

COGDO21

Participate in the monitoring and maintaining process and equipment conditions in downstream operations



Overview

This unit is about your contribution to the monitoring and maintaining of process and equipment conditions.

Exchange information on work area at handover:

- 1 Complete routine checks in work area
- 2 Maintain levels of consumables
- 3 Maintain process conditions within work area

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous Version:

Adapted from Unit 3 of Refinery Field Operations NOS – version April 2005

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Performance criteria

- You must be able to:*
- P1 ensure that the information exchanged provides a full, clear and accurate description of the current status of the work area
 - P2 clarify and confirmed any information that is unclear or conflicting before acceptance
 - P3 identify the implications of changing plant conditions on further work
 - P4 complete all relevant documentation
 - P5 carry out the handover with appropriate people at the designated time and location
 - P6 use the appropriate operating procedures for designated checks and adjustments
 - P7 carry out all relevant adjustments and informed the relevant people as appropriate
 - P8 properly acknowledge and respond to alarms
 - P9 complete all routine checks at the earliest opportunity
 - P10 maintain level and concentration of consumables
 - P11 perform stock checks of consumables in accordance with requirements
 - P12 correctly use and store consumables
 - P13 inform immediate supervision of any problems connected with consumables
 - P14 leave equipment safe and clean on conclusion of operation
 - P15 maintain the specified conditions within given tolerances for each piece of equipment in accordance with instructions from immediate supervisor
 - P16 ensure, through timely and appropriate adjustments, that the process is operating within these given tolerances
 - P17 inform all relevant people that adjustments are being made
 - P18 correctly follow the operating procedures for adjustments
 - P19 work safely in accordance with operational requirements

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Knowledge and understanding

You need to know and understand:

- K1 your responsibilities in relation to your work area (to include plant steady, plant unsteady, start-up, shut down, on-grade product, off-grade product)
- K2 how to access and use relevant documentation (e.g. handover logs, permits)
- K3 how the handover log relates to the plant equipment and process
- K4 the relevance of each log item to the operation of the plant
- K5 the reasons for taking particular readings and measurements
- K6 the principles and practice of equipment inspection in working areas
- K7 how to access and use the specified recording documentation
- K8 the parameters to be measured and where those measurements should be taken
- K9 the potential hazards during normal operation and the actions to be taken
- K10 the purpose of consumables
- K11 the specified consumables for each piece of equipment
- K12 how to identify the need to replenish consumables to maintain level and concentration
- K13 how to use, handle and store consumables correctly (e.g. avoidance of injuries, contamination and hazards)
- K14 the relevant information to record and its potential impact (e.g. abnormal consumption)
- K15 the relevant information to pass on to others
- K16 how to keep the equipment and process within given tolerances
- K17 the potential impact of process deviations on other areas (e.g. the interconnected items of equipment that support the process)
- K18 the relevant information to record and pass on to others as appropriate (e.g. log books, readings sheets, measurements outside acceptable tolerances, adjustments made)
- K19 the limits of adjustments to process and utilities

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Additional Information

Scope/range

This unit deals with the following:

- 1 how to select, use and care for personal protective equipment (e.g. sight/hearing protection, gloves, footwear, hard hats, respirators)
- 2 the implications of statutory and organisational requirements
- 3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules) the hazards associated with monitoring and maintaining process equipment conditions
- 4 how to work with and within your permit to work system

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