COGPEM75

Read and extract information from instrument and control engineering drawings and specifications

Overview

This standard is about your competence in extracting information from technical drawings and publications prior to starting instrument and control maintenance work.

This standard deals with the following:
1. Read and extract information from instrument and control engineering drawings and specifications

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

Performance criteria

You must be able to:

P1 use the approved source to obtain the required drawings and specifications
P2 correctly interpret the drawings and specifications
P3 identify, extract and interpret the required information
P4 use the information obtained to ensure that work output meets the specification
P5 deal promptly and effectively with any problems within your control and report those which cannot be solved
P6 report any inaccuracies or discrepancies in drawings and specification

Knowledge and understanding

You need to know and understand:

K1 you must have a working knowledge and understanding of the information and documentation systems that relate to the maintenance of systems
K2 you must have a working knowledge and understanding of the currently used types of engineering drawing and specifications. This could include: schematic diagrams, as-built drawings, manufacturers' specifications, processing and instrumentation diagrams (P&ID'S)
K3 you must have a working knowledge and understanding of the conventions, symbols and abbreviations used within your company. this could include: British Standard, Codes of Practice, International Standards, company specific
K4 you must have a working knowledge and understanding of the sources of information available to you
K5 you must have a working knowledge and understanding of the identification and selection of data, this should ensure that the data is current and relevant to the location
K6 you must have a working knowledge and understanding of the document care and control procedures that are specified by the company
K7 you must have a working knowledge and understanding of your responsibilities with regard to the reporting lines and procedures in your working environment

Scope/range related to performance criteria

1 The level and extent of responsibility you have for ensuring the information is sourced from the latest version of the drawings and specifications.

2 The type and complexity of drawings and specifications could be:
2.1 Pneumatic schematics
2.2 Instrument and control schematics and single line diagrams
2.3 Hydraulic schematics

3 The information to be extracted will relate to the maintenance and repair of systems normally used within the oil and gas, chemicals manufacturing and petroleum industries

Scope/range related to knowledge and understanding

The Knowledge and Understanding levels expressed indicate the minimum level of knowledge and understanding sufficient to perform your role in a manner that would normally be associated with the minimum acceptable performance of a competent person undertaking your role.

The expression ”working knowledge and understanding” indicates you are able to:
1 Identify and apply relevant information, procedures and practices to your usual role in your expected working environments needing only occasional recourse to reference materials
2 Describe, in your own words, the principles underlying your working methods. This does not mean the ability to quote “Chapter and verse”. Rather you must know what supporting information is available, how and where to find it and from whom to seek further guidance and information confirm any additional required detail
3 Interpret and apply the information obtained to your role, your working practice and in your expected working environment

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