

Guide to Completion of Daily Field Tickets (DFT): Shell Groundbirch & Gundy Medics

Why a Guide?

Approved DFTs are our proof that medical coverage was provided to a work site.

DFTs are required for Iridia Medical to invoice Shell and be paid for the service we provide.

In order to approve payment, Shell requires that:


- Each Function is identified;
- Each AFE# within a Function is billed separately;
- The LSD# and OSR name for each AFE# cross-check to a particular day of work and medic, and an approved DFT;
- The hours worked cross-checks to whether work was during the day or night.

This information can only be gathered in camp, preferably at the time of work, and thus by the responsible medics. One piece of incorrect or missing information slows the whole invoice creation, and then payment process, right down.

This guide provides medics with all the information they require to be able to accurately complete a DFT for each and every work site they cover in a rotation.

The DFT Essentials

The Rule of Ones: "One ticket, one medic, one function, one AFE, one LSD, one OSR, one shift, (one day*), one month"

	1644 West 3rd Ave. Vancouver, BC V6J 1K2 1-888-404-6444	FIELD TICKET 7026
		DATE: _____ D M Y
COMPANY NAME: SHELL CANADA LTD.	ONSITE REPRESENTATIVE:	
ADDRESS:	PHONE:	
	FAX:	
BUSINESS GROUP:	AFE / PO #:	
MEDIC NAME:	VEHICLE ID:	
MEDIC NAME:	HOURS WORKED:	
WORK LOCATION / LSD:		

- Date the entire DFT (top right of form) for the LAST day worked (which should also be the date the DFT is approved by the OSR).
- Daily cost & Tally: Please provide a breakdown for each day worked.
- Total for DFT: Please provide the final total. This is the value the OSR will authorise.
- Additional comments: Use this area as needed.
 - If overtime was worked, provide details here for the OSR to approve: the reason for overtime; the amount of time worked; and the HOURS DURING WHICH THE OVERTIME OCCURRED (eg. 1830 - 2015). Overtime is included in the Averaged Daily Rates, but the specific hours need to be tracked.

The Heart of the Matter: *"Get the stamp and signature".*




This space should not be blank! The OSR needs to stamp, complete and sign his stamp, or AT LEAST sign and date in this area.



The (Almost) Perfect DFT!

- Almost because:
 - The LSD# needs zeros before the first 2 coordinates;
 - Ideally, the number of sites should be listed with each date.



1644 West 3rd Ave.
Vancouver, BC
V6J 1K2
1-888-404-6444

FIELD TICKET **No: 2144**

DATE: 26 / 05 / 15
 D M Y

COMPANY NAME: SHELL CANADA LTD. ONSITE REPRESENTATIVE: Trevor Carby ★

ADDRESS: _____ PHONE: 250 329 6676 ★

_____ FAX: _____

BUSINESS GROUP: Operations ★ AFE / PO #: 27298253 ★

MEDIC NAME: Medic ABC ad ★ VEHICLE ID: M11


WORK LOCATION / LSD: 9-1-81-21W6 ★ HOURS WORKED: 06⁰⁰-18⁰⁰

QUANTITY	EQUIPMENT & SERVICES	UNIT COST	TOTAL
	MEDIC AND MTC @ (RATE 1,000) - (2) SITES ★		
1	May 22, 2015	500.	
1	★ May 23, 2015	500.	★
1	★ May 24, 2015	500.	★
1	May 25, 2015	500.	
1	May 26, 2015 \$1,000 ÷ 3 sites	333.33	
TOTAL		2,333.33 ★	

ADDITIONAL COMMENTS: PO: 49000021851

May 22, 2015 - May 26, 2015

★ Shell Canada - Fort St. John Operations
Box 480, Station 100, Calgary, AB T2P 2J1

Site: 09-01-81-21W6 

Work Order/Network # 27298253

Printed Name: Trevor Carby

Signature: [Signature]

Special Approver: Dorey Snider

www.4900@shell.com

AVERAGED DAILY COSTS

ACP RATE: \$1500.00

PCP RATE: GROUNDBIRCH: \$1000.00; GUNDY: \$1240.00

AVERAGED RATES PER SITE

ACP:

\$750.00 X 2 SITES; \$500.00 X 3 SITES; \$375.00 4 SITES

PCP GROUNDBIRCH:

\$500.00 X 2 SITES; \$333.33 X 3 SITES; \$250.00 4 SITES

PCP GUNDY:

\$620.00 X 2 SITES; \$413.33 X 3 SITES; \$310.00 4 SITES

White - Customer Yellow - Bookkeeper Pink - Stays in Book CommunityPrinters.com 1023/2014

What to Avoid

- The Multi-AFE, Multi-LSD Ticket

QUANTITY	EQUIPMENT & SERVICES	UNIT COST	TOTAL
5	MEDIC AND MTC @ (RATE 1000) + (1) SITES	\$1000 ⁰⁰	5000 ⁰⁰ ✓
	Mar 7 - Awell AFE 30219019		
	Mar 8 - Jwell AFE 30219091		
	Mar 9, 10 - Gwell AFE 30219088		
	Mar 10, 11 - Ewell AFE 30219086		
	102/106-23-080-20 - AFE: 30219019 - \$1000.00		
	111/106-23-080-20 - AFE: 30219091 - \$1000.00		
7	108/106-23-080-20 - AFE: 30219088 - \$1000.00		
	106/106-23-080-20 - AFE: 30219086 - \$2000.00		

- Please work with OSRs and try to get back to the Rule of Ones: one ticket per AFE#, and one LSD# per AFE#.
 - This ticket should have been 4 separate tickets.

- The Month End Crossover

QUANTITY	EQUIPMENT & SERVICES	UNIT COST	TOTAL
1	MEDIC AND MTC @ (RATE \$1000.00) + (1) SITES FEB 26	\$1000.00	\$1000.00
	FEB 27		1000.00
	FEB 28		1000.00
	MAR 01		1000.00
	MAR 02		1000.00
	MAR 03		1000.00
	MAR 04		1000.00
			\$1000.00

ADDITIONAL COMMENTS: IRIDIA P.O.# 490021831

- Start a new ticket!
 - Billing is done on a monthly basis. This ticket would get lost in the February process and not be available for March.



- The Multi-Medic Ticket

BUSINESS OF	Medic ABC/Medic XYZ	VEHICLE ID: ENT 8/M3
MEDIC NAME		HOURS WORKED: 0630-1830
WORK LOCATION / LSD: A-80-L/94-A-13 (A-80/94-A-13) AKITA		

QUANTITY	EQUIPMENT & SERVICES	UNIT COST	TOTAL
	MEDIC AND MTC @ (RATE 1000) + (1) SITES		
	DRILLING A-A80/94-A-13	1000.00	
	Billing FROM MARCH 01, 2015		
10	TO MARCH 10, 2015.		10,000.00

- Don't make somebody else responsible for your time tracking!
 - Apply the Rule of Ones: "One ticket, one medic, one function, one AFE, one LSD, one shift, (one day), one month".
 - Track YOUR time on YOUR ticket, from start to finish of your rotation.

Questions? Problems?

Speak with the Camp ACP on duty.

Ask Jennifer (jlemky@iridiamedical.com; 1 250 787 7764) or Jill (jhamilton@iridiamedical.com; 1 604 685 4747).



