

COGDO16 - SQA Unit Code FA7G 04

Managing process condition information in downstream operations



Overview

This unit is about your competence in dealing with all the relevant types of information related to the condition of the process under your control.

This unit deals with the following:

- 1 Exchange information on process conditions at handover
- 2 Manage information

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

Previous Version:

Adapted from Unit 16 of Refinery Field Operations NOS – version April 2005

**Performance
criteria**

- You must be able to:*
- P1 provide clear, full and accurate description of current status of work area to appropriate person
 - P2 receive clear, full and accurate description of current status of work area from appropriate person
 - P3 ensure that handover takes place at a designated location
 - P4 monitor the process condition at the appropriate frequency
 - P5 analyse, interpret and measure the information
 - P6 use a logical scanning technique
 - P7 identify readings and control conditions which are outside agreed parameters
 - P8 obtain and record readings from field areas
 - P9 analyse readings in a logical and decisive manner
 - P10 promptly inform appropriate personnel of process conditions
 - P11 file all records in accordance with local procedures
 - P12 supply accurate, concise and complete information in response to requests
 - P13 complete all relevant documentation

Knowledge and understanding

You need to know and understand:

- K1 the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- K2 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- K3 the operating principles of process systems
- K4 how to work with and within the Permit to Work system
- K5 the designated locations for handovers to take place
- K6 the types, quality and format of information that you must provide and receive
- K7 the main methods of communication (e.g. face to face, telephone, radio, written, IT)
- K8 the importance of accuracy and clarity
- K9 the principles of mass balance

Additional Information

Scope/range

`Handing over' information relevant to your work area e.g.:

- 1 Handover logs
- 2 Verbal
- 3 Permits

`Handing over' information on the following types of plant conditions:

- 4 Normal
- 5 Abnormal

Monitoring the following:

- 6 Process variables
- 7 Control status

Managing information relevant to your work area e.g.:

- 8 Historical
- 9 Current data and predictions
- 10 Log books
- 11 Data sheets

COGDO16 - SQA Unit Code FA7G 04

Managing process condition information in downstream operations

Developed by	Cogent
Version number	1
Date approved	October 2009
Indicative review date	October 2011
Validity	Current
Status	Original
Originating organisation	Cogent
Original URN	DO16
Relevant occupations	Engineering and manufacturing technologies; Engineering; Process, Plant and Machine Operatives; Plant and Machine Operatives
Suite	Downstream Operations
Key words	manage, process, condition, information, exchange, handover