

# COGDO18 - SQA Unit Code H38H 04

## Shutting down process operations in downstream operations



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### Overview

This unit is about your competence in shutting down the process operations.

This unit deals with the following:

- 1 Establish shutdown conditions in process systems and equipment
- 2 Shut down the process to the specified state

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 18 of Refinery Field Operations NOS – version April 2005

**Performance  
criteria**

*You must be able to:*

- P1 obtain confirmation for shutdown to proceed
- P2 correctly identify equipment and check status with field operator
- P3 ensure that all relevant resources are available to support shutdown
- P4 inform all relevant people of possible impact on them due to shutdown
- P5 complete the shut down in accordance with specified procedures and timescales
- P6 identify and correct abnormalities
- P7 complete all relevant documentation
- P8 inform appropriate personnel when shutdown is completed to specified state
- P9 work safely in accordance with operational requirements

### Knowledge and understanding

*You need to know and understand:*

- K1 how to select, use and care for PPE (e.g. sight/hearing protection, gloves, footwear, hard hats, respirators)
- K2 the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- K3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- K4 the operating principles of relevant equipment (to include rotating, non-rotating and storage, heat transfer, control)
- K5 the principles of the process
- K6 the operating principles of trip systems, logic sequences, control systems
- K7 plant layout and plant operating manuals
- K8 equipment shutdown procedures
- K9 how to work within the Permit to Work system
- K10 the potential problems and appropriate action to be taken in preparing for shutdown
- K11 the consequences of shutting down the equipment in the wrong sequence
- K12 the effect on the remainder of the plant where the item of equipment is taken out of service
- K13 the effect on plant in adjacent areas
- K14 the situations when shutdown should not proceed
- K15 the potential problems and appropriate action to be taken if item of equipment is not shut down correctly
- K16 the consequences if item of equipment is not isolated correctly
- K17 the importance of time taken to shut down and isolate item of equipment to specified state
- K18 the relevant documentation (e.g. operating procedures, permits, logs)

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#### **Additional Information**

##### **Scope/range**

Shutting down process operations across ALL sections of plant and equipment that are part of the process under your control

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**Developed by** Cogent

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**Status** Original

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**Originating organisation** Cogent

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**Original URN** DO18

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**Relevant occupations** Engineering and manufacturing technologies; Engineering; Process, Plant and Machine Operatives; Plant and Machine Operatives

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**Suite** Downstream Operations

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**Key words** establish, shut down, process operations, process systems, safety

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