
Overview

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

Exchange information on work area at handover:

- 1 Complete routine checks in work area
- 2 Maintain levels of consumables
- 3 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 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
 - P2 clarify and confirmed any information that is unclear or conflicting before acceptance
 - P3 identify the implications of changing plant conditions on further work
 - P4 complete all relevant documentation
 - P5 carry out the handover with appropriate people at the designated time and location
 - P6 select, use and care for personal protective equipment
 - P7 use the appropriate operating procedures for designated checks and adjustments
 - P8 carry out all relevant adjustments and informed the relevant people as appropriate
 - P9 properly acknowledge and respond to alarms
 - P10 complete all routine checks at the earliest opportunity
 - P11 maintain level and concentration of consumables
 - P12 perform stock checks of consumables in accordance with requirements
 - P13 correctly use and store consumables
 - P14 inform immediate supervision of any problems connected with consumables
 - P15 leave equipment safe and clean on conclusion of operation
 - P16 maintain the specified conditions within given tolerances for each piece of equipment in accordance with instructions from immediate supervisor
 - P17 ensure, through timely and appropriate adjustments, that the process is operating within these given tolerances
 - P18 inform all relevant people that adjustments are being made
 - P19 correctly follow the operating procedures for adjustments
 - P20 work safely in accordance with operational requirements

Knowledge and understanding

- You need to know and understand:*
- K1 your responsibilities in relation to your work area
 - K2 how to access and use relevant documentation
 - K3 how the handover log relates to the plant equipment and process
 - K4 the relevance of each log item to the operation of the plant
 - K5 the reasons for taking particular readings and measurements
 - K6 the principles and practice of equipment inspection in working areas
 - K7 how to access and use the specified recording documentation
 - K8 the parameters to be measured and where those measurements should be taken
 - K9 the potential hazards during normal operation and the actions to be taken
 - K10 the purpose of consumables
 - K11 the specified consumables for each piece of equipment
 - K12 how to identify the need to replenish consumables to maintain level and concentration
 - K13 how to use, handle and store consumables correctly
 - K14 the relevant information to record and its potential impact
 - K15 the relevant information to pass on to others
 - K16 how to keep the equipment and process within given tolerances
 - K17 the potential impact of process deviations on other areas
 - K18 the relevant information to record and pass on to others as appropriate
 - K19 the limits of adjustments to process and utilities

Developed by	Cogent
Version Number	2
Date Approved	March 2019
Indicative Review Date	March 2024
Validity	Current
Status	Original
Originating Organisation	Cogent
Original URN	DO21
Relevant Occupations	Engineering and manufacturing technologies; Engineering; Process, Plant and Machine Operatives; Plant and Machine Operatives
Suite	Downstream Operations
Keywords	participate, monitor, maintain, process, equipment, complete, routine checks, consumables,