoir Engineering Study, ..." quoted by our clients. Well-done colleagues!

"The secret of change is to focus all your energy not on fighting the old but on building the new."

Socrates

Skype for Business Implementation.

IT team proudly announces that Skype for Business has been implemented in all locations now.

Mojtaba Bahmani was selected as Skype for Business project manager. He will positively manage to install and implement the application within the planned timeline.

Despite the fact that the project was supposed to be completed by the end of 2020, it was decided to consider it as high priority given Covid-19 Virus spread and the imposed social distancing rule.

It is a high priority.

Skype for Business, formerly known as Microsoft Lync Server, is a unified communications platform that integrates common channels of business communication and online meetings, including Instant Messaging (IM), voicemail, file transfers, video conferencing, and web conferencing.

A short instruction on where to find it/how to use it was emailed.



WCP - DCI Clean-up Offshore Operation – DCI2 Rig:

The project of maintaining and increasing production of Sivand, Esfand, and Dena fields, were awarded to PEDCO for drilling and completing 13 wells. The objective is to enhance production rate of these fields by 16,000 barrels per day. DCI company is assigned to drill, repair, and complete 13 wells in Sivand (Siri C) and Esfand (Siri E) which includes 4 new wells, 6 re-drilling wells, and 3 workovers.



WSI Arvand, by winning the tender of Testing and Clean-up operation of these fields, is proud to cooperate with DCI in this project in order to increase the production of National oilfields.

In this regard, WSI Arvand has received the first call-out letter on May 23, 2020 for clean-up operation of SCI-06 well. Mobilization of clean-up package is ongoing, and the clean-up project will be carried out in the next few days after the completion of Stimulation operation.



Well Services of Iran

4

Employee Care

Workplace Stress Tips (Part 5)

Tip 5: Break bad habits that contribute to workplace stress

Many of us make job stress worse with negative thoughts and behavior. If you can turn these self-defeating habits around, you'll find employer-imposed stress easier to handle.

Resist perfectionism. When you set unrealistic goals for yourself, you're setting yourself up to fall short. Aim to do your best; no one can ask for more than that.

Flip your negative thinking. Try to think positively about your work, avoid negative co-workers, and pat yourself on the back about small accomplishments, even if no one else does.

Don't try to control the uncontrollable. Many things at work are beyond our control, particularly the behavior of other people. Rather than stressing out over them, focus on the things you can control, such as the way you choose to react to problems.

Look for humor in the situation. When you or those around you start taking work too seriously, find a way to lighten the mood by sharing a joke or funny story.

Clean up your act. Just knowing where everything is can save time and cut stress.

Congratulations

Dear Saeed Niki Kahrizi (K), Congratulations on your daughter's birth, Flore.

Dear Omidreza Nadirad (K), Congratulations on your son's birth, Karen.

WSI HSE Actions

Toward Preventing COVID19 Disease

As everybody knows Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It was first identified in December 2019 in Wuhan, China, and has since spread globally, resulting in an ongoing pandemic.

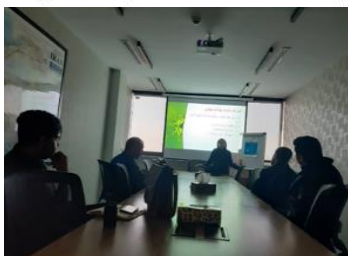
In our country as well, as of May 9th 2020, more than 104,691 cases have been reported across the country, resulting in 6,451 deaths and more than 83,837 people recovery.

In order to prevent the outbreak of COVID-19 disease at the company level and the members of the building, WSI QHSE department has made several preventions plans as follow:

- Training sessions about COVID-19 disease
- Share information on HSE boards – Posters
- Screening and checking body temperatures and symptoms
- Workplace cleaning and hygienic program
- Additional PPE provision, Mask, Hand sanitizers and Latex gloves
- Client communications
- Trained HSE for COVID-19 RT-PCR test diagnose

- Company registration in required portals
- Personnel management
 - Reduce working time from 9:30 to 14:30 for all Tehran office.
 - Remote working for all personnel over 50 years old in Tehran office and present in office only in necessary occasions.
 - Giving leave to the persons with underlying illness, including heart disease, diabetes etc.
 - Minimize personnel to necessary persons decided by department managers.
 - Comply to Social Distancing.
 - Meeting protocols within WSI facilities
 - Eliminate fingerprint process at the entrance to WSI office.
- Public transportation elimination plans
- Limitation in kitchen services

QHSE also having future plans to keep the prevention plans at acceptable level by sustaining the effectiveness of the current plans till the threat neuralization. Additional efforts under consideration are: Crew re-screening on a monthly basis, register the results in QUEST, adding Corona certification exam in QUEST certifications to ensure all employees have minimum knowledge and prepare the Guest Protocol and announce it to all departments.



What to do during an Earthquake?

Individual Education:

- ✓ Remember that finding a proper shelter during an earthquake requires knowing all the safe and insecure locations in the work place. Therefore, it is better to identify the safe places before the quake happens. (Under heavy tables or desks, beside columns, narrow corridors, between door frames, beside interior walls, corners of

rooms)

- ✓ Make sure you know how to take shelter and protect your head and body during earthquake.
- ✓ Know your emergency needs and learn how to apply them. This will help you make, a proper use of them after an earthquake.

During the Earthquake:

- ✓ Keep calm and advise others to take cover in a safe place as soon as possible.
- ✓ If you are in a high-rise building during an earth quake, do not

rush for the exits and do not use elevators or stairways. Choose a safe and secure place and remain there until the shaking stops.

- ✓ In stairways, do not run up or down. Sit against an interior wall. Cover and protect your head and neck with your hands.
- ✓ If in elevator, stop it and get out at the nearest floor.
- ✓ Take shelter in safe places mentioned above.
- ✓ After the shaking stops, remain in your safe place for a while and then get out very cautiously.

Dear colleagues

WSI is eager to give employees a chance to offer their feedback and sentiment on the newsletter contents and organizational changes to promote culture of feedback. To enrich our newsletter, we will appreciate it if you send us your news as well as views:

newsletter@wsi-oilfield.com

ERP Success Story

What is ERP?

Enterprise Resource Planning (ERP) is an integrated management system of the main business processes, often in real time and mediated by software and technology. ERP provides an integrated and continuously updated view of core business processes using common databases maintained by a database management system.

Examples of ERP system modules include service lifecycle management, supply chain management (e.g. purchasing, manufacturing and distribution), warehouse management, Customer Relationship Management (CRM), sales order processing, online sales, financials, human resources, and decision support system.

Challenges:

A few years ago, many processes used to be traced manually in the company due to the lack of an electronic system and that had caused challenges. For instance:

- All the documents and balance of Suppliers and Clients accounts in the finance department were kept by the personnel, and thus were not updated in most cases due to relocation or leaving work.
- The original financial documents were not archived centrally and systematically.
- Personnel information was stored in paper folders.
- The insurance and tax list took 10 days to be generated manually.
- Many payments were made by the legal unit that were not registered in the financial system.
- Workflow from initiation up to management approval was time consuming.
- An integrated reporting system, although very essential, was missing

Solutions:

Design and implementation of a new ERP system solved, most of the workflow challenges.

In the new system, the financial department registers all suppliers and client's documents in the format approved by the tax office to eliminate the serious crimes that were due to the non-approval of the documents and the loss of the documents.

Moreover, all payments and receipts of the company are conducted through a well-defined process.

A comprehensive reporting system generates all the required reports in a standard format for various departments such as finance, procurement, human resource. At the top, the management can monitor the overall performance of the corporation in a dashboard.

Many time-consuming processes including but not limited to insurance, tax list, debt balance, reports and so forth are now being practiced very smoothly.

Results:

WSI's new ERP system removed many hurdles and made the corporation much more agile. Many support functions are now integrated and provided easily and smoothly. All records in finance, procurement and HR are up to date and ready to generate useful reports for decision makers.

All locations in Ahvaz, Kish and Tehran are interlinked through ERP and simultaneously contribute to and benefit from such system. Below is a summary of WSI's new features:

- Integrated Costs and Revenues
- Total Visibility and Transparency
- Improved Reporting and Planning
- Complete Customization
- Improved Efficiency
- Customer Satisfaction
- Data Security and Integrity
- Improved Collaboration and Workflows.

Next Steps in ERP System?

• CRM Implementation

Customer Relationship Management (CRM) is a technology for managing all your company's relationships and interactions with customers and potential customers. The goal is simple: Improve business relationships.

• Implementation of BI

Business Intelligence (BI) is a technology-driven process for analyzing data and presenting actionable information which helps executives, managers and other corporate end-users make informed business decisions.

• Implementation of Attendance Management System

- ✓ Ability to send performance calculation to ERP's salary system
- ✓ Ability to define a variety of work shifts indefinitely
- ✓ Supports rotational shifts
- ✓ Ability to calculate latency, rush, overtime and floating
- ✓ Ability to register all types of leave

- ✓ Ability to modify and calculate the remaining leave and transfer to the next year
- ✓ Ability to view traffic online
- ✓ Ability to edit individual and group traffic information
- ✓ Ability to produce Excel, PDF and Word output from print reports