

COGJO4

Contribute to post-transfer operations in jetty operations



Overview

You will be involved in activities such as:

- 1 Complete product transfer operation
- 2 Re-instate product transfer equipment

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 obtain and understand transfer plan shutdown instructions
- P2 adjust transfer rates according to transfer plan and any other relevant information
- P3 stop the transfer operation in accordance with instructions, following prescribed procedures
- P4 check that all appropriate valves are closed, and lines are de-pressurised
- P5 ensure that telephones/emergency umbilicals are disconnected safely, tested to prescribed procedures and stowed correctly
- P6 check that equipment is shut down according to prescribed procedures
- P7 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
- P8 communicate all relevant information to the appropriate people
- P9 work safely in accordance with operational and environmental requirements
- P10 drain and empty loading arms/hoses following prescribed procedures
- P11 check and confirm that ship and shore manifolds are closed
- P12 disconnect, stow and secure loading arms/hoses according to prescribed procedures
- P13 remove ship/shore access equipment following prescribed procedures
- P14 stow and secure the access equipment
- P15 assess the condition of all equipment used in the transfer operation, and report any damage to appropriate person using the appropriate documentation

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Knowledge and understanding

You need to know and understand:

- K1 how to obtain and understand transfer plan shutdown instructions
- K2 how to adjust transfer rates according to shutdown plan
- K3 the other relevant information needs to be taken into account before shutdown, and how to obtain it
- K4 the prescribed shut down procedures
- K5 why it is important to follow the prescribed procedures
- K6 how to shut down all related equipment
- K7 why it is important to carry out prescribed safety checks
- K8 the valve arrangements at the terminal and how to close them
- K9 the de-pressurising procedures to follow
- K10 the sump tank management procedures to follow
- K11 why it is important to follow all prescribed procedures
- K12 how to check and confirm with the incoming ship that it is safe to connect/disconnect
- K13 how to check and confirm with the shore that it is safe to de-activate systems
- K14 the appropriate systems that need to be activated and de-activated
- K15 how to check and confirm that all of the appropriate systems are activated and de- activated
- K16 how to obtain prescribed procedures
- K17 how to drain and empty hoses/loading arms following prescribed procedures
- K18 how to check that ship and shore manifolds are closed and why this is important
- K19 how to disconnect, stow and secure loading arms/hoses according to prescribed procedures
- K20 how to remove, stow and secure access equipment safely according to prescribed procedures
- K21 how to assess the condition of all equipment used in the transfer operation
- K22 what inspection techniques should be used
- K23 who to report the condition to
- K24 the relevant information that needs to be communicated

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Additional Information

Scope/range related to performance criteria

- 1 Adjust transfer rates according to transfer plan requirements, whilst taking account of all of the following relevant information:
 - 1.1 environmental conditions
 - 1.2 feedback from vessel personnel
 - 1.3 feedback from storage facility personnel

- 2 Shut down all equipment according to prescribed procedures taking account
 - 2.1 fall of the following:
 - 2.2 valve closure procedures
 - 2.3 de-pressurising procedures
 - 2.4 sump tank management procedures
 - 2.5 electrical/motor safety check procedures

- 3 Ensure that equipment/loading arms/hoses are disconnected/ removed safely following prescribed procedures, and take account of all of the following:
 - 3.1 prescribed safety checks
 - 3.2 disconnection/ blanking procedures
 - 3.3 correct stowing and securing procedures

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Suite Jetty Operations

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