

---

### Overview

This unit is about your competence in completing safe and effective hand over of process plant and equipment. It includes the hand over to others and your acceptance and confirmation of responsibility for the control of the process plant and equipment. You will be following your organisation's safe working practices and working within the work permit procedures. This unit is common to the Mechanical, Instrumentation and Control and Electrical disciplines. This unit deals with the following:

- 1 Hand over process plant and equipment
- 2 Accept and confirm responsibility for the control of process plant and equipment

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

### Previous Version:

Adapted from Unit C2.2 of Process Engineering Maintenance NOS – version February 2004.

This unit is a contextualised version of two units produced by the OSC Eng Engineering Competence Standards which were originally designated ECS 7.03 & 7.02.

# COGPEM02

## Hand over process plant and equipment

---

### Performance criteria

- You must be able to:*
- P1 work safely at all times, complying with health and safety and other relevant regulations and guidelines
  - P2 confirm and define the condition of the engineering products or assets in accordance with specifications
  - P3 clearly define and obtain agreement on the moment of transfer of responsibility
  - P4 communicate hand over of control as specified
  - P5 produce and maintain records of the hand over in accordance with organisational procedures
  - P6 check and confirm that the condition of the engineering products or assets is in an acceptable hand over condition
  - P7 make sure that the information received at hand over is accurate, up-to-date and complete
  - P8 seek additional information if there are any areas of doubt or lack of clarity
  - P9 provide proper support and co-ordination to those transferring control
  - P10 confirm and record acceptance of responsibility and control in line with agreed procedures

# COGPEM02

## Hand over process plant and equipment

---

### Knowledge and understanding

*You need to know and understand:*

- K1 you must have a working knowledge and understanding of what your responsibilities are in respect of Health, Safety and Environment. This should include the limits of your personal responsibility, your legal responsibility for your own health and safety and the health and safety of others
- K2 you must have a working knowledge of the relevant regulations and the safe working practices and procedures required within your work area
- K3 you must have a working knowledge and understanding of hand over procedures for products or assets. This should include: when hand over should occur, why it is important to confirm the precise moment of transfer, how to confirm the precise moment of transfer
- K4 you must have an appreciation of the record and documentation systems and procedures. This could include the level of detail on the condition of engineering products/assets as required by different parties
- K5 you must have an appreciation of the types of working relationships. this should include the types of support that can be offered to those transferring control
- K6 you must have an appreciation of your responsibilities with regard to the reporting lines and procedures in your working environment

# COGPEM02

## Hand over process plant and equipment

---

### Additional Information

#### Scope/range related to performance criteria

- 1 The level and extent of responsibility will involve you ensuring the handover is completed by following defined procedures. You will be accountable for the integrity of the handover and ensuring it is recorded in a formal manner. In all cases, you will still be expected to refer to others for final authorisation, even though you remain responsible for identifying and implementing decisions.
- 2 The type of plant and equipment to be handed over could include:
  - 2.1. Systems and sub-systems
  - 2.2. Process equipment
  - 2.3. New installations
- 3 The hand over procedures and environments may include operational or non-operational conditions. A typical example of a hand over during operational conditions could be:
  - 3.1. Shift changes on continuous process plants

A typical example of hand over under non-operational conditions could be:

  - 3.2. Between maintenance and operational teams at the end of an overhaul
  - 3.3. Handover of a large on-going maintenance project
  - 3.4. Hand over from in-house maintenance teams to outside specialists
  - 3.5. Shift to shift
- 4 The Parties to hand over to could include:
  - 4.1. Clients
  - 4.2. Production operations
  - 4.3. Maintenance engineers
  - 4.4. Line Supervisors
- 5 The complexity of hand-overs could include:
  - 5.1. Written
  - 5.2. Oral
  - 5.3. Test documentation

# COGPEM02

## Hand over process plant and equipment

---

### Scope/range related to knowledge and understanding

The Knowledge and Understanding levels expressed indicate the minimum level of knowledge and understanding sufficient to perform your role in a manner that would normally be associated with the minimum acceptable performance of a competent person undertaking your role.

The expression “an appreciation” is intended to indicate a level of knowledge and understanding equating to:

- 1 An awareness of the existence, the scope and the background to the content covered by the knowledge and understanding statement
- 2 How and where to find further detail and information that you will need
- 3 Having obtained the information, you will be expected to check your interpretation and then to be able to apply it to your situation

The expression “working knowledge and understanding” indicates you are able to:

- 4 Identify and apply relevant information, procedures and practices to your usual role in your expected working environments needing only occasional recourse to reference materials
- 5 Describe, in your own words, the principles underlying your working methods. This does not mean the ability to quote “Chapter and verse”. Rather you must know what supporting information is available, how and where to find it and from whom to seek further guidance and information confirm any additional required detail
- 6 Interpret and apply the information obtained to your role, your working practice and in your expected working environment

# COGPEM02

## Hand over process plant and equipment

---

**Developed by** Cogent

---

**Version number** 1

---

**Date approved** May 2010

---

**Indicative review date** May 2012

---

**Validity** Current

---

**Status** Adapted

---

**Originating organisation** Cogent

---

**Original URN** C2.2

---

**Relevant occupations** Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies

---

**Suite** Process Engineering Maintenance

---

**Key words** Hand over, process, plant, safe working

---