
Overview

This standard is about your contribution to the monitoring and maintaining of process and equipment conditions.

To demonstrate your competence you must carry out handovers:

- 1 To the next shift
- 2 From previous shift

This standard deals with the following:

- 1 Exchange information on work area at handover
- 2 Complete routine checks in work area
- 3 Maintain levels of consumables
- 4 Maintain process conditions within work area

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

This Standard is suitable for those working in the downstream fuel environment.

Previous version:

Adapted from Unit 3 of Refinery Field Operations NOS – version April 2005

Performance criteria

- You must be able to:*
- P1 ensure that the information exchanged provides a full, clear and accurate description of the current status of the work area, including any relevant information that has occurred during the shift
 - P2 clarify and confirm any information that is unclear or conflicting BEFORE acceptance
 - P3 identify the implications of changing plant conditions on further work and how these changes will be communicated to other personnel
 - P4 carry out the handover with appropriate people at the designated time and location
 - P5 use the appropriate operating procedures for designated checks and adjustments
 - P6 carry out all relevant adjustments and inform the relevant people as appropriate
 - P7 properly acknowledge and respond to alarms
 - P8 complete all routine checks at the earliest opportunity
 - P9 maintain level and concentration of consumables
 - P10 perform stock checks of consumables in accordance with requirements
 - P11 correctly use and store consumables
 - P12 leave equipment safe and clean on conclusion of operation
 - P13 maintain the specified conditions within given tolerances for each piece of equipment
 - P14 ensure, through timely and appropriate adjustments, that the process is operating within the given tolerances
 - P15 correctly follow the operating procedures for adjustments
 - P16 complete all relevant documentation
 - P17 work safely in accordance with operational requirements

Knowledge and understanding

You need to know and understand:

- K1 how to select, use, maintain and report defects for PPE
- K2 your responsibilities and the implications of statutory and organisational requirements
- K3 how to interpret and understand operational requirements and the hazards associated with monitoring and maintaining process equipment conditions
- K4 how to work with and within the Permit to Work system
- K5 your responsibilities in relation to your work area
- K6 how to access and use relevant documentation
- K7 how the handover log relates to the plant equipment and process
- K8 the relevance of each log item to the operation of the plant
- K9 the reasons for taking particular readings and measurements and their significance
- K10 the principles and practice of equipment inspection in working areas
- K11 the parameters to be measured and where those measurements should be taken using the correct reporting procedures
- K12 the potential hazards during normal operation and the actions to be taken
- K13 the principles and practice of process control
- K14 the purpose of consumables
- K15 the specified consumables for each piece of equipment
- K16 how to identify the need to replenish consumables to maintain level and concentration
- K17 how to use, handle and store consumables correctly in accordance with the relevant COSHH assessment
- K18 the relevant information to record and understand the potential impact
- K19 the relevant information to record and how to communicate the information on to others as appropriate
- K20 how to keep the equipment and process within given tolerances
- K21 the potential impact of process deviations on other areas (including interconnected items of equipment that support the process)
- K22 the effects of exceeding tolerance levels
- K23 the limits of adjustments to process and utilities
- K24 the appropriate timescale for making adjustments and what will happen if the adjustments are not made within the required timescale
- K25 the required action to be taken if material, processes or utilities are off specification

COGDO3

Monitoring and maintaining process and equipment conditions in downstream operations



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