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## Overview

This standard is about your competence in preparing plant for others to maintain.

This standard deals with the following:

- 1 Prepare equipment
- 2 Prepare the work area
- 3 Accept back equipment

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

This standard deals with the following:

- 1 how to select, use and care for personal protective equipment (including sight, hearing protection, gloves, footwear, hard hats, respirators)
- 2 the implications of statutory and organisational requirements
- 3 how to interpret operational requirements (including policies, procedures, instructions, codes of practice, standards, schedules)
- 4 the equipment relevant to your work area (including rotating, non- rotating, heat transfer, control)
- 5 how to carry out checks and tests (including visual inspection, line up, equipment integrity tests)
- 6 how to work with and within your permit to work system

This Standard is suitable for those working in the downstream fuel environment.

Previous Version:

COGDO26

Participate in prepare for maintenance in downstream operations



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Adapted from Unit 8 of Refinery Field Operations NOS – version April 2005

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## Performance criteria

### *You must be able to:*

- P1 communicate effectively with appropriate personnel
- P2 isolate the correct items from both process and energy source
- P3 correctly dispose of equipment contents in accordance with procedures
- P4 follow the permit to work procedures
  
- P5 select, use and care for personal protective equipment
  
- P6 supply the maintenance personnel with all relevant information
- P7 complete all relevant documentation
- P8 securely shield any equipment that could be adversely affected by maintenance activities
- P9 cordon off work areas as appropriate
- P10 prepare the work area as specified in the permit to work procedures
- P11 correctly and promptly inform permit signatory when conditions are adversely changed
- P12 confirm that work area preparations are complete
- P13 ensure that the permit to work conditions is fully met
- P14 confirm that the work on plant and equipment is complete
- P15 identify any outstanding problems and reported these to the appropriate personnel
- P16 check the integrity of equipment before accepting back
- P17 work safely in accordance with operational requirements

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## Knowledge and understanding

### *You need to know and understand:*

- K1 the information required by maintenance personnel for the equipment to be worked on
- K2 the isolation techniques for all relevant items of equipment
- K3 how to identify and deal with abnormal occurrences during isolation, draining, purging, flushing and venting
- K4 the importance of: complying with statutory regulations, site procedures being implemented, following permit to work procedures
- K5 the effect of operating conditions on equipment preparation
- K6 the operating principles of relevant equipment
- K7 the operating conditions and parameters
- K8 how to identify hazards within the work area
- K9 how and when to cordon off a work area
- K10 how hazardous conditions can arise in a previously prepared area
- K11 the implications of commencing work in an area that is not prepared
- K12 how to communicate effectively and to whom
- K13 why controlled entry to work area is required
- K14 how and why people need to be informed of work about to commence
- K15 the operating conditions of relevant equipment which may impact on the work area
- K16 why work area must be handed back in accordance with the permit conditions
- K17 why permits associated with the activity have to be completed
- K18 the implications of accepting back incomplete equipment
- K19 how the operation of incomplete equipment affects the work activity

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