ECI C05

Interpret and follow documentation and procedures

Overview

This standard is about knowing how to interpret and following work related specifications, instructions, documentation and procedures, understanding why it is particularly important to complete documentation correctly and follow all procedures including handover procedures.

You need to work safely and effectively at all times, interpreting and following work related documentation and following procedures which should ensure that you: deliver as required, meet the required quality and, adhere to health, safety and environmental legislation, regulations and safe working practices.

In the context of this standard, your responsibility is to interpret and follow work instructions, following given procedures which have been developed by specialists within your organisation. If there is an instance where the work related documentation or procedure cannot be met or where a variation from them is required, you remain responsible for identifying and reporting this in accordance with your company process.

Who this standard is for

This standard is for those that work in technical and craft roles throughout engineering construction including maintenance technicians (mechanical, electrical, instrumentation and controls), installers (mechanical, electrical and pipe), platers, welders, steel erectors, riggers, those that move loads, NDT technicians, onsite machinists and those that monitor the condition of plant and systems.

Performance criteria

You must be able to:

1. check the validity of the documentation being used
2. interpret and follow, as relevant:
    - specifications, engineering drawings and work instructions
    - equipment manuals
    - relevant plans and schedules
3. follow all required procedures including:
    - authorisation procedures
    - quality procedures and related requirements
4. complete all relevant documentation correctly and accurately at all stages
5. report any instance where the activity cannot be fully met or where there are identified defects or variations from the specification or plan of work
6. check that all required actions and reporting are completed correctly once the activity is finished and before any handover takes place
7. follow appropriate **handover** procedures
8. follow safety procedures, risk assessment and methods of work when preparing and reinstating the work area, materials, tools and equipment

Knowledge and understanding

You need to know and understand:

1. the principles, uses and conventions in engineering documents:
    - product worksheets
    - technical drawings
    - related specifications
2. the information detailed in the diagrams in engineering drawings and related specifications and how it relates to the physical component(s) that you work with
3. the diagrams and key information found in parts' catalogues and relevant equipment manuals
4. where to find relevant manufacturer or additional information that may be necessary to undertake your task(s)
5. relevant plans, schedules and their uses
6. procedures related to the tasks that you undertake including typical authorisation procedures
7. quality management procedures and the importance of following them
8. the importance of checking and confirming procedures have been followed and documentation correctly completed including:
    - the importance of signing documentation, legal consequences and accountabilities
    - the tasks you undertake – who to report to, what to report and when to report
    - what to do when variations from the specification or plan of work are identified
9. typical handover procedures and requirements
10. the consequences and hazards of incorrectly preparing or reinstating the work area, material and equipment

Scope/range

Handover

Handover could include

- start of shift
- end of shift
- start of task
- completion of task
- preparation of the work area
- reinstatement of the work area

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Originating Organisation	ECITB
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Relevant Occupations	Condition Monitoring Practitioner, Electrical Fitter, Electrical Maintenance Technician, Engineer, Installation Engineer, Instrument and Control Engineer, Instrument and Control Maintenance Technician, Instrumentation Installer/Engineer, Maintenance Engineer, Mechanical Fitter, Mechanical Maintenance Technician, NDT Technician, Onsite Machinist, Pipe Fitter, Pipefitter, Plater, Rigger, Slinger and Lifter, Small Bore Tubing Installation Technician, Steel Erector, Welder, Welding Engineer, Welding Operative, Welding Supervisor, Welding Technician, Maintenance Engineers
Suite	Common standards for the Engineering Construction Industry, Condition Monitoring, Constructing Capital Plant Steel Structures - Erecting, Fabricating Steel Structures (Plating), Installation, Testing and Commissioning of Electrical Systems and Equipment (Plant), Installing Plant and Systems - Mechanical, Installing Plant and Systems - Pipefitting, Installing Plant and Systems – Small bore tubing occupations, Maintaining Plant and Systems - Electrical, Maintaining Plant and Systems - Mechanical, Moving Loads, Non Destructive

	Testing, Onsite Machining, Small Bore Tubing Installation and Maintenance, Welding Plate and Pipework, Welding Supervision, Maintaining Plant and Systems - Instrumentation and controls
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