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### Overview

This unit addresses your competence in shutting down equipment.

This unit deals with the following:

- 1 Prepare to shut down
- 2 Shut down equipment

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 7 of Refinery Field Operations NOS – version April 2005

# COGDO7

## Shutting down equipment in downstream operations

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### Performance criteria

*You must be able to:*

- P1 obtain appropriate confirmation for shutdown to proceed
- P2 correctly identify equipment and check status
- P3 correctly follow procedures for checks and tests
- P4 inform all relevant people of possible impact on them due to shutdown
- P5 inform appropriate personnel that shutdown is imminent
- P6 correctly shut down equipment in accordance with specified procedures
- P7 identify, correct and promptly report abnormalities
- P8 complete all relevant documentation
- P9 inform appropriate personnel when shutdown is completed to specified state
- P10 work safely in accordance with operational requirements

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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)
- K4 the importance of shutting down the equipment in the correct sequence
- K5 the consequence of shutting down the equipment in the wrong sequence
- K6 the operating principles of relevant equipment (to include rotating, non-rotating and storage, heat transfer, control)
- K7 trip systems and logic sequences
- K8 plant layout and plant operating manuals
- K9 equipment shutdown procedures
- K10 how to work with and within the Permit to Work system
- K11 how to access relevant documentation (e.g. permits, operating procedures)
- K12 the function of the equipment (to include rotating, non-rotating and storage, heat transfer, control) to be started in the operation of the plant and process
- K13 the properties of the material contained in the equipment
- K14 the potential problems and appropriate action to be taken in preparing for shutdown
- K15 the effect on the remainder of the plant where the item of equipment is taken out of service
- K16 the effect on plant in adjacent areas
- K17 the situations when shutdown should not proceed
- K18 the potential problems and appropriate action to be taken if item of equipment is not shut down correctly
- K19 the consequences if item of equipment is not isolated correctly
- K20 the importance of time taken to shut down and isolate item of equipment to specified state
- K21 the operating conditions and parameters

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**Originating organisation** Cogent

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**Original URN** DO7

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**Relevant occupations** Engineering and manufacturing technologies; Engineering; Process, Plant and Machine Operatives; Plant and Machine Operatives

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**Suite** Downstream Operations

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**Key words** shut down, equipment, prepare, downstream

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