OGIM
Oil and Gas Institute of Monastir

Professional Training Catalog

Oil and Gas Upstream

Geology and Reservoir - Drilling - Production - Surface Facilities - HSE - Economics and Management

2020 / 2021

Version 0.0

OGIM

Oil and Gas Institute of Monastir

Professional Training Catalog

OGIM
Oil and Gas Institute of Monastir

Contents

OGIM
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Courses Presentation

OGIM training courses:

- OGIM provides original and applied course contents, tailored to the needs of Petroleum E&P activities.
- A wide range of technical training courses for a large public, from the manager to the operator.
- An applied interactive teaching method based on sound pedagogic means and equipment.
- Long training sessions delivered for graduated Engineers , Technicians and Production Operators.

Our trainers:

- More than 100 Trainers, with a strong industrial experience in their specialties.
- Highly skilled and experienced in both technical and educational spheres.

OGIM experience Key figures:

A large and valuable training experience since 2008:

- More than 380 students trained in 10 years as Petroleum Engineers, Drilling Engineers, Petroleum technicians and Production Operators
- 18,000 hours delivered in our Diploma Courses for students.
- About 2,500 hours short courses delivered to ***SEREPT, TPS, Sitep, OMV, NA Solid, Lundin, WWS, Sarost, CFTP, Sodeps, Winstar, Petrofac, Alpha Engineering, Medco Energi, Tankmed, MedcoEnergi, Perenco, Oilserv Libya, Camco Libya, Wintershall Libya, Acoserv, Maretap, Weatherford, Schlumberger...***

In-house training courses:

- The proposed courses programs could be re-adapted to the company specific needs.
- Courses could take place in a 5-stars hotel in Monastir, in such case the lunch and two coffee breaks per day for the trainees are included in the tuition fees.
- Training can be organized in the company promises exclusively for its own employees. In this case, on the job coaching could be also provided by the instructor on the relevant facilities.
- Tuition fees include instruction and course documentation.

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Public training courses:

- All our courses could be organized for participants from different companies.
- The companies interested in one of our courses and having a limited number of trainees for such sessions; should communicate:
  - The number of possible participants.
  - The preferred dates and place of the required course.
- Courses could take place in a 4-stars hotel in Monastir, in such case the lunch and two coffee breaks per day for the trainees are included in the tuition fees.
- Tuition fees include instruction and course documentation.
- Trainees may also take advantage of our agreement with the hotel for the accommodation and the other meals.
- Based on the availability of candidates from other companies the course would be scheduled on the following days.

Training leading to a professional certification:

- IWCF Well intervention pressure control Certification.

Training leading to an OGIM diploma:

Students full filling the relevant conditions for admission, will be entitled for the following OGIM diplomas:

- Drilling Engineering and Operations
- Petroleum Engineering
- Petroleum High Technician
- Opérateur de production pétrolière
- Petroleum Production Operator

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Courses Index

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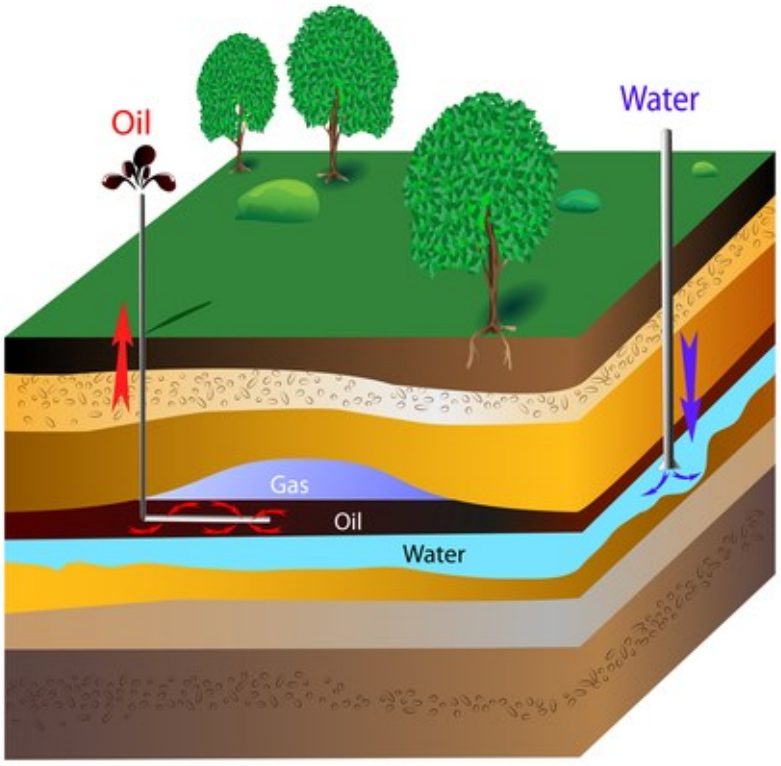
Courses Index

Geology and Reservoir



Reference	Courses	Duration	Pages
	Professional Training		
	Geology and Reservoir		
GPG-E	Geology and Petroleum Geology	3 days	12
TPPS-E	Tunisia Producing Petroleum Systems (1 day Classroom + 5 days field trip)	6 days	13
RMS-E	Reservoir Modeling and Simulation	5days	15
AOHLAPP-E	Applied Open Hole Log Analysis & Petrophysics	5 days	16
WTPI-E	Well Testing Practice & Interpretation	5 days	19
BPWTO-E	Basic Principles of Well Testing Operations	5 days	21
IRE-E	Introduction to Reservoir Engineering	4 days	22
EORWF-E	Enhanced Oil Recovery and Water Flooding	4 days	24
AREFE-E	Applied Reservoir Engineering & Formation Evaluation	5 days	25

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Geology and Petroleum Geology

Geology and Reservoir

Reference : GPG-E

Who should attend

- *Engineers*
- *Management*

Who are willing to extend their understanding of method used in petroleum Exploration activity.

Instructor

Habib BELAYOUNI

Duration

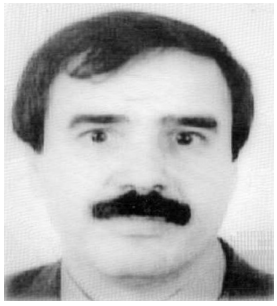
3 days

Venue

Monastir

Language

English



Course Content

1. **Geology basics:** the elementary composition of the crust, Plate tectonic, Rocks, Minerals, Sedimentary rocks, Geological time and geologic time scale

2. **Sedimentary geology:** sedimentary basins, sedimentary processes; basic classification and types of sedimentary rocks

3. **Elements of tectonic:** faults and type of faults, folds and type of folds

4. **Petroleum geology:**
   - Exploration processes, petroleum systems, Source rock, Reservoir rocks,
   - Reservoir rock properties
   - Cap rocks and seal traps
   - Structural traps and stratigraphic traps
   - Hydrocarbon migration

5. **Petroleum:** definition, physical and chemical properties, Crude oil types and classification

Pr. Habib BELAYOUNI

29 years experience in Training and Consultancy. Geologist and lecturer at « la Faculté des Sciences de Tunis ». P.H.D in « Géochimie organique, 1983 ».

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Tunisia Producing Petroleum Systems

Geology and Reservoir

Reference : TPPS-E

Who should attend

- *Technical Staff in petroleum Exploration*
- *Managers*

Instructor

Habib BELAYOUNI

Duration

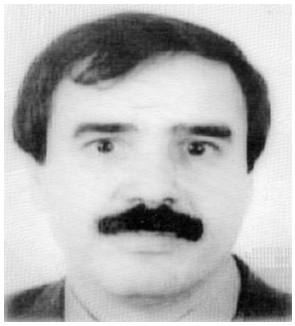
6 days

Venue

Monastir

Language

English



Course Content (1/2)

I. Petroleum Geology Basics (OVERVIEW)

II. Geological PetroleumProvinces IN Tunisia

1.General structural and tectonic settings

2.Lithostratigraphy

3.Different petroleum Provinces

III. Tunisia Petroleum Systems

1. Total Paleozoic/Cenozoic composite Petroleum systems

1.1. Petroleum System of the Melghir Province

a. Tanezzuft-Cambrian/Ordovician petroleum System

b. Tanezzuft-Triassic petroleum system

1.2 Petroleum Systems of the Ghadames Province

a. Tanezzuft-Acacus petroleum system

b. Tanezzuft-TAGI petroleum system

2. Total Mesozoic Composite Petroleum Systems

2.1 Early Fahdene-Cretaceous composite Petroleum system

2.2. Bahloul-Cretaceous composite petroleum system

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29 years experience in Training and Consultancy. Geologist and lecturer at « la Faculté des Sciences de Tunis ». P.H.D in « Géochimie organique, 1983 ».

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Tunisia Producing Petroleum Systems

Course Content (2/2)

IV. Petroleum Occurrences in Tunisia

1. On shore Petroleum Occurrences
   1.1 . Southern Tunisia Province
   1.2. Central Tunisia Province
   1.3 .Sahel &Cap Bon province
2. Off shore Petroleum Occurrences
3. Total Cenozoic Petroleum Systems
   a. Boudabous –Paleogene composite petroleum sys tems
   b. Boudabous-Neogene composite petroleum systems

IV. Petroleum Occurrences in Tunisia

1. On shore Petroleum Occurrences
   1.1 . Southern Tunisia Province
   1.2. Central Tunisia Province
   1.3 .Sahel &Cap Bon province
2. Off shore Petroleum Occurrences
   1.1.Gulf of Hammamet
   1.2. Gulf of Gabes

V. Summary and Conclusions

NB : This training can be delivered in French Language

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Reservoir Modeling and Simulation

Geology and Reservoir

Reference : RMS-E

Who should attend

Reservoir Engineers

Instructor

Mohamed Salah ABOU SAYED

Duration

5 days

Venue

Monastir

Language

English

Course Content

1. Concept of Reservoir Modeling
2. Integration of data in Modeling
3. Deterministic and Stochastics Models
4. Static and Dynamic Modeling
5. Framework Building
6. Facies and Fracture Modeling
7. Porosity and Permeability Modeling
8. Post-Modeling Operation
9. Concept of Upscaling
10. Exporting Results to Reservoir Simulation
11. Data needed for Simulation
12. Simulation Techniques
13. History Matching
14. Reservoir Forecasts

Mohamed Salah ABOU SAYED

31 years experience with international oil Companies (BP and Golf Canada) and Universities (Windsor, Ontario and UAE). Master and PhD. Degrees in Basin Analysis and Reservoir Characterization (respectively). Author and Co-Author of 39 papers in several bulletins and journals.

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Applied Open Hole Log Analysis & Petrophysics

Geology and Reservoir

Reference : AOHLP-E

Who should attend

Petroleum engineers, reservoir engineers, petrophysicists and geologists . Production engineers, well test engineers, completion engineers, geophysicists and others who have some knowledge of log analysis

Instructor

Akram AZAWI

Duration

5 days

Venue

Monastir

Language

English

Akram Azawi

Course Content (1/3)

1- Basic Relationships of Well Log Interpretation

- Borehole environment
- Invasion and resistivity profiles
- Borehole fluids
- Basic information needed in log interpretation
- Crossplots analysis & evaluation

2- The Spontaneous Potential Log

- Rw determination from SSP
- Volume of shale calculation
- Determination of equivalent NaCl concentration from chemical water analysis and Rw

3- Resistivity Logs

- Array Induction Imager (AIT)
- Azimuthal Resistivity Imager (ARI)
- Induction-Spherically Focused log(ISF)
- Porosity Logs
- Sonic Log

Akram F. Mohammed has 45 years experience in Reservoir Engineering (Simulation) and Formation Evaluation. Since graduating from Baghdad University in June 1969 as a Petroleum Engineer he has worked on a wide variety of oil & gas reservoirs as key member of staff in many international oil & gas companies in Iraq, Libya, Kuwait, Malaysia and Austria. He has published more than 16 technical papers, mostly in the area of applied reservoir engineering, and he taught various practical courses for many companies. He worked in 2012 for Weatherford as Region Senior Reservoir Engineer and currently he is Reservoir Engineer Consultant Senior Advisor at Baker Hughes.

Course Content (2/3)

- Density Log
- Dual Laterolog-MSFL
- Rxo curve
- Invasion diameter and corrections
- Rt evaluation
- Neutron Log
- Combination Neutron-Density Logs
- True porosity

4- Log Interpretation

- Fundamental equations of well log interpretation
- Archie equation
- The resistivity-porosity crossplot
- Pickett crossplot method
- Determination of m, n and F
- Water saturation calculation (Sw)
- Core-log integration
- Permeability from Logs
- Sw- Height above FWL
- Fluid contacts from logs
- Lithology Logging
- Fracture detection from logs
- Low resistivity pay
- Recommended logging program
- Review case-studies from MENA

Course Content (3/3)

5- Shaly Sands Interpretation

- Clay indicators
- The porosity logs in shaly formations
- Shale parameters for log analysis
- Hydrocarbon correction
- Estimation of hydrocarbon density

6- Wellsite Interpretation Methods

- The resistivity ratio method
- Quick-look interpretation
- Rwa for quick location of hydrocarbon saturation
- The porosity overlay method
- MID lithology plot
- Neutron-Density triangle plot

7- Computerized Log Analysis

- Principle of calculations
- CPI plot presentation
- ϕ_{eff}, Sw, Sxo, Som & Shr calculations
- Grain density calculation
- Lithology identification

NB: The course includes problem solving sessions to supplement the class lectures. Preferred that participants bring their laptop to solve problems on Excel spreadsheet.

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Well Testing
Practice & Interpretation

Geology and Reservoir

Reference : WTPI-E

Who should attend

Petroleum engineers, reservoir engineers, production engineers, well test engineers and completion engineers, petrophysicists, geologists, and geophysicists

Instructor

Akram AZAWI

Duration

5 days

Venue

Monastir

Language

English

Akram AZAWI

Course Content (1/2)

1- Test Principles

- Types of well tests
- Objectives of test
- Well test design
- Considerations in well testing
- Choke performance
- Inflow-performance relationship (IPR)
- Fluid PVT characterisation

2- Reservoir Pressures

- Datum level
- Hydraulic gradients
- Reservoir fluid distribution
- Fluid contacts
- Pressure-depth diagram
- Gradient interpretation
- Pressure correction

Akram F. Mohammed has 45 years experience in Reservoir Engineering (Simulation) and Formation Evaluation. Since graduating from Baghdad University in June 1969 as a Petroleum Engineer he has worked on a wide variety of oil & gas reservoirs as key member of staff in many international oil & gas companies in Iraq, Libya, Kuwait, Malaysia and Austria. He has published more than 16 technical papers, mostly in the area of applied reservoir engineering, and he taught various practical courses for many companies. He worked in 2012 for Weatherford as Region Senior Reservoir Engineer and currently he is Reservoir Engineer Consultant Senior Advisor at Baker Hughes.

Course Content (2/2)

- Isobaric map
- Horner plot
- Productivity Index (PI), Pi, P*, KH, S & DR
- Effect of well acidisation

3- Pressure Build-up Testing

- Reservoir types
- Pressure behaviors
- Pressure-transient test
- Build-up analysis
- Low permeability reservoirs
- Layered reservoirs
- Well test results and core analysis data
- Definition of the thickness of tested intervals

4- Interpretation Methods

- Infinite reservoir
- Finite reservoir
- Average reservoir pressure
- Horner, MDH and MBH methods
- Principle of Superposition derivation
- Reserve estimation from well tests
- Applications with Horner, MDH and MBH methods
- Application with variable-rate test analysis (Superposition method).

Note: The course includes problem solving sessions to supplement the class lectures. Preferred that participants bring their laptop to solve problems on Excel spreadsheet.

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Basic Principles of Well Testing Operations

Geology and Reservoir

Reference : BPWTO-E

Who should attend

Field operators, drilling and production junior engineers and technicians

Instructor

Noomen KRICHEN

Duration

5 days

Venue

Monastir

Language

English

Course Objective

This course is designed to describe the well testing operations and identify the well testing procedures and equipment.

It is especially dedicated to field operators, drilling and production junior engineers and technicians who have limited knowledge and experience with well testing.

Course Content

1. Well testing introduction.

2. Drill stem testing (DST) concept.

3. Surface well testing overview.

4. Surface well testing layout.

5. Type of well testing.

6. Well testing sequences.

7. Clean up period.

8. Data obtained during a well testing.

9. Productivity.

9.1 Productivity index PI.

9.2Oil well (IPR)

9.3Gas well (AOF)

10- Sampling overview.

Noomen KRICHEN

Graduated in Electrical Engineering from the Ecole Nationale d'Ingénieurs de Sfax - Tunisia.
More than 12 years of field operations and technical support experience working with Schlumberger in the Well Testing segment including surface well testing, drill stem testing, testing data acquisition, sampling and multiphase flow measurement.

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Introduction to Reservoir Engineering

Geology and Reservoir

Reference : IRE- E

Who should attend

Production and Reservoir Technicians

Instructor

Talel GHARBY

Duration

4 days

Venue

Monastir

Language

English

Course Content (1/2)

Day 1:

I. Introduction to Reservoir Enginee

II. Introduction to Reservoir Characterization

1. Rock Characterization: Porosity, Permeability, Compressibility, Saturation
2. Fluid Characterization: PVT (Fluid Properties, Standard PVT Experiments, Sampling, Correlations)
3. Rock/Fluid Interaction (Capillary Pressure, Relative Permeability, Wettability
4. Drive Mechanisms
5. Volumetric Calculation

Day 2:

I. Introduction to Reservoir Development & Performance

1. Development Plan
2. Production Optimisation
3. Reservoir Performance
   - 3.1 Voidage Replacement (VRR) & Material Balance
   - 3.2 Decline Curve Analysis
   - 3.3 Reservoir Simulation Basics

Talel GHARBY

Reservoir Engineering Certificate from ENSPM (IFP) and Hydraulic Engineer from ENP Algeria. 20 years international experience in Reservoir Management.

Course Content (2/2)

Day 3:

I. EOR & Water Flooding Basics

II. Reservoir Monitoring & Management

Day 4

I. (Proposition): Aspects pratiques

1. WellTesting
2. Test Separator (Test de puits à travers séparateurs)
3. Fluid Sampling
4. Logging Basics & Tools

NB : This training can be delivered in French Language

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Enhanced Oil Recovery and Waterflooding

Geology and Reservoir

Reference : EORW-E

Who should attend

Production and Resevoir Engineers

Instructor

Talel GHARBY

Duration

4 days

Venue

Monastir

Language

English

Course Content

1. **Introduction**
2. **Primary Recovery**
3. **Recovery Factor**
4. **Recovery Mechanisms**
5. **EOR classification:**
   - 5.1 Thermal
   - 5.2 Non thermal
6. **Enhanced Oil Recovery:**
   - 6.1 Steamflood
   - 6.2 In-situ combustion
   - 6.3 Polymer flooding
   - 6.4 Surfactant polymer flooding
   - 6.5 Alkaline flooding
7. **Improved Oil recovery:**
   - 7.1 Miscible flooding
   - 7.2 Carbon dioxide flooding CO2
   - 7.3 N2 + CO2 + O2 + Others
8. **EOR :**
   - 8.1 screening
   - 8.2 design process
   - 8.3 Mechanistic model
   - 8.4 Simulation
9. **Water Flooding:**
   - 9.1 Immiscible displacement of oil by water
   - 9.2 Reservoir development by water flood

Talel GHARBY

Reservoir Engineering Certificate from ENSPM (IFP) and Hydraulic Engineer from ENP Algeria. 20 years international experience in Reservoir Management.

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Applied Reservoir Engineering & Formation Evaluation

NEW!

Geology and Reservoir
Reference : AREFE-E

Who should attend
Petroleum engineers, reservoir engineers and well test engineers who have a basic knowledge of reservoir formation evaluation. Production engineers, completion engineers, petrophysicists, geologists and geophysicists

Instructor
Akram AZAWI

Duration
5 days

Venue
Monastir

Language
English

Akram AZAWI

Course Content (1/3)

I. Fundamental Concepts of Reservoir Engineering

- Porosity and permeability of typical reservoir rocks
- Relative permeability
- Rock wettability
- Capillary pressure (J-function averaging)
- Reservoir fluid distribution
- Effect of Kr and Pc on reservoir production
- Pressure-depth diagram
- Gradient interpretation
- Fluid PVT characterization
  - Pressure transient testing
  - Oil and gas well performance
  - Decline curve analysis
  - RFT/MDT interpretation (case studies)

II. Volumetric Calculation of Oil-in-Place

- Categories of oil-in-place
- Structure- contour map
- Determination of fluid contacts
- Tilted OWC caused by gradational permeability

Akram F. Mohammed has 45 years experience in Reservoir Engineering (Simulation) and Formation Evaluation. Since graduating from Baghdad University in June 1969 as a Petroleum Engineer he has worked on a wide variety of oil & gas reservoirs as key member of staff in many international oil & gas companies in Iraq, Libya, Kuwait, Malaysia and Austria. He has published more than 16 technical papers, mostly in the area of applied reservoir engineering, and he taught various practical courses for many companies. He worked in 2012 for Weatherford as Region Senior Reservoir Engineer and currently he is Reservoir Engineer Consultant Senior Advisor at Baker Hughes.

Course Content (2/3)

- Evaluation the height of transition zone
- Saturation-Height above FWL
- Average rock characteristics per reservoir layers
- Area-depth graph and rock volume calculation
- Porosity cut-off and effective thickness
- Principle of volumetric methods
- Equivalent hydrocarbon-thickness method
- OOIP & OGIP calculations
- Layered reservoirs
- Statistical studies on oil recovery

III. The Material Balance

- Reservoir types and drive mechanisms
- Compressibility factor
- Effective Compressibility
- Volumetric gas reservoir
- Reserve estimation (P/Z plot)
- Depletion drive reservoirs (above & below BP)
- Gas cap reservoirs

IV. Water flooding

- Fractional flow equation
- Mobility ratio
- Determination of average residual oil saturation behind floodfront
- Permeability variations in the reservoir
- Displacement efficiency estimation
- Areal sweep efficiency (Dyes, Caudle and Erickson methods)
- Vertical sweep efficiency (Stiles, Dykstra-Parsons methods)
- Volumetric sweep efficiency

Course Content (3/3)

- Flooding patterns
- Prediction of oil recovery by waterflood
- Water coning, critical flowrate, breakthrogh time

V. Basic Concepts of Field Development

- Initial production rate,
- Number of wells,
- Well locations,
- Well spacing,
- Injection pattern,
- Recovery factor,
- Pressure prediction,
- Production scenarios
- Economic evaluation

Note: The course includes problem solving sessions to supplement the class lectures.
Preferred that participants bring their laptop to solve problems on Excel spreadsheet.

Well Construction

Reference	Courses	Duration	Pages
	Professional Training		
	Well Construction		
BDE-E	Basics of Drilling Engineering	10 days	30
FDE-E	Fundamentals of Drilling Engineering	5 days	31
DFST-E	Drilling Fluids and Solid Treatment	5 days	32
WC-E	Well Control	4 days	33

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Basics of Drilling Engineering

Well Construction
Reference : BDE-E

Who should attend

.Field Engineer (not necessarily oil profile) with little experience in the field.
.Technicians Drillers and Assistant Drillers (a few years of experience) may also participate.

Instructor

Youcef MADI

Duration

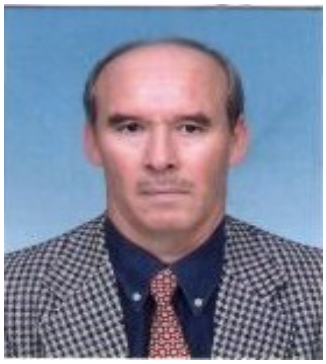
10 days

Venue

Monastir

Language

English



Youcef MADI

Course Objectives

- Elaborate well program
- Collect the main requirements
- Select drill bit and evaluate bit performance
- Identify the components of BHA
- Determine casing design

Course Content

1. **Hoisting System Rig Capacity**
2. **Blocs and Drilling Line**
3. **Ton per Mile Applications**
4. **Slip and Cut program**
5. **Circulating System**
6. **Pump Rates Application**
7. **Drill String Design**
8. **Drill Bits Design**
9. **Bit Hydraulics**
10. **Casing Design**
11. **Well Cementing**

NB : This training can be delivered in French Language

Engineer Graduated from Algerian Petroleum Institute (IAP), long experience in Drilling and Teaching (Sonatrach, Boumerdes IAP)

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Fundamentals of Drilling Engineering

Well Construction
Reference : FDE-E

Who should attend

Fresh Drilling Engineers, Directional drillers, MWD&LWD engineers, Drilling Supervisors , Fresh Engineers and new people in the drilling jobs would have an excellent start here.

Instructor

Fawzi KERAANI

Duration

5 days

Venue

Monastir

Language

English

Fawzi KERAANI

Course Content

1. BHA Design:
Design a Proper BHA for each well; choose the right drilling tools, taking in consideration the BHA behavior whether it will build or drop or both.

2. Well Plan:
Design the well trajectory in order to hit all well targets with a minimum cost in the safest environment.

3. Drilling Tools:
Explain all the drilling equipments that could be part of the BHA and the role of each of them and their potential value that could be added if used.

4. Deflection Methods:
Explain the classic deflection methods namely the stabilizers on the rotary assemblies, the VGS, the motor and the RSS Systems, choose the appropriate system for each section drilled taking in consideration previous wells drilled and the client requirements.

5. Bit Design:
Explain all types of bits and their designs and the effect of each feature they have to be able to understand their expected behavior when drilling down hole..

6. Bit Selection:
The bit selection is a key factor to drilling success; it would affect the drilling vibrations, the ROP, the sliding efficiency. Selecting the right bit for the right application could be a decision that saves time and cost. DDs, Drilling supervisors, LWD/MWD hands and drilling engineers have to closely evaluate old bits and their history in the field and decide with bit they have to choose for the each section on the next well..

7. Directional Drilling:
Understand the well trajectory, the maths involved in surveys calculations. Choose the right drilling parameters to be able to safely drill a well with an optimal ROP without deviating from plan or colliding with previous wells drilled.

Graduated from ENI-Sfax as Materials Engineer. 10 years in the field with Schlumberger as MWD, LWD Engineer and Directional Drilling engineer. Worked on latest advanced drilling technologies mainly in the Gulf area. He is Instructor in OGIM since 2013.

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Drilling Fluids and Solid Treatment

Well Construction

Reference : DFST-E

Who should attend

Drilling Engineers and Technicians, Mud Engineers and Technicians, Drilling Supervisors

Instructor

Habib AKID

Duration

5 days

Venue

Monastir

Language

English

Habib AKID

Course Content

1. Introduction & history
2. Functions of drilling & work over fluids
3. Basics chemistry
4. Clay chemistry
5. Drilling and work-over fluids
6. Rheology and Hydraulics
7. Pressure control
8. Borehole problems
9. Hole cleaning
10. Filtration
11. Stuck pipe
12. Lost circulation
13. Solid Control equipment and calculation
14. Special fluids for special tasks
15. Chemicals handling
16. Waste treatment and management

Certificate in Drilling Fluids from ENSPM (IFP). 30 years Experience in Tunisia and Middle East in Drilling Fluid and Solid Elimination.

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Well Control

Well Construction

Reference : WC-E

Who should attend

Drilling and Workover Engineers and Supervisors.
Downhole Production Engineers.

Instructor

Habib AKID

Duration

4 days

Venue

Monastir

Language

English

Course Content (1/2)

1. Welcome and Introduction
2. General Pressure Fundamentals
3. Pressure and U-Tube Concept & Calculation
4. Slug and Slug Effect
5. Gas Migration Analysis & Gas Law Application
6. Kicks Causes and Signs
7. Kicks Analysis
8. Surface Well Control Equipment and Pressure test
   - 8.1 Stand Pipe
   - 8.2 BOP
   - 8.3 Accumulator Bottles Gas Calculation (Koomey)
   - 8.4 Choke Manifold
   - 8.5 Mud & Gas Separator
   - 8.6 Burner
9. Formation Leak Off Test Procedure (MAASP & Formation Fracture Gradient)
10. Drilling Fluids Surface Facilities Data Interpretation (Barite Mixing System)

Habib AKID

Certificate in Drilling Fluids from ENSPM (IFP). 30 years Experience in Tunisia and Middle East in Drilling Fluid and Solid Elimination.

Course Content (2/2)

12. Killing Methods Theory-Calculation & Power Point Simulator Application

12.1 Driller's Method

12.2 Engineer's Method (Wait & Weight)

12.3 Concurrent Method

13. Well Control Problems & Remedial Tasks

13.1 Volumetric Control

13.2 Stripping to Bottom

13.3 Stripping using Volumetric Control

13.4 Lubricate and Bleed

14. Trip Margin

15. Kick Tolerance

16. Float in String

17. Kill Sheet Fill Up Work Shop (Vertical & Deviated)Wells

Production and Well Intervention

Reference	Courses	Duration	Pages
	Professional Training		
	Production and Well Intervention		
IWCF4-E	IWCF Well Intervention Pressure Control Course and Certification Level 3 and 4	4,5 days	37
WCS-E	Well Completion and Servicing	4 days	39
WLO-E	Wireline Operations	3 days	40
WO-E	Workover Operations	4 days	42
RPW-F	La reprise des puits (Workover)	4 days	43
BS-E	Basic Slickline	4,5 days	44
AS-E	Advanced Slickline	5 days	47
BWT-E	Basic Well Test	5 days	50
AP-F	Activation des puits	4 days	52
AL-E	Artificial Lift	4 days	53
ALO-E	Artificial Lift for Operators	3 days	54
ALS-E	Artificial Lift Systems	5 days	55
WPNA-E	Well Performance and Nodal Analysis	4 days	58
CTO-E	Coiled Tubing Operations	5 days	59

Well Intervention Pressure Control Course and Certification - Level 3 and 4

Production and Well Intervention
Reference : IWCF-E

Who should attend

Engineers, technicians and operators who have to plan, supervise or realize well interventions, using wireline, coiled tubing and/or snubbing.

Instructor

Ahmed NABIH El Zeftawi

Duration

4.5 days

Venue

OGIM, Monastir, Tunisia

Language

English

Course Content (1/2)

I. Completion Operations

1. Overview
2. Introduction to Well Control
3. Introduction to Barriers
4. Risk Management
5. Testing
6. Well Integrity Testing
7. Influx Characteristics and Behaviour
8. Shut in Procedures
9. Circulating Systems
10. Well Control Methods
11. Contingency Planning

II. Completion Pressure Control Equipment

1. Completion Equipment
2. Connections
3. Rig Up
4. Rig Down
5. Annulus Pressure Monitoring

Ahmed Nabih El Zeftawi

Mr Ahmed El Zeftawi has B.Sc. of Mechanical Engineering, Cairo University, July 1983. He is a certified Well intervention instructor for IWCF & IADC organizations. He has 26 years of experience in oil industry in Coil tubing & nitrogen service (Training, Supervision, Operations and Maintenance), Wireline, Well testing, Completion and Down Hole Tools, Marketing & Sales, Planning Engineering, Projects Coordination, Site Management, Training & Human Resources, Management & Decision Making.

Course Content (2/2)

III. Coiled Tubing Operations

1. Barrier Principles
2. Coiled Tubing Equipment
3. Rigging Up
4. Testing
5. Contingency Procedures
6. Shut in Procedures

IV. Wireline Operations

1. Pressure Control Equipment
2. Barrier Principles
3. Rigging Up
4. Testing
5. Management a Leak or Malfunction On Surface
5. Contingency Procedures
6. Critical Operating Procedures
7. The Importance Of Ensuring The Integrity Of The Safty Valve

V. Hydraulic Workover (Snubbing) Operations

1. Operating Procedures
2. Barrier Principles
3. Pressure Control Equipment and RAM Type Preventer
4. Rigging Up Procedures
5. Testing
6. Contingency Procedures
7. Shut in Procedures

NB: The IWCF training consists of 5 disciplines: Completion Equipment, Completion Operations, Wireline, Coiled Tubing and Snubbing. For this certification, delegates should at least sit for 3 disciplines: 2 compulsory (Completion Equipment - Completion Operations) and at least 1 of the other 3 disciplines (Wireline - Coiled Tubing - Snubbing). The certificate will certify the specific disciplines taken.

OGIM
Oil and Gas Institute of Monastir

Well Completion and Servicing

Production and Well Intervention

Reference : WCS-E

Who should attend

Reservoir, Production and Drilling Engineers. Drilling and Workover Supervisors.

Instructor

Mokhtar AYEB

Duration

4 days

Venue

Monastir

Language

English

Course Content

1. **Basic well completion design and practices**
2. **Formation-wellbore communication, Sand control**
3. **Downhole completion equipment:**
   - Packer selection and tubing forces
   - Tubing design and selection: Materials selection, Corrosion and erosion
   - flow control equipment and subsurface safety valves
4. **Wellhead and chokes**
5. **Well performance**
6. **Deviated, multiple zone, subsea, horizontal, multilateral and HPHT completion considerations**
4. **Causes and prevention of formation damage**
5. **Stimulation design considerations**
6. **Wireline, coiled tubing and Snubbing**
7. **Workover rig operations**

NB : This training can be delivered in French Language

Mokhtar AYEB

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (*field*, office and training)

OGIM
Oil and Gas Institute of Monastir

Wireline Operations

Production and Well Intervention

Reference : WLO-E

Who should attend

- *Engineers and Technicians in Oil and Gas Companies.*
- *Operators in services Companies*

Instructor

Mokhtar AYEB
Hedi MONGI

Duration

3 days

Venue

Monastir

Language

English

Course Content (1/2)

1. Introduction

1.1 The oil and gas well

1.2 The well completion: reservoir-wellbore interface, the production string and the wellhead

2. The wireline surface Equipment:

2.1 The wireline unit and power pack

2.2The lubricator sections and accessories

2.3 The stuffing box

2.4 Weight indicator and sheaves"

2.5 The BOP

2.6 Mast and lifting equipment

3. The wireline downhole Tools

3.1 The wire: selection, care, handling and spooling

3.2 The tool string: rope socket, swivel, weight bard, jars, knuckle joint, cross-overs

3.3 The operating tools : running and pulling tools, shifting tool, kick over tool, tubing puncher

3.4 Tubing control and cleaning tools: gauge cutter, radial brush, blind box, impression block, tubing end locatorSand bailer

Mokhtar AYEB

Graduated Senior Technician, more than 35 years experience in Oil and Gas Production activities especially in wireline operations

Hedi MONGI

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training)

Course Content (2/2)

4. Setting and retrieving tools in the production string:

4.1 Lock mandrel

4.2 plugs, chokes, check valves

4.3 Safety valves

4.4 Gas lift valves

4.5 Pressure and temperature gauges

5. Downhole operations

5.1 Tubing calibration

5.2 Operating SSD

5.3 Pressure and temperature survey along the production string

5.4 Getting downhole solid and liquid samples

5.5 Fishing operation

6. Safety aspects

6.1 Well control

6.2 Safety rules

6.3 PPE

OGIM
Oil and Gas Institute of Monastir

Workover Operations

Production and Well Intervention
Reference : WO-E

***Who* should attend**

- Workover Supervisors
- Downhole Production Engineers
- Production Technicians and Operators

Instructor

Mokhtar AYEB

Duration

4 days

Venue

Monastir

Language

English

Course Content

1. Introduction: well construction and completion, requirement for workover
1. The workover rig
2. Killing a producing well
3. The killing fluid and the workover fluids
4. The well control during workover operations
5. Pulling out completion
6. Stuck pipe and free point determination
7. Parting and recovering the free pipe
8. Fishing operations
9. Milling operations
10. Reworking the producing reservoir
11. Cement and casing repairs
12. Cleaning and preparing the well for recompletion
13. Plug-and-Abandon Operations

Mokhtar AYEB

Graduated *Petroleum* and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training)

OGIM
Oil and Gas Institute of Monastir

La reprise des puits (Workover)

Production and Well Intervention

Reference : PRW-F

Who should attend

- *Workover Supervisors*
- *Downhole Production Engineers*
- *Production Technicians and Operators*

Instructor

Mokhtar AYEB

Duration

4 days

Venue

Monastir

Language

French

Mokhtar AYEB

Course Content

1. Construction du puits, complétion et besoin pour reprise
2. Le rig de workover
3. Tuer les puits
4. Les fluides pour tuer le puit et pour la reprise
5. Le contrôle du puits pendant les opérations de reprise
6. Remontée de la garniture de production
7. Coincement et détermination du point de coincement
8. Détachement et récupération de la partie libre
9. Les opérations de repêchage
10. Les opérations de fraisage
11. Reprise de la couche productrice
12. Réparation du tubage et de la cementation
13. Nettoyage et préparation du puits pour recomplétion
14. Bouchage et abandon de puits

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training)

OGIM
Oil and Gas Institute of Monastir

Basic Slickline

Production and Well Intervention

Reference : BS-E

Who should attend

New start wireline services employees and new start production, drilling and petroleum engineers. Base maintenance personnel

Instructor

An Eljay Well services Limited (UK) accredited instructor

Duration

4 .5 days

Venue

Monastir

Language

English

Course Objectives

At the end of the course delegates should have a good understanding of:

- The functional requirements of a completion
- Completion accessories
- Perforating methods
- Well maintenance requirements that can be achieved using Wireline
- Surface pressure control equipment used during Wireline operations
- The application of various tools and flow control devices
- Procedures involved for conducting Wireline operations

Course Content (1/3)

Day 1:

1. Completions Design
2. Project exercise (design a basic completion)
3. Equipment identification
4. What is Wireline?
5. Wirelines and wire selection / care / handling / testing / spooling techniques

An Eljay Well Services Limited instructor with current IWCF Instructor accreditation in Well Intervention and with 40 years Completions and Wireline experience.

Course Content (2/3)

Day 2:

1. Surface pressure control equipment
2. Christmas trees and the use of valves
3. Wellhead adapters
4. BOP's, hydraulic/manual/dual
5. Lubricator and riser sections
6. Quick union make up and safe operating practices
7. Stuffing boxes manual/hydraulic
8. Relationship between test pressure and working pressure

Day 3:

1. Review day 2 evening exercise (student presentation)
2. Wireline toolstrings, sizes and selection
3. Rope sockets/conventional and teardrop
4. Weight bars/conventional/roller/leaded]
5. Mechanical jars/spring/tubular
6. Upstroke jars/hydraulic
7. Knuckle joints/knuckle jars
8. Good operating practice
9. Crossovers and quick connections
10. Fish neck identification, internal/external/reach

Course Content (3/3)

Day 4:

1. Review day 3 evening exercise
2. Introduction to Wireline unit and power pack
3. Weight indicators, sheaves and angle correction factors
4. Weight indicator bleeding procedures
5. Tubing conditioning, Wireline tools
6. Gauge rings
7. Lead Impression Blocks
8. Blind box
9. Tubing end locators

Day 5:

1. Introduction to Wireline operations job log
2. Introduction to toolstring record form
3. Classroom exercise, Wireline operations job log, toolstring record form
4. Final Assessment
5. Course Critique

OGIM
Oil and Gas Institute of Monastir

Advanced Slickline

Production and Well Intervention
Reference : AS-E

Who should attend
Experienced wireline services employees and experienced production, drilling and petroleum engineers charged with planning and executing wireline interventions.

Instructor
An Eljay Well services Limited (UK) accredited instructor

Duration
5 days

Venue
Monastir

Language
English

Course Objectives

At the end of the course delegates will have a good understanding of:

- Detailed Safety Aspects to be considered for Non-Routine Intervention
- The Range of Equipment Required
- Non-Routine and Advanced Wireline Operations
- Latest Advances in Wireline Technology

Course Content (1/3)

Day 1:

1. Non-Routine Operations
2. Definitions
3. Fishing Operations
    - 3.1 Cause
    - 3.2 Prevention
    - 3.3 Planning
4. Types of Fishing Operations
5. Equipment Considerations
    - 5.1 Surface
    - 5.2Sub-Surface
6. Scenario
    - 6.1 Plan
    - 6.2 Programme

An Eljay Well Services Limited instructor with current IWCF Instructor accreditation in Well Intervention and with 40 years Completions and Wireline experience."Familiar with the operation and use of the Eljay Well Services Limited Wireline Simulator .

Course Content (2/3)

Day 2:

1. Failure Effects
2. Causes
3. Recovery
4. Braided Line/Cable Equipment
5. Associated Operational Problems
6. Practical Cable Stranding Exercise
7. Quick union make up and safe operating practices
8. Stuffing boxes manual/hydraulic
9. Relationship between test pressure and working pressure
10. Testing surface pressure control lines

Day 3:

1. Barriers
2. Barrier Systems
3. Pressure Control
   - 3.1 Loss
   - 3.2 Recovery
4. Hydrates
   - 4.1 Causes
   - 4.2 Elimination

Course Content (3/3)

5. Communication: Roles and Responsibilities

   5.1 Pressures

   5.2 Volumes

Day 4:

1. Requirements
2. Well Information
3. Equipment Suitability: Fit for Purpose
4. Calculations

   4.1 Pressures

   4.2 Volumes

Day 5:

1. Technology
2. Advanced Wireline Technology
3. Measuring Systems
4. Applications
5. Final Assessment
6. Course Critique

OGIM
Oil and Gas Institute of Monastir

Basic Well Test

Production and Well Intervention
Reference : BWT-E

Who should attend

New start well testing services employees and new start production, drilling and petroleum engineers. Base maintenance personnel.

Instructor

An Eljay Well services Limited (UK) accredited instructor

Duration

5 days

Venue

Monastir

Language

English

Course Objectives

At the end of the course, delegates should be able to:

- Have a good understanding of the origin and behavior of hydrocarbons
- Have a good understanding of surface well testing, data acquisition and fluid sampling equipment
- Have a good understanding of surface operations during testing
- Function effectively as an operator on a well test job
- Understand equipment selection based on well test objetives

Candidates will be trained with a lot of animations in the different testing sections, to supplement the physical presence of equipment and tools.

Course Content (1/2)

Day 1:

1. Origin of Oil/Gas
2. Introduction to Well Testing
3. Needs, requirements & results expected from well testing
4. Introduction to reservoir classification and phase behavior

An Eljay Well Services Limited instructor with minimum 10 years Well Testing experience.

Course Content (2/2)

Day 2:

1. Surface well test equipment and specifications
2. Surface well testing operations

Day 3:

1. Surface well testing operations and animations
2. Testing data acquisition equipment and methods
3. Testing data acquisition reporting and quality control

Day 4:

1. Fluid sampling equipment and methods
2. Fluid sampling animations

Day 5:

1. Introduction to DST
2. Final Assessment
3. Course Critique

OGIM
Oil and Gas Institute of Monastir

Activation des puits

Production and Well Intervention
Reference : AP-F

Who should attend

Production Engineers and Technicians, completion and workover Engineers and Supervisors

Instructor

Mokhtar AYEB

Duration

4 days

Venue

Monastir

Language

French (with technical words in English)

Course Content

1. La complétion des puits

2. Performance des puits et besoin d'activation

3. L'activation: principe, technologie, équipements de fond et de surface, applications et avantages et inconvénients de chaque système:

3.1 Le pompage:

a. Pompe à balancier

b. Pompe électrique immergée (ESP)

c. Pompe à cavité progressante (pompe Moineau)

d. Pompes hydrauliques

3.2 Le gas lift

Mokhtar AYEB

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training)

OGIM
Oil and Gas Institute of Monastir

Artificial Lift

Production and Well Intervention
Reference : AL-E

Who should attend

Production Engineers and technicians, Completion and Worover Engineers and Supervisors, Reservoir Engineers

Instructor

Mokhtar AYEB

Duration

4 Days

Venue

Monastir

Language

English

Course Content

1- Basic well completion design and practices

2- Well performance and requirement for artificial lift

3- Artificial lift: principles, technology, downhole and surface equipment, applications, advantages and disadvantages of each system:

3.1Pumping systems:

a. Sucker rod pumps

b. Electrical Submersible Pumps

c. Progressive Cavity Pumps

d. Hydraulic Pumping Systems

3.2 Gas lift

Mokhtar AYEB

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training)

OGIM
Oil and Gas Institute of Monastir

Artificial Lift for Operators

Production and Well Intervention
Reference : WA-E

Who should attend
Oil and Gas Field Production Operators.

Instructor
Rafik HAMZA

Duration
3 days

Venue
Monastir

Language
English

Course Objectives

- Principle of operation of the different modes of oil wells activation
- Interpretation of anomalies and fault finding
- Criteria for choosing an activation mode to the wells of an oil field

Course Content

1- Require Activation

2- Beam Pump / Sucker Rod Pump (SRP)

3- Electric Submersible Pump (ESP)

4- Progressing Cavity Pump (PCP)

5- Hydraulic Pump

6- Gas Lift

7- Selection Criteria System Activation

8- Case Study

Rafik HAMZA

MS in Electronics and Automatism Engineering from the NANCY Engineering School – France. More than 30 years experience in Oil and Gas Production activities

OGIM
Oil and Gas Institute of Monastir

ARTIFICIAL LIFT SYSTEMS

Production and Well Intervention
Reference : ALS - E

Who should attend
Petroleum and Production Engineers and operations staff responsible for designing lift installations and performing surveillance and optimization on wells using lift techniques.

Instructors
Hesham ABDELLATIF
Mahmoud ABDEL FATTAH

Duration
5 days

Venue
Monastir

Language
English

Course Content (1/3)

I. Fundamental of reservoir characterization

1. Different types of reservoir
2. Reservoir drive mechanism
   a. Depletion drive mechanism
   b. Gas cap drive mechanism
   c. Active water drive mechanism

II. Artificial lift systems

1. Introduction to artificial lift system
2. Sucker rod lift system (RRL)
   a. Types of beam pumping units
   b. Types of driven power to run beam pumping unit
      i. Electric motors
      ii. Gas engine
   c. Types of control panel
   d. Type/grade of sucker rods, pony rods, polish rods and accessories
   e. Types of down hole pumps
      i. Insert able
      ii. Tubular

Hesham ABDELLATIF

Petroleum engineer with 28 years of experience in subsurface production engineering, operations, field management, ALS technical support, ALS leader in both onshore and offshore fields.

Mahmoud ABDEL FATTAH

B. Sc. In Petroleum Engineering 2000. 13 years of experience as Application Engineer, Operation Supervisor, Field Engineer… Expert in oil industry related software such as Rod Star, Perform and Gas LIFT.

Course Content (2/3)

f. Well analyzer
   i. Dynamometer
   ii. Acoustic fluid level
   iii. Pressure build up test
g. Trouble shooting

3. Progressive cavity system (PCP)
   a. Types of drive head
   b. Types of down hole pump
   c. Types of control panel
   d. Trouble shooting

4. Electric submersible system (ESP)
   a. Motors
   b. Seal
   c. Gas separator
   d. Pumps
   e. Electric cable
   f. Control panel
   g. Trouble shooting

Course Content (3/3)

5. Plunger lift system (PL)

6. Hydraulic lift system (H/L)
   a. Piston pump system
   b. Jet pump system
   c. Driven power
   d. Electric engine
   e. Diesel engine
   f. Trouble shooting

OGIM
Oil and Gas Institute of Monastir

Well Performance and Nodal Analysis

Production and Well Intervention
Reference : WPNA-E

Who should attend
Production Engineers

Instructor
Hadim AMMAR

Duration
4 days

Venue
Monastir

Language
English

Hadim AMMAR

Course Content

Day 1:

1. Course Objectives
2. Production system analysis –Pressure Losses-
3. Nodal analysis
4. Well model concept.
5. Flow in porous Media introduction – Reservoir Deliverability

Day 2:

1. Hydrocarbon Phase diagram
2. Single and Multiphase Flow in the reservoir- IPR Model.
3. Case study-IPR

Day 3:

1. Single and Multiphase Flow in wellbore –VLP Model.
2. PVT in nodal analysis
3. Case study-VLP
4. Flow through the Choke.

Day 4:

1. Well performance - Production optimization.
2. IPR sensitivities
3. VLP sensitivities
4. Nodal analysis applications
5. Nodal Analysis software's overview.

Petroleum Engineering with 11 years' experience in different aspects of oil and gas field operations, well monitoring, surface facilities and Oil Production Optimization.

Coiled Tubing Fundamentals & Applications

OGIM
Oil and Gas Institute of Monastir

Production and Well Intervention
Reference : CTFA-E

Who should attend
Production Engineers , Production Supervisors and Managers , Well site Supervisors , Drilling Supervisors , Well intervention team members , Operators & Supervisors of Stimulation service companies

Instructor
Ahmed NABIH El Zeftawi

Duration
5 days

Venue
OGIM, Monastir, Tunisia

Language
English

Course Objectives

- Providing essential data about CTU history, advantages and uses.
- Introduce the CTU components and functions
- Identifying the different types of applications and problem solving
- Introducing the new technology which helps in increasing safety records and reducing job time required

Course Content (1/2)

Day 1:

I. Introduction

II. CTU History & Advantages

III. CTU Equipment

DAY 2:

I. CTU Technical data

II. Down hole tools

Ahmed Nabih El Zeftawi

Mr Ahmed El Zeftawi has B.Sc. of Mechanical Engineering, Cairo University, July 1983. He is a certified Well intervention instructor for IWCF & IADC organizations. He has 26 years of experience in oil industry in Coil tubing & nitrogen service (Training, Supervision, Operations and Maintenance), Wireline, Well testing, Completion and Down Hole Tools, Marketing & Sales, Planning Engineering, Projects Coordination, Site Management, Training & Human Resources, Management & Decision Making…

Course Content (2/2)

Day 3:

I. CTU Applications

II. API Standards (RP-16ST)

Day 4:

I. Revision

II. Brief on Nitrogen

III. Well bore clean out

IV. Acid stimulation

Day 5:

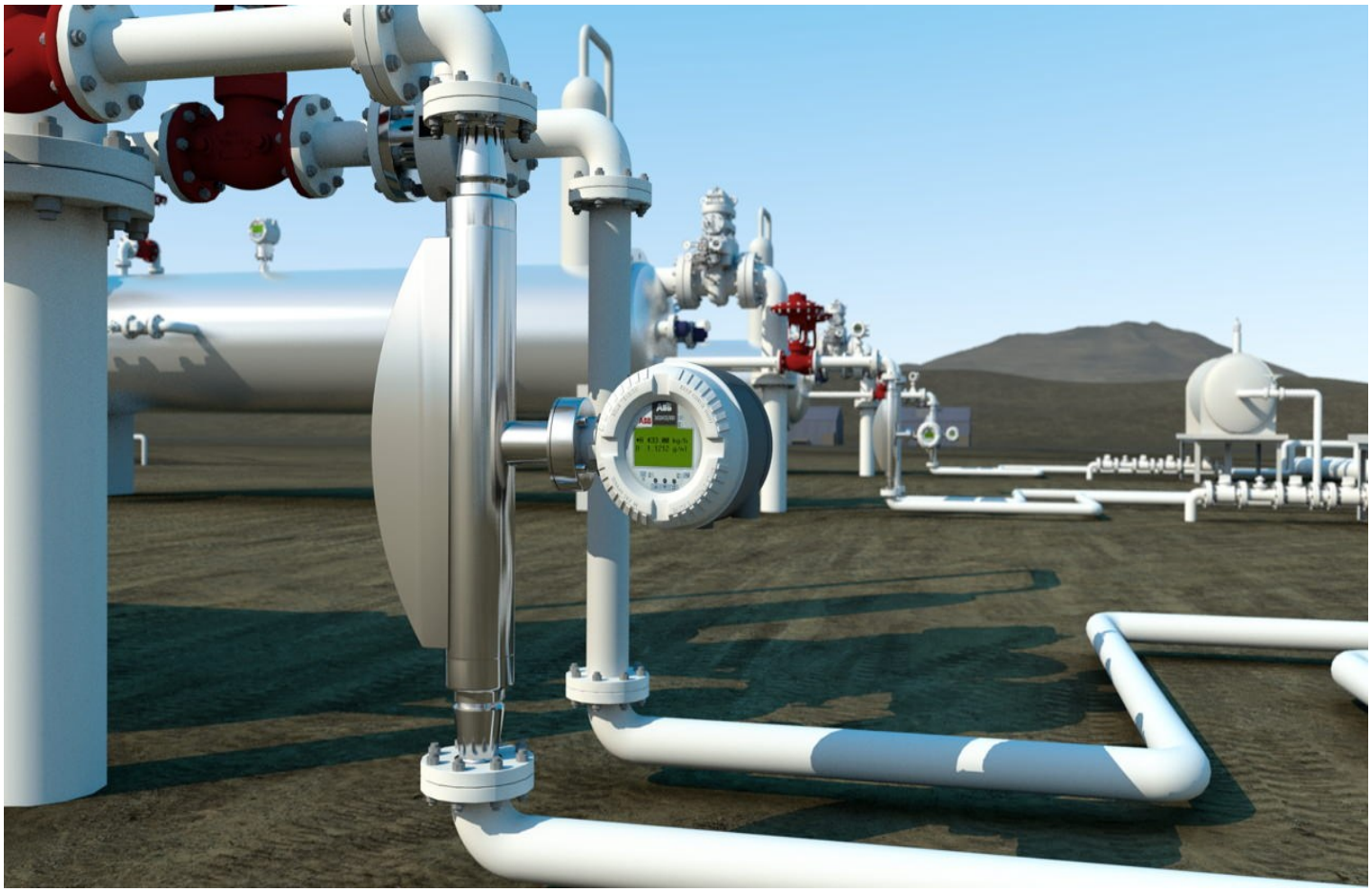
I. Revision

II. Test

III. Test review

IV. Open discussion on real problems and solutions

Process and Surface Facilities



Reference	Courses	Duration	Pages
	Professional Training		
	Process and Surface Facilities		
PPI-E	Pipeline Pigging and Inspection	4 days	63
NGT-E	Natural Gas Treatment	4 days	64
STHGE-F	Séparation et traitement huile, gaz et eau	3 days	65
SPF-E	Surface Production Facilities	3 days	66
RE-FE	Operation and Maintenance of Rotating Equipment	4 days	67
EMMT-F	Exploitation et maintenance des machines tournantes	5 days	68
ITC-F	Technologies de contrôle dans les installations pétrolières	5 days	69
RP-F	Régulation de Procédés	4 days	70
APSP-F	Automates Programmables (PLC): Structure et Programmation	4 days	72
II - F	Instrumentation Industrielle	5 days	74
PI-E	Process Instrumentation	5 days	75
CMP-F	Corrosion : mécanismes et protections	4 days	76
PCIP-F	Protection Cathodique des Installations Pétrolières	3 days	77

OGIM
Oil and Gas Institute of Monastir

Pipeline Pigging and Inspection

Process and Surface Facilities
Reference : PPI-E

Who should attend

-Production Engineers, technicians and Operators with long Experience.
-Pipelines and Terminals Engineers, Supervisors and Technicians

Instructor

Mokhtar AYEB

Duration

4 days

Venue

Monastir

Language

English

Course Content

1. **Introduction: piping system**
2. **Pipelines:**
   Specifications, types, construction, operating conditions
   Risks, damages and defects,
   Protection: internal and external coating, inhibition, treatment, cathodic protection,
3. **Pipeline pigging:**
   Pig types
   Pig traps
   Pigging operations
4. **Pipeline inspection and repair**
   Inline inspection
   Risk management
   Defects repair
5. **Pipeline integrity: assessment, control**
6. **Pigging documentation and Record Keeping**

Mokhtar AYEB

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training)

OGIM
Oil and Gas Institute of Monastir

Natural Gas Treatment

Process and Surface Facilities
Reference : NGT-E

Who should attend

- *Process and production Engineers and technicians*
- *Gas plants technicians and operators*

Instructor

Mohamed Lassaad ISSAOUI

Duration

4 days

Venue

Monastir

Language

English

Course Content

1. Oil and gas terminology
2. Behavior of hydrocarbons
3. Specifications of petroleum products
4. Naturel Gaz constituants
5. Elimination of sour gases
6. Design of Sour Gas Treatment Plant
7. Hydrates: formation, Gas Dehydration
8. Condensates extraction processes
9. Gas transport and storage

NB : This training can be delivered in French Language

Mohamed Lassaad ISSAOUI

Lead process engineer with of 25 years of petroleum engineering, procurement, installation, commissioning and start up experience in both the public and private sector. Expert in process and petroleum simulation and good knowledge in technical and economical evaluation of projects.

OGIM
Oil and Gas Institute of Monastir

Séparation et traitement huile, gaz et eau

Process and Surface Facilities
Reference : STHGE-F

Who should attend
- Oil fields and facilities operators:
- Production operators, gas, water injection, processes and treatments
- Wireline operators and work well
- Mechanics, electricians, instrumentalists

Instructor
Mohamed Lassaad ISSAOUI

Duration
3 days

Venue
Monastir

Language:
French (with technical words in english)

Mohamed Lassaad ISSAOUI

Course Content

I. Objectifs des traitements sur champs et installations de production:

1. Constituants des fluides pétroliers
2. Constituants posant des problèmes au producteur

II. Spécifications des produits à atteindre:

1. Opérations à réaliser sur champs de production

III. Comportement des fluides pétroliers:

1. Éléments de physique des fluides, équilibre liquide-vapeur
2. Éléments d'un effluent pétrolier du réservoir au terminal

IV. Traitement des huiles:

1. Stabilisation des bruts par séparation multi étagée
2. Émulsions huile dans l'eau:
   - 2.1 Déshydratation des bruts
   - 2.2 Dessalage des bruts

V. Traitement des eaux d'injection:

1. Injection d'eau dans les gisements

VI. Traitement des eaux de production:

1. Rejet des eaux de production dans l'environnement

VII. Traitement des gaz (initiation) :

1. Les problèmes dus à l'eau: les hydrates de gaz et leur prévention

Lead process engineer with of 25 years of petroleum engineering, procurement, installation, commissioning and start up experience in both the public and private sector. Expert in process and petroleum simulation and good knowledge in technical and economical evaluation of projects.

OGIM
Oil and Gas Institute of Monastir

Surface Production Facilities

Process and Surface Facilities
Reference : SPF-E

Who should attend

- Production Engineers and Technicians
- Operators with long experience.
-Maintenance Technicians

Instructor
Mokhtar AYEB

Duration
3 days

Venue
Monastir

Language
English

Mokhtar AYEB

Course Content

1. **The gathering and control system:**
   - Gathering system
   - Line pipes specification
   - Pipeline installation
   - piping fitting
   - Valves
   - Chokes

2. **The oil / gas / water process and treatment equipments:**
   - Oil treating
   - Gas Treatment
   - Oily water treatment

3. **The transfer, metering and storage systems:**
   - Pipelines
   - Pumps
   - Storage facilities
   - Measuring meters

4. **The field utilities**

NB : This training can be delivered in French Language

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training)

OGIM
Oil and Gas Institute of Monastir

Operation & Maintenance of Rotating Equipment

Process and Surface Facilities
Reference : RE-FE

Who should attend

- Process and production technicians.
- Gas plants technicians and operators.

Instructor

Taoufik HADJ ALI

Duration

4 Days

Venue

Monastir

Language

English/French

Taoufik HAJ ALI

Course Content

1. Introduction
2. Operation and Mainteannce terminology
3. Classification of Rotating Equipment
4. Operation of Rotating Equipment
5. Maintenance of Rotating Equipment
6. Organisation and maintenance planning.
7. Tools & Spare parts management
8. Reliability and availability improvement

Senior Project & Rotating Equipment Engineer. MSc in Engineering. Hydraulics – Hydromechanics' – Hydraulic machinery & plants. Over 28 years experience in Project Engineering, Revamping Projects and Maintenance Engineering activities and planification for upstream Onshore and Offshore Oil & Gas Industries and Brownfield's.

OGIM
Oil and Gas Institute of Monastir

Exploitation et maintenance des machines tournantes

Process and Surface Facilities
Reference : EMMT - F

Who should attend

- Production operators and technicians
- Mecanicians, electricians and instrumentalists

Instructor

Taoufik HADJALI

Duration

5 days

Venue

Monastir

Language
French (with technical words in English)

Course Content

1. Introduction à la maintenance des matériels en exploitation
2. Les moteurs à gaz
3. Les compresseurs alternatifs
4. Les turbines à gaz
5. Les compresseurs centrifuges
6. Les pompes centrifuges
7. Les pompes doseuses
8. Les compresseurs à vis
9. Les échangeurs thermiques

Taoufik HAJ ALI

Senior Project & Rotating Equipment Engineer. MSc in Engineering. Hydraulics – Hydromechanics' – Hydraulic machinery & plants. Over 28 years experience in Project Engineering, Revamping Projects and Maintenance Engineering activities and planification for upstream Onshore and Offshore Oil & Gas Industries and Brownfield's.

OGIM
Oil and Gas Institute of Monastir

Technologies de contrôle dans les installations pétrolières

Process and Surface Facilities
Reference : ITC-F

Who should attend
- Production Engineers and Technicians on oil installations.
- Newly recruited Engineers involved in the control process, control and instrumentation.

Instructor
Noureddine KANDI

Duration
5 days

Venue
Monastir

Language
French

Course Content

1. Introduction au contrôle commande dans les installations industrielles (Cas des installations pétrolières)

2. Systèmes automatisés (Définitions, Domaines d'application et principes de fonctionnement)

3. Les outils de contrôles et de surveillance:

- L'instrumentation de mesure
- Les automates programmables et SNCC
- Les réseaux de communication industriels (réseaux de terrains)
- L'interface Homme/Machine pour la surveillance et la supervision des installations

4. Les systèmes de sécurité

5. Régulation de procédés :

- Définitions
- Les principaux paramètres à réguler dans une installation Pétrolière ou gazière
- Principe de fonctionnement d'une boucle de régulation
- Composantes d'une boucle de régulation
- Régulateur PID

6. Introduction aux systèmes DCS et SCADA dans les installations pétrolières (Définition et architectures)

Noureddine KANDI

Mr. KANDI is an electronics engineer with 30 years of experience in research and teaching, particularly at the Algerian Petroleum Institute (IAP) where he specialized in electronics, automation and control . Currently, he is an instructor on behalf of Siemens in Algeria and OGIM in Tunisia.

OGIM
Oil and Gas Institute of Monastir

Régulation de Procédés

Process and Surface Facilities
Reference : RP-F

Who should attend

Instrumentation or Process Engineers and Technicians

Instructor

Noureddine KANDI

Duration

4 days

Venue

Monastir

Language

French

Noureddine KANDI

Course Content (1/2)

1. Généralités
1.1. Principe de la régulation
1.2. Grandeurs physiques intervenant dans une boucles de régulation
1.3. Organes intervenant dans une boucle de régulation.
1.3. Représentation d'une boucle de régulation.
a) Schéma TI.
b) Schéma fonctionnel.

2. Etudes des procédés industrielles
2.1. Etude des procédés.
2.2. Caractéristiques statiques et dynamiques d'un procédé.
2.4. Influence de caractéristiques du procédé dans la performance d'une boucle de régulation.
2.5. Introduction à la modélisation d'un procédé (Identification).

3. Les actions d'un régulateur
3.1. Principe de fonctionnement d'un régulateur.
3.1. L'action proportionnel P.
3.2. L'action intégrale I.
3.3. L'action dérivée D.
3.4. Choix de du type d'action d'un régulateur P, PI PID.

4. Méthodes de réglage des paramètres d'un régulateur

4.1. Méthodes de réglage en boucle ouverte.
4.1. Méthodes de réglage en boucle fermée.

Mr. KANDI is an electronics engineer with 30 years of experience in research and teaching, particularly at the Algerian Petroleum Institute (IAP) where he specialized in electronics, automation and control . Currently, he is an instructor on behalf of Siemens in Algeria and OGIM in Tunisia.

Course Content (2/2)

5. Les régulateurs industriels

5.1. Généralité sur les régulateurs.

5.1. Les Régulateur analogique.

5.3. Les régulateur numérique.

5.4. Introduction à la régulation sur automate.

6. Instrumentation de mesure

6.1. Description et principe de fonctionnement d'un capteur transmetteur.

6.2. Mesure de température.

6.3. Mesure de pression.

6.4. Mesure de débit.

6.5. Mesure de niveau.

7. Vannes de régulation et positionneur

7.1. Description et principe de fonctionnement des principaux types de régulation.

7.2. Rôle et principe de fonctionnement d'un positionneur.

8. Introduction aux boucles de régulation complexes

OGIM
Oil and Gas Institute of Monastir

Automates Programmables (PLC) : Structure et programmation

Process and Surface Facilities
Reference : APSP-F

Who should attend

Engineers and technicians automation specialist, instrumentalist or operator, ensuring the maintenance, development or operation of industrial facilities

Instructor

Noureddine KANDI

Duration

4 days

Venue

Monastir

Language

French

Noureddine KANDI

Course Content (1/2)

1. Eléments d'automatismes

1.1. Rappels sur les systèmes combinatoires et séquentiels.

1.2. Méthodes de synthèses et mise en équation des systèmes séquentiels.

2. Structure matériel des API (PLC)

2.1. Description d'ensemble

2.2. L'unité centrale (CPU)

2.3. Les modules d'entrée

2.3. Les modules de sortie

2.3. Les modules de communication

3. Structure fonctionnelle de L'API

3.1. Fonctionnement interne de l'automate

3.2. Les taches cycliques, périodiques et événementielles

3.3.Fonctionnalité : Commande séquentielle, Surveillance et signalisation, Régulation, communication

Mr. KANDI is an electronics engineer with 30 years of experience in research and teaching, particularly at the Algerian Petroleum Institute (IAP) where he specialized in electronics, automation and control . Currently, he is an instructor on behalf of Siemens in Algeria and OGIM in Tunisia.

Course Content (2/2)

4. Programmation

4.1. Outils et démarches de Programmation.

4.2. Méthodes de structuration d'un programme.

4.3. Normalisation des Langages: Norme IEC 611131-3

4.4. Méthodes d'adressage et format des variables (Entrées, Sorties, Variables internes…)

4.5. Structuration d'un Programme.

4.6. Programmation des automatismes logiques dans les différents langages: Ladder (cont), SFC (Grafcet), les Blocs, Liste d'instructions.

4.7. Programmations des opérations numériques.

4.8. Traitement des valeurs analogiques.

5. Introduction aux réseaux d'automates

OGIM
Oil and Gas Institute of Monastir

Instrumentation Industrielle

Process and Surface Facilities
Reference : II-F

Who should attend

Instrumentation and Mechanical Technicians

Instructor

Fawzi BEN SALAH

Duration

3 days

Venue

Monastir

Language

French – Technical words in English

Fawzi BEN SALAH

Course Content

Chapitre 1: Le Contrôle des procédés

Chapitre 2: Les instruments de mesure de la pression et de la temperature

Chapitre 3: Les instruments de mesure de niveau et de debit

Chapitre 4: Les éléments finaux de la boucles (les actionneurs) les vannes de contrôle et vanne FO/FC

Chapitre 5: Régulation T.O.R, regulation à écart (gap control), Régulation à échelle séparé (SplitRange), régulation proportionnelle, régulation cascade et régulation à rapport (ratio control)

Chapitre 6: P&ID, Matrice C&E et Système ESD

Chapitre 7: Diagnostic des defaults (Trouble shooting)

NB : ***Cette formation peut etre faite en intra enterprise sur site de production. L'instructeur assure en plus des cours en salle, des séances de coaching directement sur les installations de production.***

Graduated Electrical Engineer from ENIS Sfax, more than 25 years of experience in Oil and Gas Industry specially in Control and Instrumentation production activities.

OGIM
Oil and Gas Institute of Monastir

Process Instrumentation

Process and Surface Facilities
Reference : PI-E

Who should attend

Instrumentation and Mechanical Technicians

Instructor

Fawzi BEN SALAH

Duration

3 days

Venue

Monastir

Language

English

Course Content

Chapitre 1: Process Control

Chapitre 2: Pressure and Temperature Measurements

Chapitre 3: Level and Flow Measurements

Chapitre 4: Final Control Element , Control Valves

Chapitre 5: Different Control Modes, On-Off Control, Split Range , Control, Cascade Control

Chapitre 6: P&ID, C&E Matrix, ESD System

Chapitre 7: Trouble Shooting

NB1: This training can be organized for a single company on production site. The instructor provides in addition to classroom lectures, coaching sessions directly on the production facilities.

NB2 : This training can be delivered in French Language

Fawzi BEN SALAH

Graduated Electrical Engineer from ENIS Sfax, more than 25 years of experience in Oil and Gas Industry specially in Control and Instrumentation production activities.

OGIM
Oil and Gas Institute of Monastir

Corrosion : Mécanismes et Protections

Process and Surface Facilities
Reference : CMP-F

Who should attend

Petroleum Engineers and Technicians responsible for equipement offshore and onshore.

Instructor

Ezzedine TRIKI

Duration

4 days

Venue

Monastir

Language

French

Pr. Ezzedine TRIKI

Course Content

Chapitre 1 : Les conséquences de la corrosion

1. Introduction
2. Les conséquences

Chapitre 2 : Morphologie de la corrosion en milieu pétrolier

1. Définition
2. Morphologie de la corrosion

Chapitre 3: La corrosion électrochimique

Chapitre 4: Rappels thermodynamique et cinétique électrochimiques

Chapitre 5: Facteurs responsables de la corrosion dans le domaine pétrolier

1. Particularité du milieu pétrolier
2. Matériaux métalliques dans les milieux pétroliers

Chapitre 6: Protection cathodique

1. Théorie de la protection cathodique
2. Protection cathodique par anodes sacrificielles
3. Protection cathodique par courant imposé
4. Contrôles et suivis de la protection cathodique

Chapitre 7 : Les revêtements

1. Préparation de l'état de surface
2. Revêtements non métalliques
3. Revêtements métalliques

Pr. TRIKI has a State Doctorate of Sciences in 1980. He has more than 80 publications in international journals with referees, expertise on modes of corrosion and cures for Oil and Gas Companies. He is Member of International Juries for major universities and UNESCO prizes.

OGIM
Oil and Gas Institute of Monastir

Protection Cathodique des Installations Pétrolières

Process and Surface Facilities
Reference : PCIP-F

Who should attend
Engineers and Technicians in the oil Exploration / Production. It also addresses the technical staff of consulting firms involved in the design of oil installations especially transportation facilities by pipeline or ship and storage.

Instructor
Pr. Ezzedine TRIKI

Duration
3 days

Venue
Monastir

Language
French (technical words in english)

Pr . Ezzedine TRIKI

Course Content

I. La corrosion électrochimique et ses conséquences , cas des installations pétrolières

II. Théorie de la protection cathodique

III. Protection cathodique par anodes sacrificelles

IV. Protection cathodique par soutirage

V. Aspects pratiques de la protection cathodique dans l'industrie pétrolière

VI. Contrôles et suivis de système de protection cathodique

VII. Etude de cas

Pr. TRIKI has a State Doctorate of Sciences in 1980. He has more than 80 publications in international journals with referees, expertise on modes of corrosion and cures for Oil and Gas Companies. He is Member of International Juries for major universities and UNESCO prizes.

HSE

Reference	Courses	Duration	Pages
	Professional Training		
	HSE		
HSETP-F	HSE au Travail sur un Champs Pétrolier	3 days	80
PS-F	Premiers Secours	3 days	81
TME-F	Travail en milieux explosifs	2 days	82
AT-E	ATEX Training	2 days	83
IDP-HSE-F	Introduction au Domaine Pétrolier et Fondamentaux HSE	5 days	84
LP-F	Protection contre la foudre (Lightning Protection)	3 days	86
BLS-E	Basic Life Support - Automated External Defibrillator	1 day	87
BFA-F	Basic First Aids - BLS Certification	1 day	88

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Oil and Gas Institute of Monastir

HSE au travail sur un champs pétrolier

HSE

Reference : HSETP-F

Who should attend

Supervisors, technicians and operators

Instructor

Nejib JMOUR

Duration

3 days

Venue

Monastir

Language

French

Nejib JMOUR

Course Content

I. Le système de management HSE / Politique HSE de l'entreprise

II. Le permis de travail

III. Le reporting

IV. Enquête et investigation sur les incidents

V. Les équipements de protection individuelle

VI. Types de dangers au travail:

1. Les substances dangereuses
2. Les espaces confinés
3. Le travail en hauteur
4. Le bruit et les vibrations
5. La manutention manuelle
6. Les sources d'énergies / Verrouillage - Etiquettage (LO/TO)
7. Glissade, trébuchements, chutes
8. L'électricité
9. La radioactivité
10. L'incendie et les explosions

VII. Les règles d'entretien de propreté du lieu de travail

VIII. La protection de l'environnement

IX. Les procédures d'urgence

Graduated Petroleum Engineer from "National High School of Petroleum and Engines" - Petroleum French Institute (IFP). More than 25 years oil and gas industry experience with national and foreign operators, more than 80% were on offshore and on-shore petroleum activities.

OGIM
Oil and Gas Institute of Monastir

Premiers Secours

H.S.E.

Reference : PS - F

Who should attend

All personnel both technical personnel working on site and administrative staff

Instructor

Mohamed Anis GUETARI

Duration

3 days

Venue

Monastir or on site

Language

French

Mohamed Anis GUETARI

Course Content

1/ Approche générale devant un accident.

2/ Les techniques de dégagement d'urgence.

3/ Les bilans et les détresses vitales.

4/ CAT en cas d'hémorragies.

5/ CAT en cas d'étouffement.

6/ Les détresses respiratoires : Causes (Physiologie) et CAT.

7/ Les arrêts cardio-respiratoires : Causes et CAT.

8/ Comment utiliser un défibrillateur Semi-automatique.

9/ Les malaises.

10/ Les types de brulure (feu+chimique) et CAT.

11/ Les plaies (Simples et Graves), Les emballages respectives.

12/ Les fractures, les polytraumatisés, les luxations et les entorses.

13/ Fracture du rachis et comment utiliser un matelas coquille.

14/ Les piqûres de scorpion et les morsures de vipère.

15/ Les insolations et les coups de chaleur.

16/ Les positions d'attente.

17/ Oxygénothérapie.

18/ Les techniques de ramassage et de brancardage.

Dr. Anis GUETTARI provides training in risk management , audits and assistance for the implementation of security systems in companies since 2003. In addition to his state doctorate in medicine in 1998, he received in 2000 an incident control training and the lights with firefighters from France and several internships. In 2014 , he won the Masters in Professional Ergonomics of the Faculty of Sciences of Tunis .

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Oil and Gas Institute of Monastir

TRAVAIL EN MILIEUX EXPLOSIFS

HSE

Reference : TME - F

Who should attend

Maintenance and operation Technicians (especially electrical and Instrument technician) and every person who needs to have information about Hazardous and classified areas.

Instructor

Fawzi BEN SALAH

Duration

2 days

Venue

Tunis

Language

French

Course Content

1. **Sensibilisation à la gravité des accidents d'explosion et d'incendie**

2. **Comment les accidents d'explosion et d'incendie arrivent**
   a. Rappel de triangle de feu
   b. Non Respect des Procédures HSE (PTW, JSA, RA, LOTO…)
   c. Matériel non conforme à la zone

3. **Zone atmosphère explosible et Classification des zones (zone 0, 1 et 2)**
   a. Définitions : Zone 0, Zone 1 et Zone 2
   b. Directive ATEX (CompEx)
   c. Procédures de travail dans les zones classées

4. **Choix et spécification du Matériel ATEX**

5. **Maintenance et Inspection du Matériel ATEX**

4. **Exercices pratiques: Audit ATEX sur site**

Fawzi BEN SALAH

Field service engineer and HSE Advisor. Graduated as instrumentation technician from IAP – Algeria in 1988, then in 2006, as electrical engineer from ENIS. 26 years of experience in Control and Instrumentation Engineering in Oil and Gas field.

OGIM
Oil and Gas Institute of Monastir

ATEX Training

HSE

Reference : AT - E

Who should attend

Maintenance and operation Technicians (especially electrical and Instrument technician) and every person who needs to have information about Hazardous and classified areas.

Instructor

Fawzi BEN SALAH

Duration

2 days

Venue

Tunis

Language

English

Fawzi BEN SALAH

Course Content

1. **Induction and awareness regarding severity of explosion and fire accidents**
1. **How explosion and fire accidents happen?**
   a. Fire triangle
   b. Ignorance or failure to implement HSE Standards/ Procedures (PTW, JSA, RA, LOTO…)
   c. Apparatus and equipment not compliant with the area
3. **Hazardous Area and Zone classification (Zone 0, 1 et 2)**
   a. Definitions : Zone 0, Zone 1 and Zone 2
   b. ATEX (CompEx) Directive
   c. Work procedure in ATEX Area
4. **Apparatus and equipments selection and specification for ATEX Area**
5. **Maintenance and inspection of electrical apparatus in potentially explosive atmospheres**
6. **Exercise: Site ATEX Audit**
7. **Assessment Test**

Field service engineer and HSE Advisor. Graduated as instrumentation technician from IAP – Algeria in 1988, then in 2006, as electrical engineer from ENIS. 26 years of experience in Control and Instrumentation Engineering in Oil and Gas field.

OGIM
Oil and Gas Institute of Monastir

Introduction au domaine pétrolier et fondamentaux HSE

HSE
Reference : IDP_HSE - E

Who should attend

- Newly recruited staff in the oil and Gas companies asked to provide technical and administrative tasks as well.
- Wider public, preferably with a minimum of Baccalaureate degree, wishing to acquire initial and basic training, in the goal of increasing their chances for recruitment and facilitate the professional integration in the oil industry

Instructor

Nejib JMOUR

Duration

5 days

Venue

Monastir

Language

French (technical words in English)

Nejib JMOUR

Course Content (1/2)

I. Introduction Pétrolière : 2,5 jours

1. Le pétrole
2. La formation du pétrole: Roche mère, la roche réservoir, le piège.
3. La recherche du pétrole:
   - 3.1 Les autorisations
   - 3.2 La découverte
   - 3.3 L'exploration
   - 3.4 Le forage
   - 3.5 Le test pendant le forage
   - 3.6 L'estimation des réserves, le gisement pétrolier
   - 3.7 La complétion
   - 3.8 Le test de production, test courte durée
4. Le développement pétrolier: le POD (plan de développement)
5. Le champ pétrolier: Organisation
6. L'exploitation
7. Le déclin de production: Chute pression gisement, arrivée d'eau
8. Le maintien de la production (EOR)
9. Limite économique
10. Abandon, remise en état du site.

Graduated Petroleum Engineer from "National High School of Petroleum and Engines" - Petroleum French Institute (IFP). More than 25 years oil and gas industry experience with national and foreign operators, more than 80% were on offshore and onshore petroleum activities.

Course Content (2/2)

II. Cours HSE (ou HSSE : Health, Security, Safety, Environment): 2.5 jours

1. Pourquoi a-t-on besoin d'un système HSSE?
2. Historique des catastrophes dans l'industrie en général et pétrolière en particulier à travers le monde
3. Conséquences: humaines et économiques
4. Les obligations des entreprises
5. Le système de gestion des risques: L'identification et l'éva-luation des risques
6. Définitions: Danger — Risque
7. Les dangers et les risques dans le secteur du pétrole
8. Les moyens de protection: Des installations, des personnes
9. Le permis de travail
10. Les consignes générales sur un site pétrolier
11. Exemple pratique d'identification et d'évaluation des risques pour un JOB

OGIM
Oil and Gas Institute of Monastir

Protection contre la foudre (Lightning Protection)

HSE

Reference : PCF - F

Who should attend :

Technical personnel technician or engineer level

Instructor

Christian BOUQUEGNEAU

Duration

3 days

Venue

Monastir

Language :

French with technical words in English

Course Content

Premier jour :

I. Lightning phenomenology

II. Lightning effects and the general principles of lightning protection.

Deuxième jour :

I. Lightning risk assessment

II. A study case analysis.

III. The concepts of electrogeometric model and separation distance

Troisième jour :

I. Physical damages to structures and life hazards

II. Introduction to the lightning protection of electric and electronic systems

Christian BOUQUEGNEAU

Christian Bouquegneau is the President of the Society of Sciences, Arts and Letters of Hainaut , President of the European Committee CLC TC 81X (Lightning Protection), Chairman of the Belgian Commission CEB EC 81 Protection against Lightning, Past- President of IEC TC81 President (1988 to 2007) until the publication of the first edition of the international standard IEC 62305 : 2006, Lightning Protection, Chairman of IEC TC 81 WG12 (Lightning Location Systems) and IEC TC81 WG13 President (Thunderstorm Warning Systems) .
He is Professor and Head of Mission at the University of Mons , Former Rector of the Polytechnic Faculty of Mons , Chairman of the Scientific Council of the Royal Meteorological Institute of Belgium .

OGIM
Oil and Gas Institute of Monastir

Basic Life Support
Automated External Defibrillator

HSE

Reference: BLS_AED - E

Who should attend :

Technical and administrative personnel

Duration

1 day

Venue

Monastir

Language :

English

Course Content

1. Plenary Introduction and Welcome to CPR with AED Course
2. Lecture: cardiac arrest , CPR and AED
3. CPR Plenary demonstration
4. CPR practice
5. CPR with 2 rescues Plenary demonstration
6. Recovery position Plenary demonstration
7. Recovery position practice
8. CPR with AED Plenary demonstration
9. Demonstration to cover patient assessment, attach AED, deliver 1 shock and start CPR
10. AED practice
11. CPR with practical drills and simulation (drowning…)
12. Foreigner body / Suffocation : demonstration + practice
13. Discussion
14. Faculty meeting, feedback and results

This training is conducted by European Resuscitation Council instructors and course directors, and the certificates are issued by this institution (https:// www.erc.edu/) and recognized internationally.

OGIM
Oil and Gas Institute of Monastir

Basic First Aids - BLS Certification

HSE

Reference: BFA - F

Who should attend :

Technical and administrative personnel

Duration

1 day

Venue

Monastir

Language :

French

Course Content

1. Le concept de la chaine de survie.
2. Importance et rôle du premier témoin

   Alerte / protection
3. Reconnaissance et prise en charge de l'arrêt cardio-respiratoire (déjà objectif atteint lors de la BLS)
4. PLS (position latérale de sécurité) : quand mettre une

   victime en PLS et technique
5. Conduite à tenir devant un corps étranger/étouffement
6. Conduite à tenir et premier secours face à une hémorragie
7. Evaluation et conduite à tenir face à des victims

   présentant des fractures
8. Evaluation et conduite à tenir face à des victimes

   présentant des plaies
9. Evaluation et conduite à tenir face à des victimes

   présentant des brûlures
10. Reconnaissance et conduite à tenir face à quelques urgences médicales : douleur thoracique, crise d'asthme et hypoglycémie

This training is conducted by European Resuscitation Council instructors and course directors, and the certificates are issued by this institution (https://www.erc.edu/) and recognized internationally.

Generalities Economics Management

Reference	Courses	Duration	Pages
	Professional Training		
	Generalities - Economy - Management		
PFP-E	Petroleum from Formation to the Final Products	3 days	91
TEP-F	Découverte des techniques d'exploration production	5 days	92
WMM-E	Warehousing and Materials Management	2 days	93
PM-E	Procurement Management	3 days	95
EWR-E	Effective Working Relationships	2.5 days	97
GPAPMI-F	Gestion de Projets selon l'approche PMI avec MS Project 2013	3 days	98
GPMSPB-F	Gestion de Projets avec MS Project 2013– Basique	3 days	100
PIPMP-F	Préparation intensive pour la certification "Project Management Professional® (PMP)", Une Certification du Project Management Institute- Washington-USA.	5 days	103
PMPMI-E	Project Management in Action: Practicing PMI Approach Using MS Project Software	5 days	106
MSPPMB-E	Ms Project 2013 for Project Management - Basics	3 days	108
IPPMP-E	Intensive Preparation for the Project Management Professional (PMP) certification. A certification by the Project Management Institute - Washington - USA	5 days	110

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Petroleum from Formation to Final Products

Generalities - Economics - Management

Reference : PEP- E

Who should attend

Newly recruted technical people, administrative and financial staff

Instructor

Mokhtar AYEB

Duration

3 days

Venue

Monastir

Language

English

Mokhtar AYEB

Course Content

1. What is petroleum ?

2. Petroleum Historic review

3. How petroleum was formed

4. Where to find petroleum: Geological considerations

5. How to find petroleum:

- Geologic studies
- Geophysics

6. Drilling operations:

- Percussion drilling
- Rotary drilling

7. Formation evaluation:

- Coring
- Well Logging
- Well Testing

8. Well Completion

9. Natural flowing and artificial lift

10. Field development

11. Reservoir Management

12.Production facilities:

Well effluent separation and treatment

13. Crude oil and natural gas transport and storage

14.**Oil and gas processing and final products:**

Crude oil refining, gas liquefaction, petrochemical industry

15.Tunisia and world statistics:

Production, reserves and consumption

NB : This training can be delivered in French Language

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training)

OGIM
Oil and Gas Institute of Monastir

Découverte des techniques d'exploration production

Generalities - Economics- Management

Reference : DTEP-F

Who should attend

Newly recruited technical people, administrative and financial staff

Instructor

Alain BOURGEOIS

Duration

5 days

Venue

Monastir

Language

French

Course Content

- Qu'est ce que le Pétrole
- A quoi sert le Pétrole

A. D'où vient le Pétrole
- Les roches
- Bassin sédimentaire
- Roche mère
- Roche réservoir

B. Les grands métriers de l'exploration
- La Géologie
- La Géophysique : Principe, acquisition, interprétation (2D/3D)
- La géologie de sonde
- Les diagraphies (Logs)

C. Ingénierie de réservoir/gisement
- Modélisation
- Calcul des réserves (simple)

D. Forage et complétion
- Forage pétrolier (dévié, horizontal)
- Complétion d'un puits
- Production de fond
- Tête de puits, index de productivité

E. La production
- Installations de surface
- Exploitation (Production de surface)
- Cas de l'offshore

F. Avenir de Pétrole
- Historique (bref)
- Situation actuelle /Réserves/Défis technologiques et environnementaux
- Le pétrole du « futur »:
  * Huiles lourdes /extra-lourdes
  * Offshore très profond/Zones nouvelles
  * Pétrole et Gaz de schiste

G. Statistiques Pétrolières

Alain BOURGEOIS

Docteur Ingénieur en Génie Chimique (Univ.Toulouse). Plus de 40 ans d'experience dans le secteur pétrolier (Exploration / Production & Raffinage Marketing) et de l'énergie.

OGIM
Oil and Gas Institute of Monastir

WAREHOUSING & MATERIALS MANAGEMENT

Generalities - Economics- Management

Reference : WMM-E

Who should attend

This Course is designed for those required to manage their company warehousing and materials requirements effectively in compliance with their organisation policy and industry best practice in warehousing and inventory management.

Instructor

Brian J. Cook

Duration

2 days

Venue

Monastir

Language

English

Course Objectives

The trainees will be acquainted with the current industry best practices in warehousing and materials management skills and techniques.

Course Content (1/2)

I. Materials Management:

Understanding the procurement process within the company

1. Organisation of procurement & supply with the company – roles and responsibilities
2. Training and development of staff to perform their roles effectively
3. Internal 'marketing' of effective procurement and supply management
4. Internal service agreements and measuring customer Satisfaction
5. Method and procedures used to manage and control the whole procurement and supply process, including the internal and external interfaces
6. IT-based tools and techniques for materials management and control
7. Standardisation of materials specifications, 'catalogue management' and variety control
8. Role and value of Supply Agreements / Framework Agreements
9. Forecasting demand and workload
10. Planning the supply and use of resources, internal and external

Brian J. Cook

Mr. COOK is a highly experienced general manager/ consultant with an engineering background free-lancing as a Management Advisor, specialising in providing procurement and supply advice and training to a variety of international clients. Over thirty years employment by Shell UK Ltd. and Shell Exploration & Production Ltd working upon the development, implementation and management of procurement practices and coordination of a variety of major projects in the UK and overseas. He is a consultant for the last 16 years .

Course Content (2/2)

11. Cost-effective stock and surplus construction materials
12. Reacting to unforeseen demands
13. Quality surveillance and control

II. Stock management & control Techniques:

1. Forecasting future demands
2. Development of stockholding policy
3. Financial considerations
4. Organisational roles for selecting stock items, deciding stock levels and controlling stock
5. Stock control techniques for different classes of materials, including service level considerations
6. Identifying areas for improvement in effectiveness of service provisions

III. Warehousing Management:

1. Organisation and staffing for warehouse operations
2. Designing warehousing strategies
3. Goods receiving , goods inward inspection
4. Verification of receipt; documentation / certification
5. Control of non-compliant goods
6. Storage and control of goods in warehouse
7. Segregation and control of hazardous materials
8. Safe working procedures – cranes, fork-lift trucks, manual handling, COSHH
9. Preservation, protection and security of stored materials
10. Stock-taking, stock-checking and accuracy of stock records
11. Control of authorised issues from the warehouse
12. Coordinate delivery transport
13. Management and control of returned materials from site
14. Management and control of returned materials to supplier
15. Obsolete, redundant and surplus stocks management
16. Salvage / scrap yard operations and disposal
17. Environmental considerations of disposal – ISO 14000
18. Record keeping and administration, including interfaces with other departments

OGIM
Oil and Gas Institute of Monastir

PROCUREMENT MANAGEMENT

Generalities - Economics - Management
Reference : PM-E

Who should attend

This Course is designed for those required to manage their company purchasing requirements effectively in compliance with their organisation policy and industry best practice in purchasing management.

Instructor

Brian J. Cook

Duration

3 days

Venue

Monastir

Language

English

Course Objectives

The trainees will be acquainted with the current industry best practices in purchasing and materials management techniques.

Course Content (1/2)

I. Purchasing & Supply:

1. Purchasing & Supply objectives related to company's overall Business Plan
2. Overview of the Supply Chain
3. Understanding the total procurement process - Price, cost & value
4. Company Materials Catalogue and Standardisation – the basis of effective purchasing and reducing inventory levels
5. Procurement planning – establishing a common need
6. International procurement systems

II. **Purchasing Strategy:**

1. Purchasing strategies and polices based on 'risk' and 'benefits' to the company
2. Constructive purchasing negotiations
3. Reducing the costs of procurement (more economic purchasing) – including invoice processing
4. Purchasing & Inventory systems – and their integration with other company systems

Brian J. Cook

Mr. COOK is a highly experienced general manager/ consultant with an engineering background free-lancing as a Management Advisor, specialising in providing procurement and supply advice and training to a variety of international clients. Over thirty years employment by Shell UK Ltd. and Shell Exploration & Production Ltd working upon the development, implementation and management of procurement practices and coordination of a variety of major projects in the UK and overseas. He is a consultant for the last 16 years .

Course Content (2/2)

III. Sourcing & Suppliers:

1. Developing a suitable supplier base through knowledge of international & local sources capable of meeting the company's purchasing requirements
2. Identification and selection of potential suppliers, the role of Supplier Appraisal methods and a weighted factor method to find the most suitable bidders
3. The role of 'Approved Suppliers Lists'
4. The E – procurement tools and techniques
5. How to maintain the supplier base efficiently

IV. Successful Inventory Management

1. The basis of a Stockholding Policy
2. Factors that affect the items and quantities held as stock items
3. Managing inventory efficiently and effectively - quantities, quality and specifications
4. IT – based tools and techniques for materials management and control
5. Forecasting demand and workload techniques
6. Reacting to unforeseen demands

V. Organisation of Procurement activities:

1. The value of 'professional' purchasing staff
2. Organisation of a Purchasing department
3. Skills for staff doing purchasing, catalogue management, inventory management and related activities (such as expediting)
4. How to develop staff and policies
5. Procedures and organisations to achieve necessary materials, equipment, services
6. How to reduce administrative costs
7. Preparation of bidding documents
8. Bid evaluation and award of contract
9. Contract administration
10. Transportation management
11. Warehousing management

VI. Measuring Performance

1. Ways to measure performance in Procurement activities – including Inventory management
2. Setting realistic targets for improving performance

OGIM
Oil and Gas Institute of Monastir

Effective Working Relationships

Generalities - Economics - Management
Reference : EWR-E

Who should attend
a public with academic level (Bac to Bac+3) who is not initiated to the petroleum industry. Nevertheless, it would be possible to make necessary modifications to meet with specific requirements of another targeted public.

Instructor
Hakim HARZALLAH

Duration
2.5 days

Venue
Monastir

Language
English

Course Content

I. Working Relationship Fundamentals

1. Leading and motivating
2. Persuading Others
3. Delegating
4. Decision Making

II. Continuing Working Relationships

1. Developing Employees
2. Team Leadership
3. Team Management

Hakim HARZALLAH

Graduated Engineer and International MBA-EM Lyon Business School, with 16 years experience. Mr Hakim is the Founder and CEO of B2P Engineering.

OGIM
Oil and Gas Institute of Monastir

Gestion de Projet Selon l'Approche PMI avec MS Project 2013

Generalities - Economics - Management
Reference : GPAPMI-F

Who should attend
- Chefs de projets de tout genre et surtout informatiques,
d'infrastrucure et de construction,
- Chefs de service et tous les cadres suprieurs,
- Planificateurs et responsable de contrôle de gestion et de projets,
-Tous les membres de bureaux d'études et de recherche et les membres des bureaux de contrôle.
Conducteurs de travaux et tous leur cadres supérieurs
-Tout Ingénieurs voulant développer ces compétences en matière de gestion de Projets

Instructor
Said GATTOUFI

Duration
3 days

Venue
Monastir

Language
French

Said GATTOUFI

Course Objectives

- Maîtriser l'approche de gestion de projet selon les normes du "Project Management Institute" (PMI) Américain ainsi que les modalités pratiques de son application et les documents nécessaires à produire.
- Maîtriser la création d'un plan de projet et la modélisation du réseau des dépendances qui font partie de l'activité de planification de projets tel que définis par les normes PMI, en utilisant MS Project.
- Acquérir et mémoriser des connaissances et du savoir-faire pour gérer les projets avec MS Project.
- Suivre les affectations des ressources et leur charge de travail, le pilotage du projet et les indicateurs de coûts en utilisant MS Project.

Course content (1/2)

Premier Jour:

I. Le cadre général du management de projets:

Rappels des principes généraux de la gestion de projet.

Le cycle de vie du projet. La liaison avec la stratégie de

l'organisation. Les programmes et les portefeuilles de projets.

II. Les 5 groupes de processus du management de projets:
Le Démarrage, la planification, l'exécution, la surveillance la maîtrise et la clôture.

Dr Said GATTOUFI is currently Professor of Higher Education at the Higher Institute of Management of Tunis . He has taught project management and operations management and leads training relating thereto Tunisia, Turkey, Saudi Arabia , the United Arab Emirates and Oman during his academic career since 1992.

Course content (2/2)

Deuxième Jour:

I. Management des coûts du projet:

Les méthodes d'estimation. Exercices sur des calculs de valeur acquise.

II. Management de la qualité du projet:

Les outils et techniques de la qualité, les modèles de la qualité.

III. Management des ressources humaines du Projet:

Apports complémentaires sur les théories du management.

IV. Management de la communication du projet:

Apports complémentaires sur les styles de communication.

V. Management des parties prenantes du projet:

Apports complémentaires sur les bonnes pratiques associées.

VI. Management des risques

VII. Management des approvisionnements du projet:

Explicitations sur les modèles de contrat.

Troisième Jour:

I. Initiation au logiciel MS Project:

Le taches, les couts, les ressources, les rapports générés par MS Project

II. Management des délais du projet avec MS Project:

Exercice d'entraînement : calcul de chemin critique, de marge libre et totale.

OGIM
Oil and Gas Institute of Monastir

Gestion de Projet avec MS Project 2013- Basique

Generalities - Economics - Management
Reference : GPMSB-F

Who should attend

- Chefs de projets de tout genre et surtout informatiques, d'infrastructure et de construction,
- Chefs de service et tout les cadres supérieurs, ainsi que les conducteurs de travaux et leur cadres supérieurs
- Planificateurs et responsable de contrôle de gestion et de projets,
- Tous les membres de bureaux d'études et de recherche et les membres des bureaux de contrôle.
- Tout Ingénieurs voulant développer ces compétences en matière de gestion de Projets

Instructor
Said GATTOUFI

Duration
3 days

Venue
Monastir

Language
French

Said GATTOUFI

Course Objectives

- Connaitre l'approche de gestion de projet propose par "Project Management Institute" (PMI) Américain ainsi que les modalités pratiques de son application et les documents nécessaires à produire.
- Maîtriser la création d'un plan de projet et la modélisation du réseau des dépendances qui font partie de l'activité de planification de projets tel que définis par les normes PMI, en utilisant MS Project.
- Acquérir et mémoriser des connaissances et du savoir-faire pour gérer les projets avec MS Project.
- Suivre les affectations des ressources et leur charge de travail le pilotage du projet et les indicateurs de coûts en utilisant MS Project.

Course content (1/3)

Premier Jour:

I. Introduction à la gestion de projet:

1. Rappels des principes généraux de la gestion de projet,et des étapes de la planification, selon l'approche définie par le "Project Management Institute"-USA (PMI).
2. Définition des cinq groupes de processus de gestion et des dix domaines d'expertises requises pour la gestion de projets.
3. Définition des principaux documents d'usage en matière de gestion de projets. Cycle de vie de projet et principales méthodes de sélection de projets.

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Course content (2/3)

II. L'environnement de Project Professional

1. Découverte des principaux affichages et menus.
2. Principes du moteur de calcul et méthodes de saisie.

III. Cadrage du projet

1. Identification des objectifs du projet.
2. Personnalisation des calendriers, et réglage des unités de temps.
3. Choix d'un mode de planification, et définition de la date de début du projet.

Deuxième Jour:

IV. Création du plan de projet

1. Saisie des tâches : durée ou travail ?
2. Les unités de temps, estimation des durées.
3. Définition des phases et des jalons clés.
4. Structure de l'organigramme des tâches : le code WBS

V. Création du réseau des dépendances

1. Les types de dépendances.
2. Méthodes de création des liens de dépendances.
3. Le réseau des tâches.
4. Contrôler la qualité du réseau.
5. L'avance et le retard.

Course content (3/3)

Troisième Jour:

I. Les dates clés du projet

1. Types de contraintes, méthodes de saisies, visualisation.
2. Impact sur les calculs de Project, et conflits de planification.
3. Les échéances.
4. Le pilote des tâches

II. Le chemin critique

1. Rôle, intérêt et visualisation.
2. Mode de calcul : les dates au plus tôt et au plus tard.
3. Les marges : marge libre, marge totale.
4. Interaction des contraintes et échéances.

III. Création des ressources

1. Création d'une équipe de projet.
2. Les types de ressources : Travail, Matériel, Coûts.
3. La capacité (unités) des ressources de type Travail.
4. Calendriers, disponibilités et taux

IV. Affectation des ressources Travail

1. Avantages et inconvénients des différentes méthodes d'affectation.
2. Distinction de la première affectation et des affectations suivantes.
3. L'équation du travail : la relation Travail / Durée / Capacité.
4. Le pilotage par l'effort.
5. Utilisation des types de tâches

V. EVALUATION

Préparation Intensive pour la Certification "Project Management Professional" PMP, Washington-USA

OGIM
Oil and Gas Institute of Monastir

Generalities - Economics - Management
Reference : PIPMP-F

Who should attend
- Chefs de projets de tout genre et surtout informatiques, d'infrastructure et de construction,
- Chefs de service et tout les cadres supérieurs, ainsi que les conducteurs de travaux et leur cadres supérieurs
- Planificateurs et responsable de contrôle de gestion et de projets,
Tous les membres de bureaux d'études et de recherche et les membres des bureaux de contrôle.
- Tout Ingénieurs voulant développer ces compétences en matière de gestion de Projets

Instructor
Said GATTOUFI

Duration
5 days

Venue
Monastir

Language
French

Said GATTOUFI

Course Objectives

- Connaitre la méthodologie, la terminologie et l'approche utilisée par PMI (Project Management Institute) et par ses membres,
- Maîtriser l'approche de gestion de projet selon les normes du "Project

Management Institute" (PMI) Américain ainsi que les modalités pratiques de son application et les documents nécessaires à produire,

- Attester de 35 heures de formation correspondant aux 10 domaines de

compétences de gestion de projets exigées pour la préparation à l'examen

- Posséder les acquis nécessaires permettant aux participants de pouvoir

s'inscrire à l'examen de certification de PMP (Project Management Professional).

Course content (1/3)

Premier Jour: Les fondamentaux de la gestion de projets, et la fonction d'Intégration

1. Introduction aux concepts: projet, programme, et portefeuille de gestion de projet
2. Les différents framework/cadres dans la gestion de projet (PMI, Hermes, Prince2, IPMA)
3. Aspects et principes de base pour la gestion d'un projet (organisations fonctionnelles, matricielles ou dédiées projet) ainsi que fondamentaux de la gestion d'un projet

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Course content (2/3)

5. Bref historique aux versions du PMBOK et comment se préparer pour la certification

6. Comment intégrer les différents aspects du projet de façon homogène

Deuxième Jour: : Scope, Time

1. Élaboration de la charte du projet

2. Élaboration du plan de gestion

3. Élaboration du Schedule/Délai

4. Gestion des exigences, des activités, ainsi que le Pilotage de projet,

5. Techniques de gestion: CPM, WBS, Gantt, SWOT, sélection de projets, calculs de profitabilité.

Troisième jour: Cost, Quality

1. Aspects financiers: estimation de coûts d'un projet, ROI, technique de planification

2. Gestion de la valeur acquise (Earned value) management

3. Aspects qualité: Pareto, techniques des gestions des problèmes, ainsi que nombreux autre outils pour la qualité

Course content (3/3)

Quatrième jour: Human Resources, Communication and Risk management

1. Méthodes et techniques de communication: Marketing plan d'un projet, communication, dos et don'ts.
2. Aspects ressources humaines du projet: RACI, soft skills/compétences sociales.
3. Gestion d'une équipe, aspect psychologique dans la gestion d'une équipe de projets, Gestion de la motivation, Team Building.
4. Aspects de gestion des risques d'un projet: l'appétit au risque, gestion des risques, meilleures pratiques en matière de gestion des risques.
5. Techniques pour la gestion des risques

Cinquième Jour: Procurement, Stakeholders, Professional and social responsibility, Mise en pratique et préparation à la certification

1. Aspects des achats, de l'approvisionnement et des fournisseurs : gestion, négociation et contrats.
2. Définition, identification et gestion des Parties Prenantes.
3. Wrap-up du Framework PMI ainsi qu'études de cas pour utiliser PMBOK 5 dans la pratique.
4. Aspects éthiques d'un projet et de son management.
5. Certification: Trucs et astuces pour passer l'examen

OGIM
Oil and Gas Institute of Monastir

Project Management in action: practicing PMI approach using Ms Project software

Generalities - Economics- Management
Reference : PMPMI-E

Who should attend
Program Manager, Project Manager, Engineers and Planners or anyone else who wants to work on project planning or execution.

Instructor
Said GATTOUFI

Duration
5 days

Venue
Monastir

Language
English

Said GATTOUFI

Course Objectives

- Learn Project Management philosophy and get the basics to practice the project management using the MS Project software, which can be applied in their work environment. The course will also cover the following:
- Project Management Body of Knowledge and its five processes group as defined by the PMI approach in the PMBOK.
- The ten knowledge areas of project management outlined in the PMBOK
- Basics for using MS Project
- Small [projects analysis using Ms Project

Course content (1/2)

Day 1:

1. Introduction
2. Project selection techniques
3. Project Management skills and Project Life Cycle
4. PMI approach for project Management and the its knowledge
5. areas and processes (10 knowledge area/ 47 processes)
6. Mapping of process groups to knowledge areas.

Dr Said GATTOUFI is currently Professor of Higher Education at the Higher Institute of Management of Tunis . He has taught project management and operations management and leads training relating thereto Tunisia, Turkey, Saudi Arabia , the United Arab Emirates and Oman during his academic career since 1992.

Course content (2/2)

Day 2:

1. Project Initiating
2. Project Planning (part 1)

Day 3:

Project Planning (part 2)
PERT and CPM methods
Introduction to Ms Project

Day 4:

Planning with MS Project
Ms Project workshop

Day 5:

Project Executing
Project Monitoring and controlling with Ms Project
Project Closing
Conclusion/ Feedback session.

OGIM
Oil and Gas Institute of Monastir

MS Project 2013 for Project Management-Basics

Generalities - Economics - Management
Reference : MSPMB-E

Who should attend
Program Manager, Project Manager, Engineers and Planners or anyone else who wants to work on project planning or execution.

Instructor
Said GATTOUFI

Duration
3 days

Venue
Monastir

Language
English

Said GATTOUFI

Course Objectives

- This program focuses on teaching learners how to use Microsoft Project. This competence will assist them with project planning and management in a broad variety of contexts. This program will be an enhancement to any project management qualification. It is designed for learners who are or who wish to work in a Project Management environment.
- Participants will learn how to use MS Project to create and track project schedules by entering/monitoring tasks and analyzing the assignment of resources to tasks. Great emphasis is placed on solving scheduling problems by using a case study approach to allow students to work through typical scenarios faced in the real world

Course Content (1/2)

Day 1-Morning session: Key Project Management principles

1. The universal problem of time and cost over-runs
2. Concepts of planning and control
3. Planning with a Work Breakdown Structure (WBS)
4. Following a structured process for project initiation, planning, execution, control and closure.

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Course content (2/2)

Day 1-Afternoon session: Creating schedules with MS Project 2013

1. Setting the project start date
2. Using the WBS to plan the program
3. Creating tasks, subtasks and summary tasks
4. Working with task durations and links
5. Manipulating the critical path and float
6. Setting constraints
7. Customizing and printing Gantt charts

Day 2 - Afternoon session: Cost control with MS Project 2013

1. Cost control for the project manager: handling the overall project budget
2. Cost control for the consultant: controlling design team costs
3. Cost control for the contractor: labor, plant & material costs

Day 3 - Morning session: Tracking progress and costs

1. Creating a baseline and setting the status date
2. Tracking progress and costs
3. Creating professional reports
4. Taking corrective action for delays and cost over-runs

Day 3-Afternoon session: MS Project 2013 features

1. Creating new calendars and using multiple calendars
2. Working with multiple, linked projects
3. Sharing data and graphics with Microsoft Word, Excel and other programs
4. Additional scheduling and tracking exercises

OGIM
Oil and Gas Institute of Monastir

Intensive Preparation for the Project Management Professional (PMP) Certification

Generalities - Economics - Management
Reference : IPPMP-E

Who should attend
Program Manager, Project Manager, Engineers and Planners or anyone else who wants to work on project execution.

Instructor
Said GATTOUFI

Duration
5 days

Venue
Monastir

Language
English

Said GATTOUFI

Course Objectives

•Learn Project Management philosophy & practices which, can be applied in their work environment and to prepare for PMP certification examination. The course will also cover the following:

- Project Management Body of Knowledge

Nine knowledge areas of project management outlined in the PMBOK

- Five project management processes group
- Logistics of taking the PMP examination
- Types of questions asked in PMP examination
- PMP Mock test

Course Content (1/2)

Day 1:

1. Introduction/ PMP certification process
2. Project Management Framework
3. PMO office/ OPM3/ Area of expertise
4. PM framework/ Project Management skills/ Project Life Cycle/
5. Project Management knowledge area (9 knowledge area/ 44 processes)
6. Mapping of process groups to knowledge areas.
7. Project management context, lifecycles, nine knowledge

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Course content (2/2)

Day 2:

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Mock examination (objective type)

Day 3:

1. Project Cost Management
2. Project Quality Management
3. Human Resources Management.
4. Mock examination (objective type)

Day 4:

1. Communication Management
2. Risk Management
3. Procurement Management
4. Project Stakeholder Management
5. Mock examination (objective type)

Day 5:

1. Professional responsibility
2. Mock Examination (based on PMI pattern).
3. Conclusion/ Feedback session.

Degree Courses

Reference	Courses	Duration	Pages
	Degree Courses		
DEO-E	Drilling Engineering and Operations. Language : English Diploma : Advanced Drilling Engineering and Operations Diploma	378 hours and 3 weeks Project	114
PE-E	Petroleum Engineering. Language : English Diploma : Advanced Petroleum Engineering Diploma	450 hours and 5 weeks Project	115
PHT-E	Petroleum High Technician Language : English Diploma : Petroleum High Technician Diploma	350 hours	116
OPP-F	Opérateur de Production Pétrolière. Language : French Diploma : Diplôme d'opérateur de Production Pétrolière	350 hours	117
PPO-E	Petroleum Production Operator Language : English Diploma : Petroleum Production Operator Diploma	350 hours	118

OGIM
Oil and Gas Institute of Monastir

Advanced Drilling Engineering and Operations Diploma

Degree courses
Reference : DEO-E

Who should attend

- Engineers graduated from Universities preferably with a background of Mechanics, Hydraulic,
- Engineers involved in drilling and completion operations with little or no experience, Drilling Supervisors, Toolpushers

COORDINATORS

Mokhtar AYEB
Ridha ROUATBI
Fawzi KERAANI

Duration

63 days
+ 3 Weeks for Project

Venue

Monastir

Language

English

Diploma Delivered

Advanced Drilling Engineering and Operations Diploma

Objectives

At the end of this program, the trainees will be able to :

- Elaborate a conceptual well design
- Identify Drilling Hazards
- Elaborate a working program
- Select drilling rig and equipment
- Elaborate well budget
- Supervise on site drilling operations

Course Program

Module		Duration (hours)
1.	Introduction to Petroleum Industry	6
2.	Fundamentals of Petroleum Geology	18
3.	Geophysics Overview	12
4.	Reservoir Rocks and Fluid Properties	18
5.	Pre-drilling operations	6
6.	Drilling Rig Components	12
7.	Conceptual Well Design	12
8.	Drill String and Down Hole Tools	18
9.	Drilling Fluids and Solid Control	30
10.	Drill Bits and Drilling Parameters	30
11.	Casing and Cementing	24
12.	Wellhead equipment	12
13.	Coring and Logging operations	12
14.	Well Control	30
15.	Directional Drilling	30
16.	Drilling problems: prevention and solving	18
17.	Underbalanced Drilling	12
18.	Driling Special Operations	6
19.	Rig Sizing and Specification	12
20.	Offshore Drilling	12
21.	Well Completion and servicing	30
22.	HSE/Management	12
23.	Well Budget Evaluation/AFE	6
TOTAL (hours)		378
Project/ Rig Site Visit		3 Weeks

Mokhtar AYEB — Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in Drilling and Production Technology (field, office and training).

Ridha ROUATBI — Graduated Drilling and Production Engineer from the French Petroleum Institute (IFP), more than 40 years experience in Drilling and Production Technology.

Fawzi KERAANI — Graduated in 2001 as Materials Engineer. 10 years in the field with Schlumberger as MWD, LWD Engineer and Directional Drilling engineer.

OGIM
Oil and Gas Institute of Monastir

Petroleum Engineering

Degree courses

Reference : PE-E

Who should attend

This training is designed for engineers (five-years university degree) and holders of MSc. degrees selected among the best graduates who majored in energy, mechanics, chemistry, electrical engineering, automatics, physics or similar fields.

Coordinators

Mokhtar AYEB
Ammar JELASSI

Duration

450 hours + 5 visits

+ 5 Weeks Project

Venue

Monastir

Language

English

Diploma Delivered

Advanced Petroleum Engineering Diploma

Program

1- Geosciences and Fundamentals
2- Well Drilling
3- Reservoir engieering
4- Well performance and completion
5- Processing and surface facilities
6- Safety and economics
7- Project

Visits : 5 days
Total : 450 hours + 5 days visit + 5 Weeks Project

NB : This training can be delivered in Frensh Language

Mokhtar AYEB	Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training).
Ammar JELASSI	Graduated Engineer from Paris Polytechnic School, and Mines Paris Tech, expert in oilfield-reservoir engineering and senior economist.

OGIM
Oil and Gas Institute of Monastir

Petroleum High Technician

Degree courses

Reference : PHT-E

Who should attend

- Technician Bac+2

- Specialities accepted by the scientific committee

Coordinators

Mokhtar AYEB
Nejib JMOUR

Venue

350 hours
+
2 days for visits

Venue

Monastir

Language

English

Diploma Delivered

Diploma of Petroleum High Technician

Program

1- Introduction and fundamentals
2- Well drilling
3- Well completion equipments and interventions
4- Surface production facilities and operations
5- Rotating machineries: diagnostics and maintenance
6- Other surface facilities
7- HSE in oil & gas industry

Visits : 2 days
Total : 350 hours + 2 days visit + Workshops

NB : This training can be delivered in Frensh Language

Mokhtar AYEB

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training).

Nejib JMOUR

IFP Engineer, former SEREPT Engineer with a large experience in Petroleum Production Operations particularly in Onshore and Offshore fields.

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Oil and Gas Institute of Monastir

Opérateur de Production pétrolière

Degree courses

Référence : OPP - F

A qui s'adresse cette formation :

Opérateurs, Aides opérateurs, Techniciens (Mécaniciens, Instrumentistes).
Niveau initial : Baccalauréat ou plus avec ou sans expérience. Niveau Bac : Sur Dossier

Coordination :

Mokhtar AYEB

Durée:
350 heures
+ visites (2 jours)

Langue :
Français

Lieu de la formation :

Monastir

Diploma Delivered

Diplôme d'opérateur de production pétrolière

Programme

1- Fondamentaux
2- Complétion et exploitation de puits
3- Production de fond
4- Installations et opérations de production en surface
5- Machines tournantes
6- Autres installations de surface
7- HSE

Visites : 2 jours
Total : 350 heures + 2 jours visites + TP

Mokhtar AYEB

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training).

OGIM
Oil and Gas Institute of Monastir

Petroleum Production Operator

Degree courses

Référence : PPO - E

A qui s'adresse cette formation :

Opérateurs, Aides opérateurs, Techniciens (Mécaniciens, Instrumentistes).
Niveau initial : Baccalauréat ou plus avec ou sans expérience. Niveau Bac : Sur Dossier

Coordination :

Mokhtar AYEB

Durée:
350 heures
+ visites (2 jours)

Langue :
Anglais

Lieu de la formation :

Monastir

Diploma Delivered

Petroleum Production Operator Diploma

Program

1- Fundamentals
2- Well completion and operations
3- Downhole Production
4- Surface production facilities and operations
5- Rotating machineries
6- Other surface facilities
7- HSE

Visits : 2 days
Total : 350 hours + 2 days visit + Workshops

Mokhtar AYEB

Graduated Petroleum and Drilling Engineer from the French Petroleum Institute (IFP), 40 years experience in drilling and production technology (field, office and training).

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Oil and Gas Institute of Monastir

General Terms and Conditions

1. Enrolment

1.1 All inscriptions to training sessions shall be carried out at least 3 weeks prior to the session start date.

1.2 The number of participants per session is limited usually to minimum 10 trainees and maximum 16 trainees.

1.3 Enrolment will be confirmed once we receive an official request via email, Fax or mail.

2. Service order

2.1 If requested by the Company, a pro-forma invoice will be issued by OGIM to establish their service or purchase order.

2.2 The service or purchase order shall be received at least one week before the course starting date.

3. Invitation of participants

3.1 Personal invitation for the Participant shall be issued by the company.

3.2 It provides all practical information on the session (schedule, directions, etc.) and any other useful specifications.

4. Price

4.1 The enrolment Fees are given in Tunisian Dinar, per trainee and per session, VAT excluded.

4.2 These Fees cover : teaching, course materials and exams when required.

4.3 For public short courses and exclusive courses held in Monastir, enrolment fees cover as well two coffee-breaks per day and lunch.

4.4 For public short courses and exclusive courses held in Monastir, they do not include transport or accommodation.

4.5 All training sessions once started are to be paid in full.

4.6 The prices given for long term courses are those applied to companies and sponsored candidates. Non Sponsored candidates can benefit from special rates.

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Oil and Gas Institute of Monastir

5. Invoicing and payment

5.1 The invoice is sent to the Customer at the end of the training session.

5.2 Payment is due within the 30 calendar days following the receipt of the invoice, shall be either by check or via bank transfer.

6. Cancellation and postponement - substitution

6.1 By the Customer: Cancellations by the Customer shall be sent in writing. In case of cancellation, less than 14 calendar days before the beginning of public course session, 50% of the enrolment fees will be invoiced by OGIM.

6.2 By OGIM**:** we reserve the right to cancel or postpone a session, especially if the trainer will not be available during the scheduled dates, for unforeseen reasons. The Customer will be informed by email, about the changes. No compensation will be given to the Customer due to postponing or cancellation on behalf of OGIM.

7. Insurance - responsibility

7.1 The Customer will take out and maintain all insurance policies at his own cost and for the entire duration of the session, for covering risks, responsibilities, direct or indirect damage and any illness contracted by the participant(s), with prime insurance companies.

7.2 Each Party remains liable for damages made to its property and for personal injuries suffered by its employees, regardless of the cause or the reason of that damage, during the performance of the training session, except gross negligence or willful misconduct by this aforementioned party, or one of its employees.

7.3 In any case, OGIM shall not be liable for any indirect or consequential loss such as but not limited to financial, commercial or any other type of prejudice, caused directly or indirectly by the use of the information broadcast within the framework of its training sessions.

They trust us for training

Since 2008, they have been hiring among our graduates

OGIM
Oil and Gas Institute of Monastir

OGIM

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