

COGJO13

Carry out the preparation for product transfer in jetty operations



Overview

You will be involved in activities such as:

- 1 Establishing and agreeing product transfer requirements
- 2 Determining optimum product transfer route
- 3 Confirming that equipment and systems are operating correctly prior to product transfer operation

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

Previous Version:

Liquid Transfer & Storage National Occupational Standards – July 2005

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Performance criteria

- You must be able to:*
- P1 check and confirm that the incoming vessel's stability and stress criteria have been assessed
 - P2 obtain relevant information concerning the product to be transferred
 - P3 establish and agree the sequence of transfer operations
 - P4 establish and agree transfer procedures and control measures
 - P5 agree venting and/or vapour recovery arrangements
 - P6 obtain proposed transfer plans and other relevant information
 - P7 compare transfer plans with actual transfer pipeline system
 - P8 determine whether there are any potential sources of contamination
 - P9 analyse the information and determine the optimum cargo transfer route
 - P10 determine cleaning and testing requirements to maintain product specification
 - P11 check and confirm with the vessel that it is safe to connect/disconnect systems
 - P12 check and confirm before connection, that all telephones/emergency umbilical's have been tested to prescribed procedures
 - P13 connect all telephones/emergency umbilical's to the correct sockets according to prescribed procedures
 - P14 ensure that communications between vessel and shore are of an acceptable quality
 - P15 check and confirm with the shore that it is safe to de-activate systems
 - P16 establish that all appropriate systems are de-activated
 - P17 ensure that telephones/emergency umbilical's are disconnected safely, tested to prescribed procedures and stowed correctly
 - P18 deal promptly and effectively with problems that are your responsibility, and report those that you cannot solve and/or are not your responsibility to the relevant person
 - P19 communicate all relevant information to the appropriate people
 - P20 work safely in accordance with operational requirements

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Knowledge and understanding

You need to know and understand:

- K1 how to check and confirm that the incoming vessel's stability and stress criteria has been assessed
- K2 how to obtain relevant product information
- K3 what are the physical, chemical and electrostatic properties of product/s
- K4 methods of transfer operations
- K5 how to establish and agree the sequence of transfer operations
- K6 how to establish and agree transfer procedures and control measures
- K7 why transfer procedures and control measures are important
- K8 what venting and/or vapour recovery methods can be used and how to agree them
- K9 how to obtain transfer plan and other relevant information
- K10 how to compare transfer plans with actual transfer system
- K11 how to determine possible sources of contamination
- K12 how to analyse the information and determine the optimum cargo transfer route
- K13 why is the optimum cargo transfer route important
- K14 what cleaning and testing is required to maintain product specification
- K15 what procedures need to be followed
- K16 what are the connection/disconnection and test procedures for telephones and emergency umbilicals
- K17 how to check and confirm that all telephones/emergency umbilicals have been tested prior to use
- K18 how to ensure that all telephones/emergency umbilicals are connected to the correct sockets
- K19 how to establish and test radio communication links between vessel and shore
- K20 how to ensure that communication is of an acceptable quality between vessel and shore
- K21 what radio communication techniques and procedures to use to ensure acceptable quality
- K22 how to stow correctly telephones and emergency umbilicals
- K23 how to check and confirm with the incoming vessel that it is safe to connect/disconnect
- K24 how to check and confirm with the shore that it is safe to de-activate systems
- K25 what are the appropriate systems that need to be de-activated
- K26 how to check and confirm that all of the appropriate systems are de-activated
- K27 how to ensure that all resources required are available and appropriate
- K28 your own responsibilities and duties and your duties under current environmental legislation

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- K29 the problems that may occur and how to deal with them
- K30 who to refer to with problems that are not your responsibility and/or you cannot solve
- K31 the appropriate methods of communication (including documentation) to use
- K32 how and when to obtain and use the appropriate PPE (Personal Protective Equipment) and how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- K33 the implications of statutory and organisational requirements
- K34 how to interpret operational requirements (e.g. policies, procedures, Permit To Work, instructions, codes of practice, standards, schedules)
- K35 the risks and hazards associated with the activity
- K36 all relevant rules, regulations and guidelines

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Additional Information

Scope/range related to performance criteria

- 1 Obtain relevant information on the product to be transferred to include all of the following:
 - 1.1 type, quantity and condition of product, including any physical, chemical and electrostatic properties
 - 1.2 initial, bulk and finishing rates
 - 1.3 transfer pressures and temperatures
- 2 Establish and agree transfer requirements to include:
 - 2.1 sequence of transfer
 - 2.2 transfer procedure
 - 2.3 control measure and procedures
 - 2.4 vapour recovery procedures
- 3 Determine the optimum cargo transfer route, and take account of all of the following:
 - 3.1 transfer plans
 - 3.2 transfer pipeline system
 - 3.3 details of product to be transferred
 - 3.4 effectiveness of transfer equipment
 - 3.5 cleaning methods available at the terminal
 - 3.6 maximum potential level of contamination for cargo
 - 3.7 product compatibility
- 4 Follow procedures and check and confirm with either the vessel and/or shore that:
 - 4.1 it is safe to connect/disconnect
 - 4.2 it is safe to de-activate systems
 - 4.3 all appropriate systems are de-activated
- 5 Check and confirm that telephones/emergency umbilicals are tested, safely connected, disconnected and stowed
- 6 Establish and test radio communication links taking account of all of the following:
 - 6.1 call signs
 - 6.2 language/terminology
 - 6.3 frequencies

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Suite Jetty Operations

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