

COGJO14

Carry out the transfer of product in jetty operations



Overview

You will be involved in activities such as:

- 1 Controlling the transfer of the product
- 2 Taking measurements and performing calculations of product

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 receive the appropriate authority to proceed
- P2 verify the nature of the product
- P3 ensure that the sequence and position of terminal valve operations is in accordance with product transfer instructions
- P4 carry out all relevant control actions
- P5 maintain the product flow rate and nature of the product throughout the transfer
- P6 receive appropriate confirmation that the required quantities have been received
- P7 ensure that the measurement equipment is fit for purpose before and after use
- P8 maintain the integrity of the product and environmental conditions throughout
- P9 take and record all relevant measurements
- P10 reinstate all source conditions
- P11 perform all calculations and investigate any unexpected results
- P12 obtain information on manning levels
- P13 ensure that the manning levels are as specified in the normal and emergency preparedness plans
- P14 deal promptly and effectively with problems that are your responsibility, and report those that you cannot solve, and/or not your responsibility to the relevant person
- P15 communicate all relevant information to the appropriate people
- P16 work safely in accordance with operational requirements

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Knowledge and understanding

You need to know and understand:

- K1 the principles of product transfer control (to include valve operation, sequence, position)
- K2 the principles of maintaining product flow rate
- K3 how to verify the nature of the product
- K4 the information (to include progress of transfer; product measurement, line conditions, pump conditions, product details) to communicate and to whom (to include face to face, over distance)
- K5 how and when to initiate procedures to resolve irregularities (to include product and line conditions, flow rates, product leakages)
- K6 how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear)
- K7 how to ensure that the measurement equipment is fit for purpose (to include calibration, condition, capability, range) both before and after measurement (to include cleaning)
- K8 how to perform the relevant calculations (to include use of industry/HMRC approved formulae, appropriate calibration charts, data accuracy e.g. product temperature, product temperature, dip and ullage measurements, weight measurements)
- K9 how to recognise and deal with unexpected results
- K10 how to ensure that all resources required are available and appropriate
- K11 your own responsibilities and duties and your duties under current environmental legislation
- K12 the problems that may occur and how to deal with them
- K13 who to refer to with problems that are not your responsibility and/or you cannot solve
- K14 the appropriate methods of communication (including documentation) to use
- K15 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)
- K16 the implications of statutory and organisational requirements
- K17 how to interpret operational requirements (e.g. policies, procedures, Permit To Work, instructions, codes of practice, standards, schedules)
- K18 the risks and hazards associated with the activity
- K19 all relevant rules, regulations and guidelines

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Additional Information

Scope/range related to performance criteria

- 1 Control the transfer of product within your working environment. This may include:
 - 1.1 incoming to the Terminal
 - 1.2 outgoing from the Terminal
- 2 Movement types may include:
 - 2.1 gravity
 - 2.2 pumping
 - 2.3 pressure variation
- 3 Take measurements and perform calculations using direct and meter measurement. Physical quantities may include:
 - 3.1 product quantities
 - 3.2 pressure
 - 3.3 ullage
 - 3.4 product density
 - 3.5 product temperature
 - 3.6 vapour space content
- 4 Context of measurements may include:
 - 4.1 between transfers
 - 4.2 during transfers (receipt of product at tank)
 - 4.3 for stock records
 - 4.4 for client or other agency (for HMC&E records)

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Suite Jetty Operations

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