
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

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