

## Carry out maintenance procedures in jetty operations

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### Overview

This standard covers the competences you need to carry out maintenance procedures in jetty operations in accordance with approved procedures and practices.

You will be required to demonstrate that you can:

- 1 Ensuring maintenance activities are conducted
- 2 Identifying when, and how to access technical support

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

The activity is likely to be undertaken by someone in petro-chemical work setting, including individuals working in refineries, chemical plants and tank storage.

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### Performance criteria

- You must be able to:*
- P1 ensure that the correct Permit to Work procedure has been obtained and completed
  - P2 liaise with all relevant personnel to ensure co-ordination of maintenance schedule
  - P3 take appropriate action if the maintenance procedure cannot be followed
  - P4 obtain and check that you have the accurate operational requirements
  - P5 monitor and analyse the operational method being used
  - P6 assess all work methods and procedures
  - P7 identify when technical support is required
  - P8 access the appropriate technical support
  - P9 communicate all relevant information to the appropriate people
  - P10 deal promptly and effectively with problems that are your responsibility, and report those that you cannot solve, and/or not your responsibility, to the relevant person
  - P11 work safely in accordance with operational requirements

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**Knowledge and understanding***You need to know and understand:*

- K1 how to obtain the correct Permit to Work procedure
- K2 how to complete the required Permit to Work correctly
- K3 why is it important to gain the Permit to Work before proceeding
- K4 why it is important to liaise with the relevant others to co-ordinate planned maintenance
- K5 what are the planned maintenance intervals
- K6 how to ensure that these intervals are followed
- K7 how to carry out the maintenance
- K8 why it is important to follow all prescribed procedures
- K9 how to obtain and check that you have the correct operational requirements
- K10 how to monitor the operational method being used
- K11 how to analyse the operational method being used
- K12 how to identify when technical support is required
- K13 what technical support is available
- K14 how to assess work methods and procedures
- K15 how to access technical support
- K16 how to ensure that all resources required are available and appropriate
- K17 your own responsibilities and duties and your duties under current environmental legislation
- K18 the problems that may occur and how to deal with them
- K19 who to refer to with problems that are not your responsibility and or you cannot solve
- K20 the appropriate methods of communication (including documentation) to use
- K21 how and when to obtain and use the appropriate PPE (Personal Protective Equipment) and how to select, use and care for PPE (to include sight and hearing protection, gloves, footwear, hard hats, respirators)
- K22 the implications of statutory and organisational requirements
- K23 how to interpret operational requirements (e.g. policies, procedures, Permit To Work, instructions, codes of practice, standards, schedules)
- K24 the risks and hazards associated with the activity
- K25 all relevant rules, regulations and guidelines

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**Scope/range**

1 Ensure maintenance activities are carried out according to prescribed procedures to cover the following equipment and systems at the Terminal:

- 1.1 fire fighting equipment
- 1.2 PV valves
- 1.3 response equipment
- 1.4 pressure gauges
- 1.5 product valves
- 1.6 gauging
- 1.7 loading systems

2 Analyse the operational methods being used taking account of the following:

- 2.1 operating parameters of plant and equipment
- 2.2 Constraints – production, personnel, time finance etc.
- 2.3 availability and access to technical data and information
- 2.4 possible corrective actions –adjust, request assistance, limit, shutdown
- 2.5 availability and access to technical personnel

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