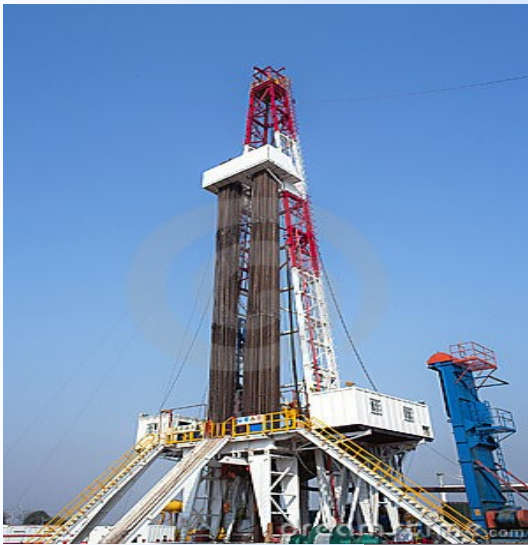


# *Professional Training Catalog*



## *Oil and Gas Upstream*

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

2024 / 2025

Version 0.0



# *Professional Training Catalog*

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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 premises 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.

### **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.
- The candidates from companies could attend a specific module of our Academic program schedule : [https://www.ogim.tn/sites/default/files/ogim\\_public\\_training\\_schedule.pdf](https://www.ogim.tn/sites/default/files/ogim_public_training_schedule.pdf)

### **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

Reference	Courses	Duration	Pages
<b>Professional Training</b>			
<b>Geology and Reservoir</b>			
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
<b>Well Construction</b>			
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
<b>Production and Well Intervention</b>			
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

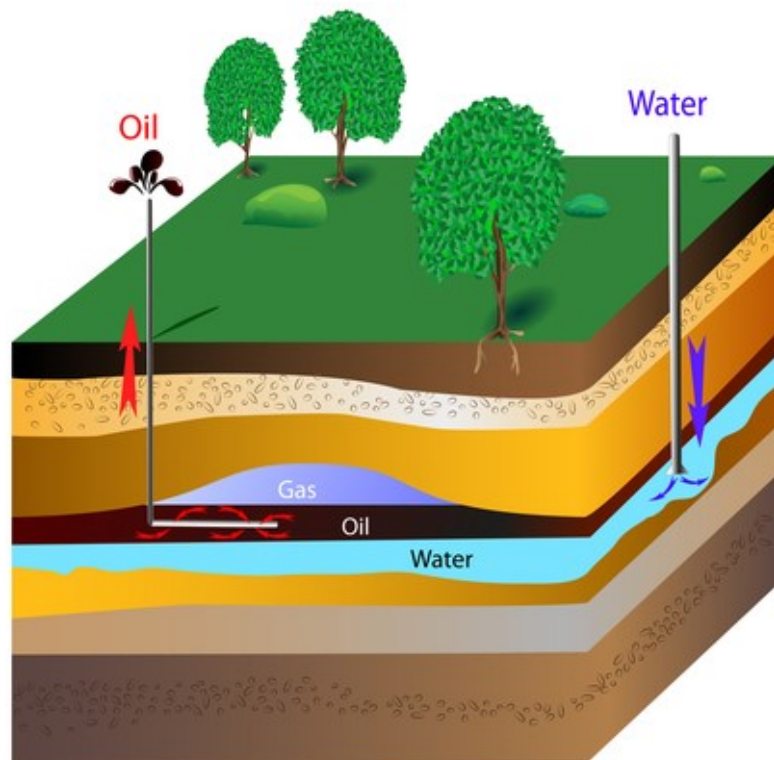
Reference	Courses	Duration	Pages
<b>Professional Training</b>			
<b>Production and Well Intervention</b>			
RPW-F	La reprise des puits (Workover)	4 days	43
BS-E	Basic Slickline	4,5 days	44
AS-E	Advanced Slickline	5 days	47
BWT-E	Basic Well Test	5 days	50
AP-F	Activation des puits	4 days	52
AL-E	Artificial 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
<b>Process and Surface Facilities</b>			
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

Reference	Courses	Duration	Pages
<b>Professional Training</b>			
<b>HSE</b>			
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
<b>Generalities - Economy - Management</b>			
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



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

# Geology and Reservoir



Reference	Courses	Duration	Pages
<b>Professional Training</b>			
<b>Geology and Reservoir</b>			
GPG-E	Geology and Petroleum Geology	3 days	12
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EORWF-E	Enhanced Oil Recovery and Water Flooding	4 days	24
AREFE-E	Applied Reservoir Engineering & Formation Evaluation	5 days	25

## **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**

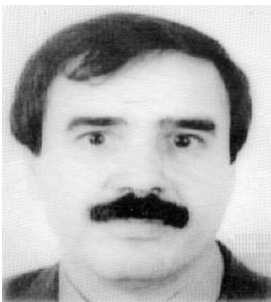
*3 days*

### **Venue**

*Monastir*

### **Language**

*English*



**Pr. Habib BELAYOUNI**

## **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

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

**Geology and Reservoir**

*Reference : TPPS-E*

**Who should attend**

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

**Instructor**

*Habib BELAYOUNI*

**Duration**

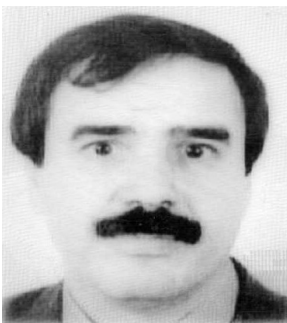
*6 days*

**Venue**

*Monastir*

**Language**

*English*



**Pr. Habib BELAYOUNI**

## **Course Content (1/2)**

### **I. Petroleum Geology Basics (OVERVIEW)**

### **II. Geological Petroleum Provinces 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 Fehdene-Cretaceous composite Petroleum system
  - 2.2. Bahloul-Cretaceous composite petroleum system

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

## **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 systems
  - 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***

# ***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*



**Mohamed Salah  
ABOU SAYED**

## **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**

**31 years experience with international oil Companies (BP and Gulf 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.**

# 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

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

### 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 ( $S_w$ )
- ◆ Core-log integration
- ◆ Permeability from Logs
- ◆  $S_w$ - 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
- ◆  $\phi_{\text{eff}}$ ,  $S_w$ ,  $S_{xo}$ ,  $S_{om}$  &  $S_{hr}$  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.

# 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),  $P_i$ ,  $P^*$ , 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.

# ***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*



**Noomen KRICHEN**

## **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.
  - 9.2 Oil well (IPR)
  - 9.3 Gas well (AOF)
- 10- Sampling overview.**

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.

**Geology and Reservoir**

*Reference : IRE- E*

**Who should attend**

*Production and Reser-  
voir Technicians*

**Instructor**

*Talel GHARBY*

**Duration**

*4 days*

**Venue**

*Monastir*

**Language**

*English*



**Talel GHARBY**

## **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

**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. Well Testing
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*

**NB : This training can be delivered in French Language**

# ***Enhanced Oil Recovery and Waterflooding***

## **Geology and Reservoir**

*Reference : EORW-E*

## **Who should attend**

*Production and Reservoir  
Engineers*

## **Instructor**

*Talel GHARBY*

## **Duration**

*4 days*

## **Venue**

*Monastir*

## **Language**

*English*



**Talel GHARBY**

## **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 CO<sub>2</sub>
  - 7.3 N<sub>2</sub> + CO<sub>2</sub> + O<sub>2</sub> + 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
    - \* Water quality specifications
    - \* Water-flood performance monitoring

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



# ***Applied Reservoir Engineering & Formation Evaluation***



**Geology and Reservoir  
Reference : AREFE-E**

**Who should attend**  
*Petroleum engineers, re-  
servoir engineers and well  
test engineers who have a  
basic knowledge of reser-  
voir formation evaluation.  
Production engineers,  
completion engineers, pe-  
trophysicists, 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  $K_r$  and  $P_c$  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, breakthrough 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
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**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

# 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

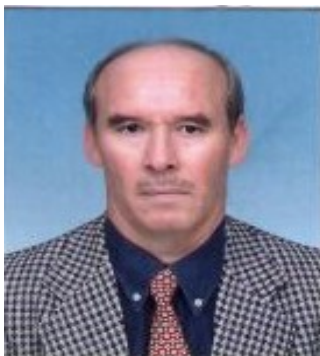
*10 days*

## 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)**

**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.**

## **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.**



## 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*



**Habib AKID**

## 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 (Kooomey)
  - 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)
11. Well Shut in Procedures (Soft – Hard – Fast)

**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
<b>Professional Training</b>			
<b>Production and Well Intervention</b>			
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

**Production and Well  
Intervention**  
*Reference : IWCF-E*

**Who should attend**

*Engineers, technicians  
and operators who  
have to plan, supervise  
or realize well interven-  
tions, 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.

## **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*



**Mokhtar AYEB**

## **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*

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

## 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
- 2.2 The 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 locator Sand 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

**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*



**Mokhtar AYEB**

## 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

**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)

# ***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)**

## 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

# *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
  - 5.2 Sub-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

**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 mainte-  
nance 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 objectives

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

**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)*



**Mokhtar AYEB**

## 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

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

**Production and Well Intervention**  
*Reference : AL-E*

## Who should attend

*Production Engineers and technicians,  
Completion and Workover Engineers and Supervisors, Reservoir Engineers*

## Instructor

*Mokhtar AYEB*

## Duration

*4 Days*

## Venue

*Monastir*

## Language

*English*



**Mokhtar AYEB**

## 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:

### *3.1 Pumping systems:*

- a. Sucker rod pumps
- b. Electrical Submersible Pumps
- c. Progressive Cavity Pumps
- d. Hydraulic Pumping Systems

### *3.2 Gas lift*

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

# *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*



**Rafik HAMZA**

## **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

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

# ARTIFICIAL LIFT SYSTEMS

## Course Content (1/3)

**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*

**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.**

### 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

## **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

# *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***

**Production and Well  
Intervention**  
*Reference : CTFA-E*

**Who should attend**  
*Production Engineers ,  
Production Supervisors  
and Managers , Well site  
Supervisors , Drilling Su-  
pervisors , Well interven-  
tion team members , Op-  
erators & Supervisors of  
Stimulation service com-  
panies*

**Instructor**

*Ahmed NABIH El Zeftawi*

**Duration**

*5 days*

**Venue**

*OGIM, Monastir, Tunisia*

**Language**

*English*



**Ahmed Nabih  
El Zeftawi**

## **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

**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 )

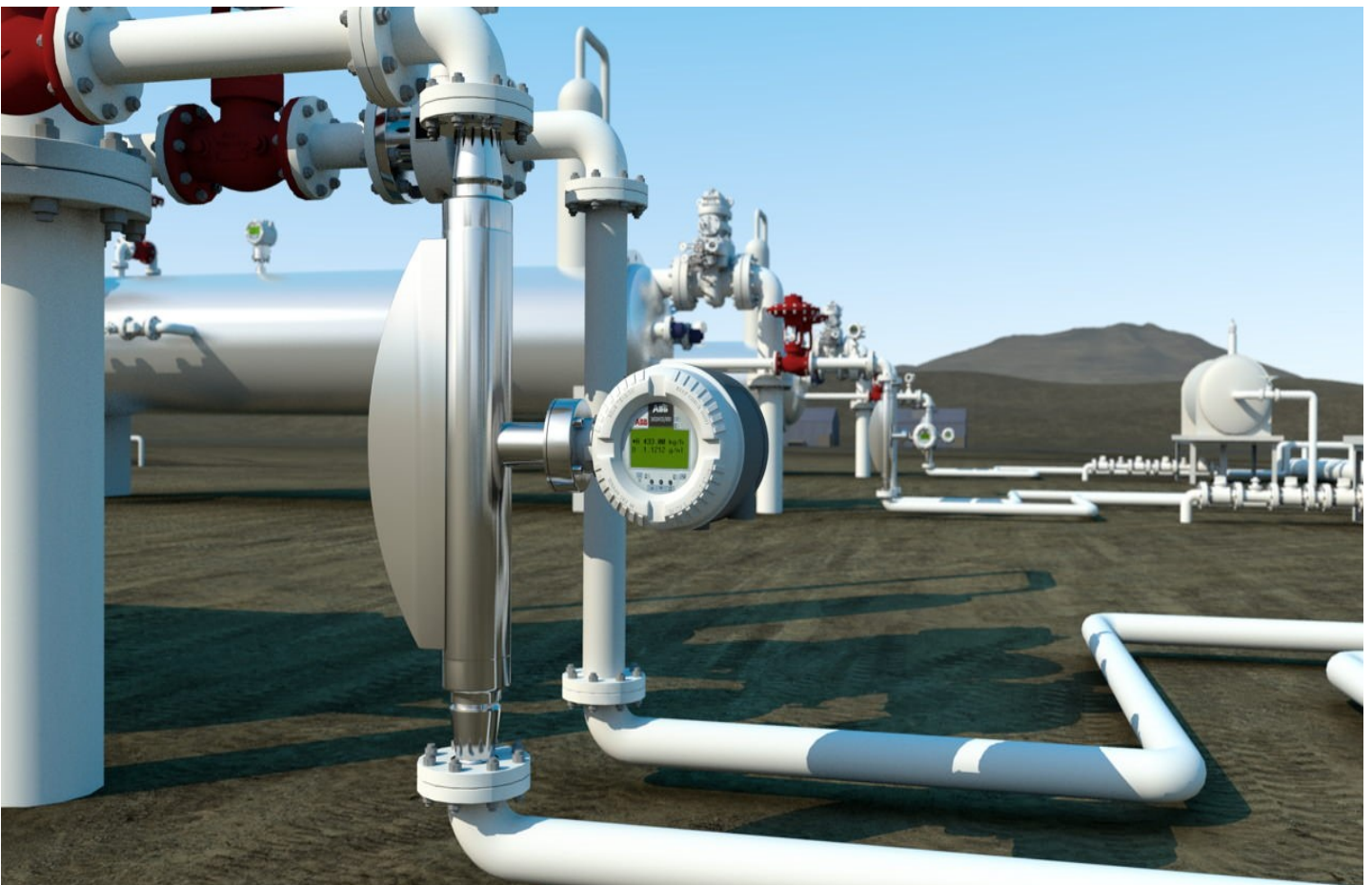
### **Day 4:**

- 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
<b>Professional Training</b>			
<b>Process and Surface Facilities</b>			
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

# ***Pipeline Pigging and Inspection***

**Process and Surface  
Facilities**  
*Reference : PPI-E*

**Who should attend**  
*-Production Engineers,  
technicians and Opera-  
tors with long Expe-  
rience.  
-Pipelines and Terminals  
Engineers, Supervisors  
and Technicians*

**Instructor**

*Mokhtar AYEB*

**Duration**

*4 days*

**Venue**

*Monastir*

**Language**

*English*



**Mokhtar AYEB**

## **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**

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

**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*



**Mohamed Lassaad  
ISSAOUI**

## **Course Content**

1. **Oil and gas terminology**
2. **Behavior of hydrocarbons**
3. **Specifications of petroleum products**
4. **Naturel Gaz constituents**
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*

**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.**



# Séparation et traitement huile, gaz et eau

## Course Content

**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**

### 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
2. Déshydratation des gaz
3. Désulfuration des gaz

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.

**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**

# ***Surface Production Facilities***

## **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)**

# ***Operation & Maintenance of Rotating Equipment***

**Process and Surface  
Facilities**  
*Reference : RE-FE*

**Who should attend**  
- Process and produc-  
tion 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 Maintenance 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.**

# ***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)**



**Taoufik HAJ ALI**

## **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

**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.**

**Process and Surface  
Facilities**  
*Reference : ITC-F*

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

**Instructor**

*Noureddine KANDI*

**Duration**

*5 days*

**Venue**

*Monastir*

**Language**

*French*



**Noureddine KANDI**

## **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)**

**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.**

**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 boucle 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**

# **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 61131-3
- 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. Programmes des opérations numériques.
- 4.8. Traitement des valeurs analogiques.

### **5. Introduction aux réseaux d'automates**

# ***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 température

**Chapitre 3:** Les instruments de mesure de niveau et de débit

**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 être faite en intra entreprise 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.**

**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*



**Fawzi BEN SALAH**

# ***Process Instrumentation***

## **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*

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

**Process and Surface  
Facilities**  
*Reference : CMP-F*

**Who should attend**  
*Petroleum Engineers  
and Technicians respon-  
sible for equipment  
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.**

**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**

# ***Protection Cathodique des Installations Pétrolières***

## **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

Global Safety Standards.



Reference	Courses	Duration	Pages
<b>Professional Training</b>			
<b>HSE</b>			
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

## 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 - Etiquetage (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.**



**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**

# Premiers Secours

## 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 brûlure (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 insolation et les coups de chaleur.
- 16/ Les positions d'attente.
- 17/ Oxygénothérapie.
- 18/ Les techniques de ramassage et de brancardage.
- 19/ Révision avec mise en situation d'accident + Evaluation

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 .

## 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*



**Fawzi BEN SALAH**

## 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
5. Test de connaissances

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.

## 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.

**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**

# *Introduction au domaine pétrolier et fondamentaux HSE*

## **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'évaluation 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

# ***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*

**Christian  
BOUQUEGNEAU**

## **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 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 .

# *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.

**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 chaîne 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 victimes 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
	<b>Professional Training</b>		
	<b>Generalities - Economy - Management</b>		
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

# ***Petroleum from Formation to Final Products***

**Generalities - Economics - Management**

**Reference : PEP- E**

**Who should attend**

*Newly recruited technical people, administrative and financial staff*

**Instructor**

*Mokhtar AYE B*

**Duration**

*3 days*

**Venue**

*Monastir*

**Language**

*English*



**Mokhtar AYE B**

## **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)**

**Generalities - Eco-  
nomics- Management**

*Reference : DTEP-F*

**Who should attend**

*Newly recruited techni-  
cal people, administra-  
tive 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 métiers 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'expérience dans le secteur pétrolier  
(Exploration / Production & Raffinage Marketing) et de  
l'énergie.

**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*

**Brian J. Cook**

## 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

**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

**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*

**Brian J. Cook**

## 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 policies 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

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



**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*



**Hakim HARZALLAH**

## 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

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

**Generalities - Economics - Management  
Reference : GPAPMI-F**

### **Who should attend**

- Chefs de projets de tout genre et surtout informatiques, d'infrastructure et de construction,  
- Chefs de service et tous les 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.  
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.

#### **III. Management de l'intégration du projet:**

De la charte du projet au processus de clôture

**Dr Said GATTOUFI is currently Professor of Higher Education at the Higher Institute of Management of Tunisia . 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 tâches, 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.

# **Gestion de Projet avec MS Project 2013- Basique**

**Generalities - Eco-  
nomics - 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.

**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 (2/3)**

### **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**

**Generalities - Eco-  
nomics - 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 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
4. Introduction à la méthodologie PMI

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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

**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.

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## **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.

**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

# ***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 areas and five processes
8. Mock examination (objective type)

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

**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  
Fawzi KERAANI*

### Duration

*63 days  
+ 3 Weeks for Project*

### Venue

*Monastir*

### Language

*English*

### Diploma Delivered

*Advanced Drilling Engineering and Operations  
Diploma*

### Mokhtar AYEB

### Fawzi KERAANI

## 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

<u>Module</u>	<u>Duration (hours)</u>
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
<b>TOTAL (hours)</b>	<b>378</b>
<b>Project/ Rig Site Visit</b>	<b>3 Weeks</b>

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

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

## 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*

## 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.

## Program

- 1- Geosciences and Fundamentals
- 2- Well Drilling
- 3- Reservoir engineering
- 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 French Language*

## 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 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).

## Nejib JMOUR

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

# 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).

**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).

# *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.

## **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.



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among our graduates**





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