

# Technical Data Management Standard

Reference No : OPT-T-2016-005

Version : 1.0

Release Date : April 10, 2016

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Use : Private

## Revision History

Version	Date	Description	Comments
1.0	April 10, 2016	Initial Release	

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## **1. Statement of standard**

The OPT-T-2016-005 standard gives the guide line regarding to the technical data issues.

## **2. Objective**

This standard is to strict control technical document and file that related production, ensuring that technical documentation a file rigor and effective.

## **3. Responsibilities**

It is the responsibility of Line Management at each location, individual or co-located, with the support of the local related department and all the OPT personnel to ensure the technical data can be well managed:

### **Line Manager's responsibilities:**

Responsible for technical documentation preparation, review, approval, distribution, archiving, void and update.

### **OPT Employees' responsibilities:**

Responsible for receiving technical document issued by LM, release and update to related authorized person, to ensure the document accurate, effective and safekeeping or destroyed properly. And continuously monitoring the management of technical data.

Reporting all security related incidents in OPTiSAFE.

## **4. Obligations**

All the OPT employee up to CEO is subject to follow this standard. The disciplinary action up to termination of employment will be applied if the OPT-T-2016-005 is not followed.

## **5. Technical Data Classification**

### **5.1 Confidential**

Technical data and results from LM deemed as secret by our company shall not be discussed in public, copied, or distributed except on a strict need-to-know basis, between employees and managers.

Confidential technical data needed for preparation of additional services shall only be reviewed internally with the permission of LM. A written document from the data owner containing the list of parties approved for dealing with the data shall be in place prior to any internal handling of the data.

Confidential technical data encryption shall be used during transmission, storage and archiving. Extra copies of such data shall not be created. All secretive technical data shall not be stored or archived on

any public systems except systems authorized. Physical copies of secretive technical data shall not be kept in data archive rooms in operation's locations under any circumstance.

Distribution of secretive technical data via E-mail is strictly forbidden under all circumstances.

## **5.2 Basic**

Basic sets contain the data that is typically presented graphically. This primitive data is used as is by a broad spectrum of professionals. The basic set is usually limited in size and is suitable for rapid delivery and preliminary evaluations. Basic data sets shall not be used for final evaluations without first referring to a more comprehensive data set.

## **5.3 Customer**

Customer sets contain the basic data set and essential minimum data to supplement and support it. It is suitable for data storage (traceability) and more detailed evaluation by specialists. Customer sets shall contain enough data to completely and comprehensive reproduce the final product delivered to the customer. Customer sets shall also include enough data and metadata to conduct a thorough quality control of the data presented in the Basic set.

## **5.4 Producer**

Producer sets contain, in addition to Customer data, confidential data meaningful only to the producer of the data (e.g. tool quality indicators). Producer data sets are OPT-proprietary and shall not be delivered to anyone outside the OPT organization.

# **6. Technical Data Management**

## **6.1 Clarity**

Data management and documentation are performed as per standard product development procedures. In particular:

Dictionary-controlled data objects shall be defined according to data management principles, and duly registered. Data management principles set the rules, conventions, and limitations that control the naming, typing, definition, and usage of digital data and metadata for business purpose (exchange, process, storage...)

Data documentation shall be kept accurate and published for all business purposes.

## **6.2 Traceability**

Data traceability is achieved through:

- (1) A complete description of the measurement, processing or interpretation process or system (the working standard and conditions used to perform the activity)
- (2) A stated value, with a documented uncertainty for the result of measurement (e.g., when repeatability are required or desired)
- (3) A clearly defined quantity that has been measured, processed or interpreted
- (4) A complete specification of a stated reference at the time of measurement
- (5) An internal data assurance program that warrants integrity between a result and its standard.

### **6.3 Integrity**

No employee working on or with technical data shall alter or attempt to alter or otherwise tamper with such data so as to render it objectively inaccurate; whether acting on their own initiative or in response to a request from a colleague, a customer or other third party.

Any employee who receives such a request shall promptly bring the matter to the attention of their immediate supervisor. Any supervisor thus notified shall relieve the employee of further responsibility for the matter and shall personally take appropriate with such consistent with company requirements, either through direct intervention with such third party or further internal communication up the management line.

Any employee who alters or attempts to alter data for any reason will be subject to appropriate disciplinary sanctions, up to and including termination of employment.

### **6.4 Archiving and storage**

Archiving and storage shall preserve data integrity. Data archiving and requirements vary by operating unit (geography), segment (data producer) and customer (data owner). It is the responsibility of each organization to define data archiving and storage requirements for their business.

### **6.5 Security**

Data that OPT acquires is, in general, the primary and permanent asset of our customers. One of the most valuable assets OPT possesses is our reputation for protecting and maintaining the confidentiality of our customers' data.