

## COGDO3

# Monitoring and maintaining process and equipment conditions in downstream operations



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### Overview

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

To demonstrate your competence you must carry out handovers:

- 1 To the next shift
- 2 From previous shift

This unit deals with the following:

- 1 Exchange information on work area at handover
- 2 Complete routine checks in work area
- 3 Maintain levels of consumables
- 4 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

## COGDO3

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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 confirm any information that is unclear or conflicting BEFORE acceptance
  - P3 identify the implications of changing plant conditions on further work
  - P4 carry out the handover with appropriate people at the designated time and location
  - P5 use the appropriate operating procedures for designated checks and adjustments
  - P6 carry out all relevant adjustments and informed the relevant people as appropriate
  - P7 properly acknowledge and respond to alarms
  - P8 complete all routine checks at the earliest opportunity
  - P9 maintain level and concentration of consumables
  - P10 perform stock checks of consumables in accordance with requirements
  - P11 correctly use and store consumables
  - P12 leave equipment safe and clean on conclusion of operation
  - P13 maintain the specified conditions within given tolerances for each piece of equipment
  - P14 ensure, through timely and appropriate adjustments, that the process is operating within the given tolerances
  - P15 correctly follow the operating procedures for adjustments
  - P16 complete all relevant documentation
  - P17 work safely in accordance with operational requirements

## COGDO3

### Monitoring and maintaining process and equipment conditions in downstream operations

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#### Knowledge and understanding

*You need to know and understand:*

- K1 how to select, use and care for PPE (e.g. sight/hearing protection, gloves, footwear, hard hats, respirators)
- K2 the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- K3 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
- K4 how to work with and within the Permit to Work system
- K5 your responsibilities in relation to your work area (to include plant steady, plant unsteady, start-up, shut-down, on-grade product, off-grade product)
- K6 how to access and use relevant documentation (e.g. handover logs, permits)
- K7 how the handover log relates to the plant equipment and process
- K8 the relevance of each log item to the operation of the plant
- K9 the reasons for taking particular readings and measurements and their significance
- K10 the principles and practice of equipment inspection in working areas
- K11 the parameters to be measured and where those measurements should be taken
- K12 the potential hazards during normal operation and the actions to be taken
- K13 the principles and practice of process control
- K14 the purpose of consumables
- K15 the specified consumables for each piece of equipment
- K16 how to identify the need to replenish consumables to maintain level and concentration
- K17 how to use, handle and store consumables correctly (e.g. avoidance of injuries, contamination and hazards)
- K18 the relevant information to record and its potential impact (e.g. abnormal consumption)
- K19 the relevant information to record and pass on to others as appropriate (e.g. log books, readings sheets, measurements outside acceptable tolerances, adjustments made)
- K20 how to keep the equipment and process within given tolerances
- K21 the potential impact of process deviations on other areas (e.g. the interconnected items of equipment that support the process)
- K22 the effects of exceeding tolerance levels
- K23 the limits of adjustments to process and utilities

## **COGDO3**

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- K24 the appropriate timescale for making adjustments
- K25 the action required on off-specification material

## COGDO3

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**Suite** Downstream Operations

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**Key words** maintain, process, equipment, conditions, monitoring, shift, handover, exchange information, safety