

ABOUT MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The MTCP, which was established in 1980, aims at providing technical assistance to participating developing countries. The program consolidates various forms of technical cooperation in areas where Malaysia has the experience and the expertise.

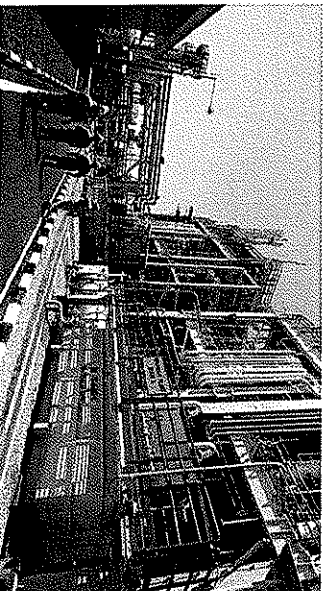
More than 100 MTCP Programmes offered by more than 79 MTCP training institutions, many of which are centers of excellence for training. Since its launching, more than 29,000 participants from 141 countries have benefited from the various programs offered under the MTCP.

Objectives of MTCP

- ◆ To share development experience with other countries;
- ◆ To strengthen bilateral relations between Malaysia and other developing countries;
- ◆ To promote South-South Cooperation (SSC);
- ◆ To promote technical cooperation among developing countries (TCDC).

Programs offered by the MTCP

- ◆ Short-term specialized courses
- ◆ Long-term courses (Scholarships)
- ◆ Study visits and attachments
- ◆ Advisory services of experts
- ◆ Socio-economic development projects
- ◆ Supply of equipment and materials



About INSTEP

Institut Teknologi Petroleum PETRONAS (PETRONAS Petroleum Technology Institute) or better known as INSTEP, offers a multi-faceted learning experience. With over 30 years of oil and gas technical training capability, INSTEP is a state-of-the-art technical training institution, built on a 200-acre land by the shore of South China Sea on the East Coast of Malaysia. With the launch of the latest training facilities, the Upstream and Downstream Training Plant (UDTP) and Liquid Metering Training Skid (LMTS), INSTEP will definitely bring a total innovative learning approach.

With accreditations and recognitions from Offshore Petroleum Industry Training Organisation (OPTO), Business and Technology Education Council (BTEC), International ElectroTechnical Commissions System for Certification to Equipment for Use in Explosive Atmosphere (IECEX), Energy Commission (EC), Department of Occupational Safety & Health (DOSH), *Jabatan Alam Sekitar* (Environmental Department) as well as the Ministry of Education Malaysia, INSTEP is approaching its goal in becoming the training center of choice.

Contact Details

For further enquiries, applicants can either approach their respective Malaysian official representative or email to the following address:

Mohd Ayub Hassan
Account Manager

Email: mohdayub@petronas.com.my
Tel: +609 668 6258 / +6019 9872774
Website : www.instep.my



MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

8 - 21 August 2015
(14 days)

Basic Training for Plant Operation

Brought to you by

INSTEP

INSTITUT TEKNOLOGI PETROLEUM PETRONAS

INSTITUT TEKNOLOGI PETROLEUM PETRONAS
PETRONAS Technical Training Sdn Bhd
Lot 9764, Batu Rakit, 21020 Kuala Terengganu
Terengganu Darul Iman, Malaysia
Telephone: +609 668 6000 | Facsimile: +609 668 6288
Website: www.instep.my
Email: instep@petronas.com.my

Application deadline : 5 May 2015

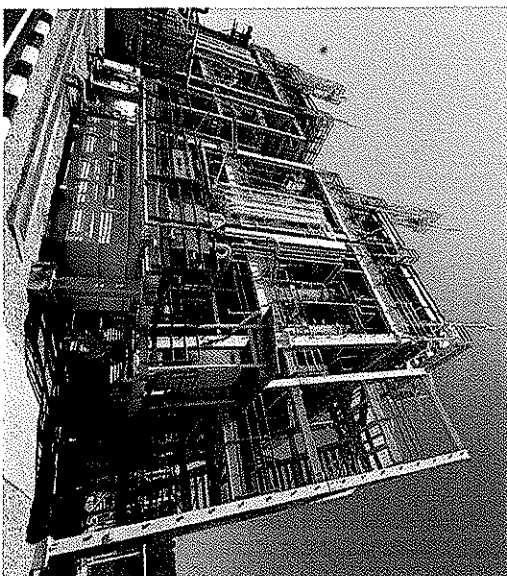
About the Course

The Basic Training for Plant Operation is designed for those who have minimal knowledge of plant operation . It describes in detail the fundamental issues that must be addressed by plant personnel in order to have a safe, efficient, and effective plant operation. The learning methodology covered both theory and practical practices in upstream and downstream plant.

Objectives

By the end of the course, participants are expected to be able to;

1. Enrich their knowledge on upstream & downstream plant operation
2. Explain the formation of petroleum reservoirs, basic geological considerations and the exploration process
3. Share standard operating procedures for downstream plant
4. Apply understanding of asset maintenance and downstream supply chain activities
5. Enlarge their networking in oil & gas industry



Contents

Introduction to Upstream Industry

- ◆ Exploration, Appraisal and Drilling Activities
- ◆ Reservoir Engineering and Field Development Planning
- ◆ Production of Oil and Gas
- ◆ Production Operations and Maintenance
- ◆ Decommissioning of Oil and Gas Installations

Introduction to Downstream Industry

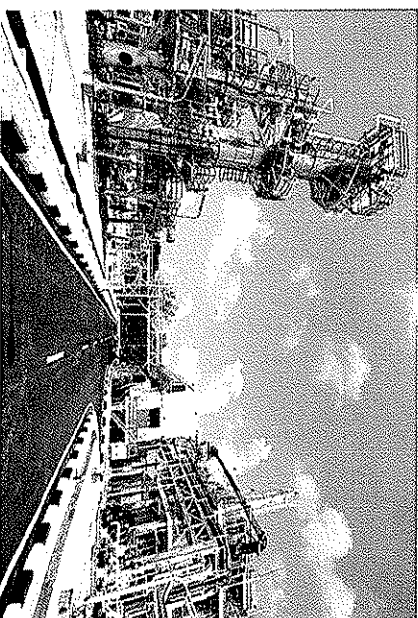
- ◆ Crude Oil Refining Technology & Processes
- ◆ Gas Processing Technology/LNG
- ◆ Petrochemical Technology

Upstream and Downstream Plant Familiarization

- ◆ Typical Process Operation Diagram
- ◆ Plant Start-up & Plant Shut Down Activities
- ◆ Plant HSE and Inspection
- ◆ Product Sampling and Analysis

Plant Utility Operation

- ◆ Steam Generation
- ◆ Cooling Water System
- ◆ Air Compression System
- ◆ Treated Water System



Fellowship / Scholarship

The terms and conditions of scholarship/fellowship awards under the MTCP at INSTEP include:

Accommodation and meals
Food and lodging are provided by INSTEP.

Fares
A return air ticket from the capital city of the participant country to Kuala Lumpur on economy class is provided (except for some countries which require to bear their own air fare; please refer to the MTCP website for further details).

Visa and Vaccination
Expatriates such as visa and all visa-related fees, airport tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees et cetera are to be borne by the recipients.

This also applies to vaccination prior to their travel to Malaysia.

Course Fees

All course fees are borne by the Malaysian Government.

Medical and Dental Treatment

Candidates should be certified medically and physically fit to participate in this program. During participants' stay in Malaysia, all medical and dental expenses in the government hospital/clinic are at the cost of the Malaysian Government. Dental treatment however, is restricted to extraction and filling which must be carried out in government hospitals/clinics only.

General Conditions of Award

Participants shall conduct themselves at all times in a manner compatible to their responsibilities as MTCP scholarship holders and abide by the rules and regulations of the training institution.

The award may be terminated at any time due to unsatisfactory conducts, breach of the conditions of the award or failure to make satisfactory progress.

Participants are not allowed to bring along their spouses for the duration of the course.



Target Participants
Senior Executives, Engineers in Oil, Gas and Petrochemicals Industry

Facilitator

This course will be facilitated by experienced trainers in Oil, Gas and Petrochemicals Industry



Please affix
passport
photograph

APPLICATION FORM

SHORT TERM COURSE IN MALAYSIA UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type or write clearly in capital letters. Do not leave
any space blank. Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no : _____
Received : _____
Checked : _____

TITLE OF COURSE:	Date of commencement:
NAME OF IMPLEMENTING AGENCY :	

1. PERSONAL DATA

Family Name (surname) :	Date of birth : Day Month Year
First Name :	Nationality (citizenship) :
Other Names :	Gender : Male / Female #
City and country of birth :	Marital status : Single / Married #
Passport No :	Religion :

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address :		Applicant's Postal / Home Address :	
		Home telephone	
		Country Area Number	
Office telephone	Telefax	Email	
Country Area Number	Country Area Number		
Person to be contacted in case of emergency :			
Name : _____			
Telephone : _____ Mobile Phone Number: _____			
Address : _____			
Email : _____			

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

3. EDUCATION (list in order of time, starting with last institution attended)

Name of institution and place of study	Major field of study	Years of study : from - to	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer :	Employer :
Years of service (from – to) :	Years of service (from – to) :
Title of your post/position :	Title of your post/position :
Present salary per month (US Dollars) :	Salary per month (US Dollars) :
Name of supervisor and title :	Name of supervisor and title :
Type of organization :	Type of organization
Government / Semi Government / Private / NGO #	Government / Semi Government / Private / NGO #
Main functions of organization :	Main functions of organization :
Total number of employees :	Total number of employees :

Delete accordingly

Description of your work including your responsibility :

Please continue on supplementary pages if necessary

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5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the programme.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

Name of programme

Organizer

Year

Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

Name of Course

Name of Training Institute

Year

Delete accordingly

6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

E mail : _____

Date and signature : _____

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7. MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Sex:	Height: cm	Weight: kg
Blood Pressure:			
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other ()			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray.		Pregnancy Test (for women):	
<p>I certify that the applicant is medically fit to undertake a course in Malaysia.</p> <p>Name of Physician : _____</p> <p>Address of Clinic : _____</p> <p>(printed) _____</p> <p>Telephone : _____</p> <p>(printed) _____</p> <p>Email : _____ Date : _____</p> <p>Signature of Physician : _____ Seal of Clinic : _____</p>			

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8. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

Date

Signature of applicant

9. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia.

Dated this _____ day _____ of 20____

Signature of applicant)

Name of applicant)

Date)

In the presence of

Signature of Witness)

Name of Witness)

Designation of Witness)

I/C or Passport No.)

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

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The post which the applicant will be required to fill upon satisfactory completion of training

--

Relevance of the course to applicant's job

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11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION

On behalf of the Government of _____, I _____
Country Name of Official

Certify that :

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his period of stay in Malaysia, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; and
- d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No.: _____
for the training course.

Name and Designation

Signature and Official Stamp

Name and Organisation

_____-_____-_____
Country code Area code Office tel no.

Email address

_____-_____-_____
Country code Area code Office tel no.

Endorsement by the nominating country's Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

Name

Email Address

(Ministry's Official Stamp)

Designation

Name of Organisation

Signature

_____-_____-_____
Country code Area code Office tel no.

_____-_____-_____
Country code Area code Office tel no.

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