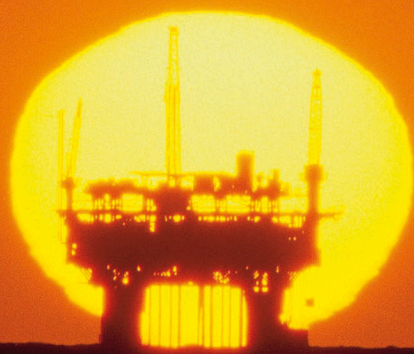


SVQ



PROCESSING OPERATIONS: HYDROCARBONS LEVEL 3

Assessment
Guidelines for
Experienced
Candidates



SVQ Processing Operations: Hydrocarbons Level 3

Assessment Guidelines for Experienced Candidates



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Section 1: General Information

1.1 Introduction

This document provides you with some guidelines on the requirements for the **SVQ Processing Operations: Hydrocarbons at level 3** award and how to go about gathering evidence of your knowledge, skills and experience — sometimes called competences — which you may be able to use to satisfy at least some of the requirements of the award.

What are SVQs?

Scottish Vocational Qualifications (SVQs) are work-based qualifications which set the level of occupational competence for each sector of the economy. The qualifications have been designed by standards-setting bodies made up of experienced practitioners from employers, professional bodies, trade unions, education and the voluntary organisations.

Each standards-setting body is responsible for developing national standards which define what employees, or potential employees, must be able to do, how well, and in what circumstances, to show that they are competent in their work.

SVQs are specified at five levels, which reflect the various technical and supervisory skills, knowledge, and experience which employees should have as they progress in their industry.

At Level 3, ie the level at which you will be working, an SVQ specifies that competence must involve the employee in carrying out a broad range of various work activities, most of which are complex and non-routine. It indicates a considerable degree of autonomy and responsibility, including the possibility of controlling or guiding others.

The standards within the SVQ Processing Operations: Hydrocarbons at level 3 award are broken down into various parts — Units, Elements, Performance Statements, Knowledge and Understanding.

Units define the broad functions carried out in the sector and are made up of a number of **Elements**.

Elements describe the activities which employees have to perform and may relate to skills or to the demonstration of Knowledge and Understanding.

Performance Statements are a number of statements which specify the quality of performance in the activities to be performed.

Knowledge and Understanding statements specify what candidates must know and understand and how this knowledge applies to their jobs

Guidance on the Evidence Requirements and assessment of the award is given in more detail later in this document.

SVQs in Processing Operations: Hydrocarbons are qualifications which describe the Performance Statements and the Knowledge and Understanding required for personnel working as production operators in the oil and gas extraction industry.

The SVQ in Processing Operations: Hydrocarbons at level 3 incorporates the National Occupational Standards and qualification structure identified by OPITO as part of the Cogent SSC footprint and is accredited by the SQA as a Scottish Vocational Qualification.

They are designed to be assessed in the workplace, or in the conditions of the workplace. Level 3 candidates would normally be assessed in their work environment.

Specifically hazardous operations (eg Control Emergencies and Critical Situations) may be assessed under simulated conditions. Where simulation is used for assessment purposes, environmental and other operating conditions, equipment, time constraints, and any other conditions which would normally exist in the working environment should be replicated as closely as possible within the simulation. Simulated assessments should ensure that the assessment conditions are realistic and relevant. Outdated facilities which are no longer operational should NOT be used for assessment purposes.

Since SVQs are work-based qualifications, your knowledge, skills and experience, having worked for some time in the industry, may be relevant to the National Occupational Standards (NOS) and may therefore be credited to the award. You will need to gather evidence of your competence in these areas of work and present it to an Assessor, who will judge whether or not this evidence meets the National

Occupational Standards. There may also be areas of competence set out in the NOS which you have not experienced and for these you will need to gain the knowledge and skills and be assessed as having reached the required competence standard.

People involved with SVQs

- The **Candidate**: This is you, ie the person who wants to achieve the SVQ.
Your role is to:
 - (i) prepare for assessment by familiarising yourself with the National Occupational Standards and the assessment requirements
 - (ii) gather and present evidence for assessment
 - (iii) work with your Assessor and gather feedback from him/her
- The **Assessor**: This is the person who will work with you and guide you through the assessment process. The Assessor's ultimate role is to assess you and decide if you are competent. He/she must be satisfied that you have met all the award requirements before signing-off your evidence to confirm your competence. Your Assessor will provide you with feedback as you progress through the assessment process.
Your Assessor will be qualified to assess competence in Processing Operations: Hydrocarbons.
- The **Internal Verifier**: This individual is nominated by your company. His/her role is to ensure that the Assessor has applied the standards uniformly and consistently. Your Internal Verifier will be a current or recent practitioner in Processing Operations: Hydrocarbons and will have formal qualifications in assessing and verifying.
- The **External Verifier**: This individual is appointed by SQA and has the task of ensuring that the National Occupational Standards are being applied uniformly and consistently across all the centres (companies) offering the SVQ.
- **Scottish Qualifications Authority (SQA)**: SQA is the body responsible for awarding you with your SVQ. Its function is to:
 - (i) approve centres to offer SVQs
 - (ii) accredit SVQs
 - (iii) quality assure SVQs
 - (iv) certificate candidates

1.2 Mature candidates

Mature candidates are normally considered to be personnel who are currently working in the industry and have gathered technical experience over a period of time. They may also have a wide experience of life and working practices which contribute to their ability to operate in a responsible manner.

Two possible scenarios illustrate the range of the mature candidate.

- (i) Sam has been employed as a production operator/assistant for eight years and has a wealth of experience, which extends over a range of production processes and over a number of production facilities. Sam has no qualifications in production operations but feels that formal recognition of his competences will enhance his career advancement. He has been working on his present production facility for six months and has not yet completed the On-The-Job (OTJ) training for this facility.



- (ii) Chris has been employed for three years as a production operator, having come into the industry after a career in the armed services as an engineering technician. Chris has successfully undertaken a range of courses in his previous career and has completed the OTJ programme on his present production facility. Over the past three years, Chris has covered the full range of production processes on the facility and has considerable experience of these. He feels that he is a competent production operator and is hoping to gain formal recognition of his skills.



1.3 Relevance of past experience

For your past work to be formally recognised and credited towards your SVQ award, you must gather evidence of your competences and present them to your Assessor.

The Assessor will apply certain criteria to this evidence when determining its relevance in relation to the SVQ, and you should consider these criteria when deciding on which to present for consideration.

You must work closely with your Assessor throughout the process of deciding which of your past experiences and competences are the most relevant to the SVQ requirements and gathering your evidence.

The value of your past experiences and competences will be based on criteria including their validity, accuracy, currency and sufficiency. The following questions will help you decide on how well your evidence measures up to these criteria:

- How relevant are my experiences and competences to the award programme?
- How recently were my experiences and competences gained?
- Where did I gain these experiences and competences?
- How easily can I gather supporting documentation?
- How easily can I gather verifiable witness testimonies?
- Have I completed on-the-job (OTJ) training for the process on my current facility?

Depending on your own circumstances, you need to decide, with your Assessor, how your experiences and competences measure up to the above criteria. You need to gather evidence to support your claim, and present this evidence to your Assessor.

You should produce a portfolio in which the evidence in support of your claim is filed.

This will contain documentation as appropriate such as:

- notes and sketches of various operating processes
- piping and instrumentation diagrams (P & IDs)
- permits to work
- work instructions
- risk analysis documentation
- OTJ training documentation
- witness testimonies
- personal statements
- completed checklists and pro forma
- any other relevant supporting documentation

1.4 What you should do next

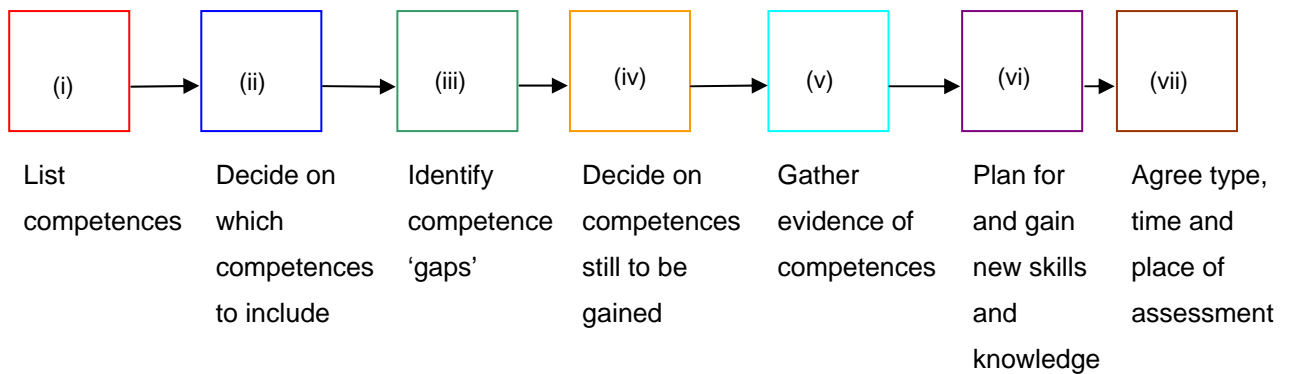
Note: It is essential that you work closely with your Assessor during the planning and implementation stages of your SVQ assessments.

- (i) Having decided that you want a formal qualification based largely on your previous experience and competences, your first course of action is to write down an outline of tasks you have carried out in the past. When producing this list you should refer to the criteria listed above.
- (ii) You should now discuss your experience and competence outline with your Assessor and together decide which of these are likely to contribute to your SVQ, ie the ones which best meet the criteria and for which you will be able to gather supporting evidence.
- (iii) You and your Assessor will now be able to identify where gaps exist in your competences, ie the areas of process operations which you still need to cover in order to meet the requirements of the SVQ.
- (iv) You must decide on the process operations for which you will be able to gain these competences so that you meet the SVQ award requirements in full.
- (v) You must now gather together into your portfolio the evidence of your competences for the Assessor to scrutinise and assess.
- (vi) You must also, with your Assessor, plan on how to gain the necessary knowledge and skills you need to complete the gaps in your competence profile and set about gaining these.
- (vii) You must agree with your Assessor the type of assessment along with where and when the assessment process will take place.

The assessment process will take place after you have gained sufficient experience in a production process and the assessment type may be:

- observation of you performing a task
- asking you questions about the task
- having you complete a case study or assignment relating to the task
- any combination of, or all of, the above measures

Planning procedure



1.5 Assessment

In order to be deemed competent in a particular task, you must be able to show two things:

- that you can perform the task consistently and to the required standard
- that you have an underpinning knowledge and understanding of the task

Your Assessor's task is to ensure that you satisfy both these competence Elements for the tasks that you have chosen to meet the SVQ requirements.

By building your portfolio of supporting evidence, you are gathering evidence that you have knowledge and understanding of the various tasks and have actually performed them.

Your evidence portfolio is therefore extremely important and will influence your Assessor when he/she is deciding whether you have met the competence requirement. This is particularly true in the case of work that you have done in the past since the Assessor must rely largely on the documentation you have presented when making judgments. It is extremely important then that your portfolio is complete, that your supporting evidence is verified by reliable and creditable personnel, and that it is presented in a way in which evidence can be easily traced through a production process. You should give each item of supporting evidence a reference number to assist in this process.

In addition to your portfolio, your Assessor will ask you questions, both on your competences and on the ‘competence gap’ experiences you have more recently gained. These questions will be designed to determine the level of your understanding and knowledge and will also verify that you have first-hand experience of the activities.

When you are working on tasks chosen by you as part of your ‘gap’ competences, the Assessor may observe and assess you performing the operation.

If it is not possible for the Assessor to observe you directly, he/she may rely more heavily on witness testimonies and/or other types of evidence, such as case studies, assignments and work reports.

1.6 Verification

Once your Assessor is satisfied that you have met all the requirements for the SVQ award, he/she will sign-off your assessment records and your work will be passed to an Internal Verifier.

The role of the Internal Verifier is to check that the assessment process has been carried out with the rigour demanded.

The Internal Verifier will review your portfolio and will ask questions of your Assessor to ensure that the assessment process has been carried out correctly. Your portfolio and any other relevant documentation must be readily available for inspection by the Internal Verifier on his/her request. Your portfolio may also be needed by an External Verifier at a later date and so it is imperative that it is kept complete, safe and secure even after Internal Verification.

When he/she is satisfied that the evidence you have presented has been properly assessed, the Internal Verifier will add his/her signature to your assessment checklists.

The role of Internal Verifier is extremely important and must be carried out by a person who, like the Assessor, is familiar with the technical aspects of your work and also has experience and ability in making judgements about your competence.

1.7 Award structure

This award comprises seven Occupational Standards. You must show competence in all of these in order to gain the SVQ.

These Standards are each made up of two or three Elements, each of which define the Performance and Knowledge Requirements.

The following is a list of the Standards. The first four of these are technical and the remaining three are generic.

SQA ref.	NOS ref.	Unit Title and Elements
F22K 04	PT3.1	Prepare and Start Up Integrated Process Systems <ul style="list-style-type: none"> • Prepare to carry out a production process • Start up integrated process systems
AY1G 04	PT3.2	Operate and Monitor Integrated Process Systems <ul style="list-style-type: none"> • Operate integrated process systems • Monitor integrated process systems
F22G 04	PT3.3	Prepare and Shut Down Integrated Process Systems <ul style="list-style-type: none"> • Prepare for integrated process system shutdown • Shut down the integrated process system
D7SB 04	PT3.4	Isolate and Reinstate Process Plant and Equipment <ul style="list-style-type: none"> • Prepare plant and equipment for maintenance • Isolate plant and equipment • De-isolate plant and equipment

SQA ref.	NOS ref.	Unit Title and Elements
F22D 04	C2	Monitor and Maintain Health, Environment and Safety Systems <ul style="list-style-type: none"> • Administer the Safe Systems of Work process • Maintain the necessary conditions for an effective and safe working environment
B1AV 04	C5	Control Emergencies and Critical Situations <ul style="list-style-type: none"> • Maintain a state of readiness • Control critical situations • Co-ordinate the response to emergencies
F228 04	C7	Create, Maintain and Enhance Productive Working Relationships <ul style="list-style-type: none"> • Create and enhance productive working relationships • Enhance productive working relationships with one's immediate manager • Carry out work handovers

1.8 Selecting your qualification route

There are a total of 36 processes identified by the oil and gas industry and you, with your Assessor's guidance, must review the experiences you have already gained in hydrocarbon processing operations and determine which of these processes may best be used to show evidence of your abilities.

You will use your experiences of **each** of the processes chosen to show that you are competent in the National Occupational Standards of the SVQ.

The 36 processes are grouped under seven Scope Systems which indicate the range of tasks for which you must show evidence of your abilities. These Systems are shown in Table 1.

Table 1. Scope Systems

System ref.	Scope System
1	Wells
2	Oil Storage/Discharge Process
3	Gas Process
4	Oil/Gas Process and Export
5	Water Injection
6	Metering
7	Utilities

You must choose processes from **four out of the seven** Scope Systems and your choice **must** include processes from **at least two** of the Systems **reference nos. 2, 3 and 4** of the above table, ie you must choose **four** Systems with at least **two** from:

- No. 2 Oil Storage/Discharge Process
- No. 3 Gas Process
- No. 4 Oil/Gas Process and Export

At least two from Scope Systems 2, 3 and 4	+	one or two from remaining Scope Systems	=	Total four Scope Systems
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For example, you may choose Scope Systems nos. 2, 3, 5, 6 or 2, 3, 4, 5 or 3, 4, 6, 7 or 1, 2, 3, 4, or any other valid combination of **four** Scope Systems. You must work closely with your Assessor when selecting the Scope Systems and processes on which you wish to be assessed.

If the competences associated with your past experiences do not cover sufficient processes from the above list to allow you to demonstrate your competence across the required range, you will need to choose additional processes from the list, taking into account the plant and facilities available at your worksite. You must gain further experience on those additional processes and gather evidence for presentation in your portfolio so that **all** the assessment requirements of the SVQ can be met.

Table 2 shows a full list of the 36 processes contained within the seven Scope Systems.

Table 2. Scope Systems and their Processes

System ref.	Scope System	Process ref.	Process
1	Wells	1.1	Operating Wells
		1.2	Managing Well Integrity
2.	Oil Storage/Discharge Process	2.1	Discharging to Tankers
		2.2	Managing Storage Tankers
3	Gas Process	3.1	Compressing Hydrocarbon Gas
		3.2	Dehydrating Gas
		3.3	Fractionating Gas
		3.4	Providing Fuel Gas
		3.5	Recovering NGL
		3.6	Removing Gaseous Impurities (CO ₂ , H ₂ S)
		3.7	Separating Liquids from Incoming Gas
4	Oil/Gas Process and Export	4.1	Disposing of Produced Water
		4.2	Operating Drain and Vent System
		4.3	Pipeline Pigging Operations
		4.4	Producing Stabilised Hydrocarbon Fluid
		4.5	Separating Well Products
		4.6	Export
5	Water Injection	5.1	De-aerating Water
		5.2	Filtering Water
		5.3	Injecting Water
6	Metering	6.1	Metering Condensate and Oil to Fiscal Standards
		6.2	Metering Gas to Fiscal Standards
		6.3	Allocation Metering

7	Utilities	7.1	Disposing of Waste Water
		7.2	Generating Electrical Power
		7.3	Generating Nitrogen
		7.4	Operating Chemical Injection
		7.5	Operating Gas Turbines, Steam Turbines and Diesel Prime Movers
		7.6	Providing Chlorine
		7.7	Providing Diesel
		7.8	Providing Heat (Hot Oil and/or Hot Water)
		7.9	Providing Heating, Ventilation and Air Conditioning (HVAC)
		7.10	Providing Instrument and Service Air
		7.11	Providing Steam
		7.12	Providing Water
		7.13	Testing Fire and Gas and ESD Systems

Table 3 on the next page shows the assessment requirements of this SVQ. When you have satisfied these requirements, you will be considered competent in Processing Operations: Hydrocarbons at level 3.

Table 3. Assessment Requirements

System ref.	Scope System	No. of System processes	No. of processes to be assessed	No. of processes for Performance and Knowledge assessment	No. of processes for Knowledge only assessment
1	Wells	2	2	1	1
2	Oil Storage/Discharge Process	2	2	1	1
3	Gas Process	7	4	1	3
4	Oil/Gas Process and Export	6	4	1	3
5	Water Injection	3	3	1	2
6	Metering	3	2	1	1
7	Utilities	13	7	2	5

You are required to show your competence in the National Occupational Standards: PT3.1, PT3.2, PT3.3, PT3.4, C2, C5 and C7.

Note: Each process chosen will be assessed for your technical competence, ie Standards PT3.1, PT3.2, PT3.3, PT3.4. You must also show your competence in the non-technical aspects of Standards C2, C5 and C7.

Each of these National Occupational Standards has statements for Performance as well as Knowledge and Understanding so that to prove your competence you must be able to do a task (Performance) and to know why you must do it in a particular way (Knowledge and Understanding).

Table 3 above shows, for each Scope System, how many processes you will be assessed on.

Exemplar: Consider that your training programme is to be based on Scope Systems 1, 2, 3 and 7.

Scope System 1 (Wells):

There are two processes in this Scope System.

Both processes will be assessed, one being fully assessed on both Performance and Knowledge and the other on Knowledge only.

Scope System 2 (Oil Storage/Discharge Process):

There are two processes in this Scope System.

Both processes will be assessed, one being fully assessed on both Performance and Knowledge and the other on Knowledge only.

Scope System 3 (Gas Process):

There are seven processes in this Scope System.

Four processes will be assessed, one being fully assessed on both Performance and Knowledge and the other three on Knowledge only.

Scope System 7 (Utilities):

There are 13 processes in this Scope System.

Seven processes will be assessed, two being fully assessed on both Performance and Knowledge and the other five on Knowledge only.

Since you now know the award requirements to be satisfied and the production processes list, in consultation with your Assessor you should choose those processes which best suit your competences and those for which it will be possible to gain the necessary skills and knowledge on your present facility.

Note: The assessment of NOS Unit C5 Control Emergencies and Critical Situations will normally be carried out under simulated conditions.

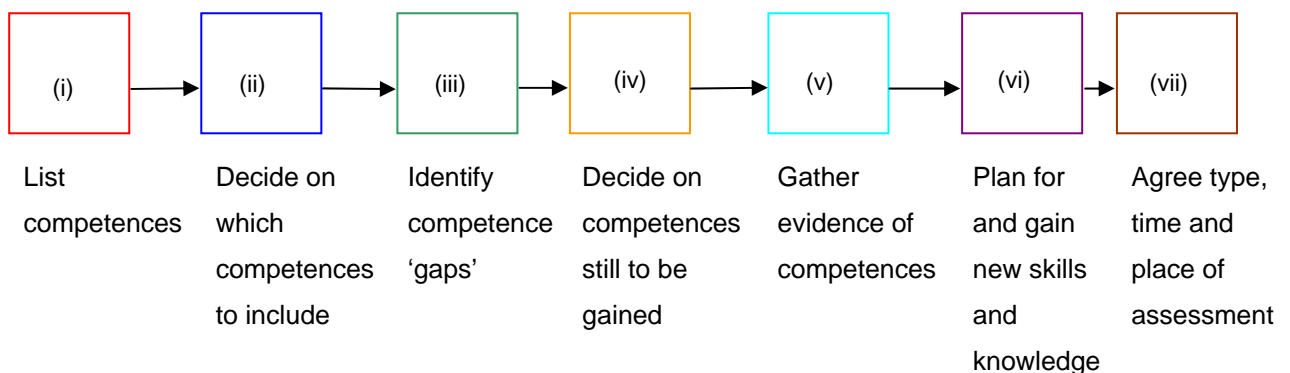
The next section of these Guidelines will introduce you to pro forma which you may find useful in planning and implementing your assessments.

Section 2: Competence and Process Selection

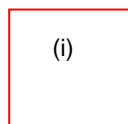
Let's consider the two mature candidates, Sam and Chris, described earlier and go through a typical planning procedure for each of them.

(The planning diagram is repeated here for convenience.)

Planning procedure



2.1 Past Experience/Competence Pro Forma (PE1)



List
competences

Both Sam and Chris would now complete the Past Experience/Competence Pro Forma listing all the production processes they have worked on during their career.

The purpose of this is to determine which of their Past Experience/Competences best relate to the selection criteria since these will most likely be chosen for assessment. It will also show those experiences which may not fully meet the evidence criteria of validity, accuracy, currency and sufficiency but for which it may be relatively easy to meet these criteria with some additional work.



The experiences should be listed in order with the most recent first. This will allow Sam and Chris to identify those which are more relevant and current since these are two important factors to consider when deciding which are most likely to be considered appropriate by the Assessor.

Examples of the Past Experience/Competence Pro Forma (PE1) completed by Sam and Chris are shown.

Past Experience/Competence Pro Forma (PE1)

(Note: Use additional sheets if required.)

Candidate name	<i>Sam Scholar</i>					
Total period worked to date as a Hydrocarbons Process Operator	Years	<i>8</i>	Dates	from	<i>2000</i>	
	Months	<i>2</i>		to	<i>Present (Mar 08)</i>	
Present duties						
Employer	<i>Company 1</i>					
Location	<i>Site A</i>					
Job title	<i>Process Operator</i>				Grade	<i>None</i>
Dates	from	<i>October 2007</i>				
Process 1	<i>Operating Wells (Syst.1)</i>		from	<i>Oct 07</i>	to	<i>Present</i>
Process 2	<i>Managing Well Integrity (Syst.1)</i>		from	<i>Oct 07</i>	to	<i>Present</i>
Process 3	<i>Filtering Water (Syst.5)</i>		from	<i>Oct 07</i>	to	<i>Dec 07</i>
Process 4	<i>Injecting Water (Syst.5)</i>		from	<i>Oct 07</i>	to	<i>Dec 07</i>
Process 5	<i>De-aerating Water (Syst.5)</i>		from	<i>Oct 07</i>	to	<i>Dec 07</i>
Process 6	<i>Disposing of Produced Water (Syst.4)</i>		from	<i>Dec 07</i>	to	<i>Present</i>
Previous duties						
Employer	<i>Company 2</i>					
Location	<i>Site B</i>					
Job title	<i>Process Operator</i>				Grade	<i>None</i>
Dates	from	<i>September 2004</i>		to	<i>October 2007</i>	
Process 1	<i>Compressing Hydrocarbon Gas (Syst.3)</i>		from	<i>Sep 06</i>	to	<i>Oct 07</i>
Process 2	<i>Dehydrating Gas (Syst.3)</i>		from	<i>Sep 06</i>	to	<i>Oct 07</i>
Process 3	<i>Fractionating Gas (Syst.3)</i>		from	<i>Jan 05</i>	to	<i>Dec 06</i>
Process 4	<i>Providing Fuel Gas (Syst.3)</i>		from	<i>Jan 05</i>	to	<i>Dec 06</i>
Process 5	<i>Operating Drain and Vent Syst.(Syst.4)</i>		from	<i>Sep 04</i>	to	<i>Jan 05</i>
Process 6	<i>Recovering NGL (Syst.3)</i>		from	<i>Sep 04</i>	to	<i>Jan 05</i>

Employer	<i>Company 3</i>				
Location	<i>Site C</i>				
Job title	<i>Process Operations Assistant</i>			Grade	<i>None</i>
Dates	from	<i>January 2001</i>		to	<i>September 2004</i>
Process 1	<i>Discharging to Tankers (Syst.2)</i>		from	<i>Feb 04</i>	to <i>Sep 04</i>
Process 2	<i>Separating Well Products (Syst.4)</i>		from	<i>Feb 04</i>	to <i>Sep 04</i>
Process 3	<i>Disposing of Waste Water (Syst.7)</i>		from	<i>Nov 02</i>	to <i>Feb 04</i>
Process 4	<i>Separating Liquids from Gas (Syst.3)</i>		from	<i>Dec 02</i>	to <i>Feb 04</i>
Process 5	<i>Providing Chlorine (Syst.7)</i>		from	<i>Apr 01</i>	to <i>Mar 03</i>
Process 6	<i>Providing Steam (Syst.7)</i>		from	<i>Jan 01</i>	to <i>Dec 02</i>
Employer	<i>Company 4</i>				
Location	<i>Site D</i>				
Job title	<i>Process Operations Assistant</i>			Grade	<i>None</i>
Dates	from	<i>March 2000</i>		to	<i>January 2001</i>
Process 1	<i>Disposing of Waste Water (Syst.7)</i>		from	<i>Oct 00</i>	to <i>Jan 01</i>
Process 2	<i>Operating Drain and Vent Syst. (Syst.4)</i>		from	<i>Aug 00</i>	to <i>Jan 01</i>
Process 3	<i>Providing Diesel (Syst.7)</i>		from	<i>Aug 00</i>	to <i>Jan 01</i>
Process 4	<i>Gas Export (Syst.4)</i>		from	<i>Jul 00</i>	to <i>Jan 01</i>
Process 5	<i>Providing Fuel Gas (Syst.3)</i>		from	<i>Mar 00</i>	to <i>Jul 00</i>
Process 6	<i>Metering Gas to Fiscal Stands. (Syst.6)</i>		from	<i>Mar 00</i>	to <i>May 00</i>

Past Experience/Competence Pro Forma (PE1)

(Note: Use additional sheets if required.)

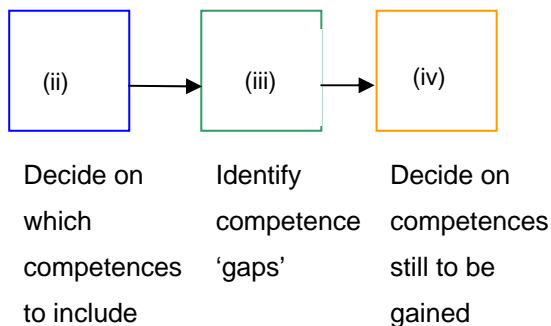
Candidate name	<i>Chris Scholar</i>				
Total period worked to date as a Hydrocarbons Process Operator	Years	<i>3</i>	Dates	from	<i>2005</i>
	Months	<i>4</i>		to	<i>Present (Mar 08)</i>
Present duties					
Employer	<i>Company 5</i>				
Location	<i>Site E</i>				
Job title	<i>Process Operator</i>			Grade	<i>None</i>
Dates	from	<i>January 2005</i>			
Process 1	<i>Discharge to Tankers (Syst.2)</i>	from	<i>Dec 07</i>	to	<i>Present</i>
Process 2	<i>Managing Storage Tankers (Syst.2)</i>	from	<i>Dec 07</i>	to	<i>Present</i>
Process 3	<i>Compressing Hydrocarbon Gas (Syst.3)</i>	from	<i>Jun 07</i>	to	<i>Dec 07</i>
Process 4	<i>Dehydrating Gas (Syst.3)</i>	from	<i>Jun 07</i>	to	<i>Dec 07</i>
Process 5	<i>Fractionating Gas (Syst.3)</i>	from	<i>Mar 07</i>	to	<i>Aug 07</i>
Process 6	<i>Providing Fuel Gas (Syst.3)</i>	from	<i>Jan 07</i>	to	<i>Nov 07</i>
Previous duties					
Employer	<i>Company 5</i>				
Location	<i>Site E</i>				
Job title	<i>Process Operator</i>			Grade	<i>None</i>
Dates	from	<i>January 2005</i>	to	<i>Present</i>	
Process 1	<i>De-aerating Water (Syst.5)</i>	from	<i>Jun 06</i>	to	<i>Aug 07</i>
Process 2	<i>Filtering Water (Syst.5)</i>	from	<i>Jul 06</i>	to	<i>Oct 07</i>
Process 3	<i>Injecting Water (Syst.5)</i>	from	<i>Jan 06</i>	to	<i>Oct 06</i>
Process 4	<i>Disposing of Produced Water (Syst.4)</i>	from	<i>Jan 06</i>	to	<i>Dec 06</i>
Process 5	<i>Operating Drain and Vent System (Syst.4)</i>	from	<i>Jan 06</i>	to	<i>July 06</i>
Process 6	<i>Producing Stabilised Hydrocarbon Fluid (Syst.4)</i>	from	<i>Jan 06</i>	to	<i>Aug 06</i>
Employer	<i>Company 5</i>				
Location	<i>Site E</i>				
Job title	<i>Process Operator</i>			Grade	<i>None</i>
Dates	from	<i>January 2005</i>	to	<i>Present</i>	
Process 1	<i>Separating Well Products (Syst.4)</i>	from	<i>Aug 05</i>	to	<i>Aug 06</i>
Process 2	<i>Metering Gas to Fiscal Standards (Syst.6)</i>	from	<i>Mar 05</i>	to	<i>Sep 05</i>

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Process 3	<i>Allocation Metering (Syst.6)</i>	from	<i>Mar 05</i>	to	<i>Oct 05</i>
Process 4	<i>Separating Liquids from Gas (Syst.3)</i>	from	<i>Jan 05</i>	to	<i>Apr 05</i>
Process 5	<i>Providing Diesel (Syst.7)</i>	from	<i>Jan 05</i>	to	<i>Mar 05</i>
Process 6	<i>Providing Steam (Syst.7)</i>	from	<i>Jan 05</i>	to	<i>May 05</i>

2.2 Process Selection Pro Forma (PS1)

Deciding on which processes you wish to have assessed



When deciding on which of the production processes from your Past Experiences/Competences you wish to have assessed, you should consider the evidence criteria of validity, accuracy, currency and sufficiency by answering the following questions based on the experience criteria as described in Section 1.3 (Relevance of competence).

- How relevant are my experiences and competences to the award programme?
- How recently were my experiences and competences gained?
- Where did I gain these experiences and competences?
- How easily can I gather supporting documentation?
- How easily can I gather verifiable witness testimonies?
- Have I completed on-the-job (OTJ) training for the process on my current facility?

You will already have completed PE1 and this will allow you to rank your past experiences in terms of the criteria and decide which of these are most relevant and for which evidence can be easily gathered, and which of these you might identify as being ones for which your experiences do not fully meet the criteria but for which, with some additional experience and/or training, you will be able to satisfy the Evidence Requirements.

The Process Selection Pro Forma (PS1) enables you to list those experiences which you identify as relevant, ie you feel you can satisfy the Evidence Requirements relatively easily, and those for which you have little or no competence and for which you require additional experience and/or training.

Sam's case

Although Sam has over eight years of experience, much of this is no longer considered current since techniques, equipment and the nature of the processes may have changed over the years. In addition to this, Sam has worked on four different facilities during these eight years and has not yet completed the OTJ training for processes on his present facility.

Sam's experiences on his present facility would most certainly contribute to his processes for the award since these can satisfy the first five of the above questions.

With regard to the first four processes of his time on Site B, his experiences are certainly relevant to the award and may be considered as recent, however these were not gained on his current facility and it may be difficult for him to gather supporting documentation, witness testimonies and other evidence. In addition to this, he has not completed OTJ training to upgrade his skills and knowledge.

The remaining processes on Sam's list must be discounted since, although these are relevant to the award programme, they cannot be considered as recent, and since they were not gained on his current facility, he cannot easily gather supporting evidence of these experiences.

It may be, however, that, having experience of such processes in the past, Sam would choose from these as part of his programme, since it might not be too difficult for him to update his skills and knowledge on his present facility to satisfy the evidence criteria.

Chris' case

Unlike Sam, Chris has only three years of experience in the industry; however, all his experience has been gained on the same facility and most, if not all, the processes he has worked on may be considered as recent.

Chris also brings a number of years of technical experience from his time in the armed services. He has undertaken courses and has completed OTJ training on his present facility.

Chris has considered all the questions of the experience criteria and can satisfy all of these, ie

- his experiences and competences are relevant to the award programme
- his experiences are recent (the Assessor would decide if his earliest are considered as recent for the purposes of the award)
- his experience and competences were gained on his current facility
- he can easily gather supporting evidence
- he can easily gather witness testimonies
- he has completed OTJ training

Making the selection of processes

Having completed the Past Experience/Competence Pro Forma (PE1) you are now able to select the processes which you wish to be considered for assessment.

A Process Selection Pro Forma (PS1) is included to help you make your choices.

In deciding which processes to select, you must again consider the competence criteria and the conditions of the award.

Typical Process Selection Pro Forma for Sam and Chris are shown.

You will note from these pro forma that Chris will find the procedure of gaining the SVQ award much easier than Sam, since all his current competences are considered to meet the evidence criteria.

At this stage in the planning process you must also liaise with your Assessor and decide how you intend to meet the assessment requirements of Table 3, ie which of the processes will be fully assessed for both your Performance and Knowledge/Understanding, and which will be assessed for Knowledge/Understanding only. PS1 allows you to identify these assessment decisions.

Process Selection Pro Forma (PS1)

Candidate: *Sam Scholar*

Company: *Company 1*

Present facility (Site): *Site A*

Note: Using the information contained in your Past Experience/Competence Pro Forma (PE1), in consultation with your Assessor, you must decide which processes you wish to have assessed.

It may be that you do not have relevant experiences for all the processes you choose and, for these, you will be required to gain the experiences on your present facility and gather authenticated supporting evidence in the form of personal statements, witness testimonies, etc.

You must indicate on this document whether or not you have relevant experience and competence for your selected processes.

You must also refer to the assessment requirements of Table 3 and indicate on the pro forma which of the processes will be assessed fully (P and K) and which will be assessed on Knowledge only (K only).

Choose processes from **four** out of the **seven** Scope Systems.

Your choice **must** include processes from **at least two** of the Systems **reference nos. 2, 3 and 4** of Table 3 (Assessment Requirements), ie you must choose **four** Systems with at least **two** from:

- No. 2 Oil Storage/Discharge Process
- No. 3 Gas Process
- No. 4 Oil/Gas Process and Export

Scope Systems and Processes selected for Assessment System

System ref.	Scope System	Process ref.	Process	Relevant past experience		Assessment	
				Yes	No	P & K	K only
1	Wells	1.1	Operating Wells	✓		✓	
		1.2	Managing Well Integrity	✓			✓
4	Oil/Gas Process and Export	4.1	Disposing of Produced Water	✓		✓	
		4.2	Operating Drain and Vent System		✓		✓
		4.5	Separating Well Products		✓		✓
		4.6	Gas Export		✓		✓
5	Water Injection	5.1	De-aerating Water	✓			✓
		5.2	Filtering Water	✓			✓
		5.3	Injecting Water	✓		✓	
3	Gas Process	3.1	Compressing Hydrocarbon Gas		✓		✓
		3.2	Dehydrating Gas		✓		✓
		3.3	Fractionating Gas		✓		✓
		3.4	Providing Fuel Gas		✓	✓	
Signatures							
Candidate	Sam D. Scholar			Date	20-03-08		
Assessor	James C. Black			Date	25-03-08		

Process Selection Pro Forma (PS1)

Candidate: *Chris Scholar*

Company: *Company 5*

Present facility (Site): *Site E*

Note: Using the information contained in your Past Experience/Competence Pro Forma (PE1), in consultation with your Assessor, you must decide which processes you wish to have assessed.

It may be that you do not have relevant experiences for all the processes you choose and, for these, you will be required to gain the skills and knowledge on your present facility and gather authenticated supporting evidence in the form of personal statements, witness testimonies, etc.

You must indicate on this document whether or not you have relevant past experience/competence for your selected processes.

You must also refer to the assessment requirements of Table 3 and indicate on the pro forma which of the processes will be assessed fully (P and K) and which will be assessed on Knowledge only (K only).

Choose processes from **four** out of the **seven** scope Systems.

Your choice **must** include processes from **at least two** of the Systems **reference nos. 2, 3 and 4** of Table 3 (Assessment Requirements), ie you must choose **four** systems with **at least two** from:

- No. 2 Oil Storage/Discharge Process
- No. 3 Gas Process
- No. 4 Oil/Gas Process and Export

Scope Systems and Processes selected for Assessment System

System ref.	Scope System	Process ref.	Process	Relevant past experience		Assessment	
				Yes	No	P & K	K only
1	Wells	1.1	Operating Wells	✓		✓	
		1.2	Managing Well Integrity	✓			✓
4	Oil/Gas Process and Export	4.1	Disposing of Produced Water	✓		✓	
		4.2	Operating Drain and Vent System		✓		✓
		4.5	Separating Well Products		✓		✓
		4.6	Gas Export		✓		✓
5	Water Injection	5.1	De-aerating Water	✓			✓
		5.2	Filtering Water	✓			✓
		5.3	Injecting Water	✓		✓	
3	Gas Process	3.1	Compressing Hydrocarbon Gas		✓		✓
		3.2	Dehydrating Gas		✓		✓
		3.3	Fractionating Gas		✓		✓
		3.4	Providing Fuel Gas		✓	✓	
Signatures							
Candidate	<i>Chris M. Scholar</i>			Date	20-03-08		
Assessor	<i>James C. Black</i>			Date	25-03-08		

Section 3: Evidence Gathering and Assessment Planning

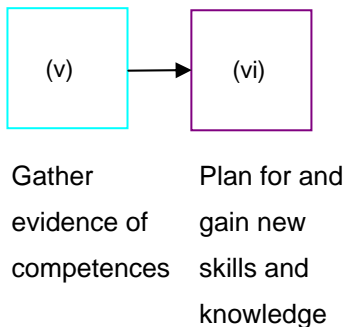
3.1 Building your evidence portfolio

Having now decided on which production processes you will use to gather evidence in support of your SVQ award, you must now build your evidence portfolio.

There is no set method of presenting your evidence, however you may find the following layout helpful.

Title Page
Contents Page
Personal Details
Past Experience/Competence Pro Forma
Process Selection Pro Forma
Evidence Index
First Process Evidence Items
Second Process Evidence Items
Third Process Evidence Items
Fourth Process Evidence Items
Assessment Plans
Summary Assessment Record

3.2. Gathering the supporting evidence



Since **Chris's** past experiences and competences are all considered as relevant, it is fairly straightforward for him to gather evidence of these.

For each process listed on his selection pro forma he must gather supporting evidence as appropriate and give each item a reference number: an Evidence Index (EI1) should be included in the portfolio for reference by the Assessor and Internal Verifier. A completed exemplar of this pro forma, for Sam, is included.

Supporting evidence would include:

- notes and sketches
- piping and instrumentation diagrams (P & IDs)
- work permits
- work instructions
- risk analysis documentation
- OTJ training records
- verified witness testimonies
- personal statements
- all completed checklists and pro forma
- any other relevant supporting documentation



This evidence would be organised in the portfolio in such a way that his experiences for each process can be easily followed by the Assessor and Internal Verifier (IV) who will make the decision on whether or not they meet the requirements of the SVQ Standards.

In **Sam's** case, the processes identified as having 'no relevant past experience/competence' will require him to have more training to develop the skills and knowledge on his present facility.

Since he has had some experience of these processes in the past, it may be that OTJ training and further experience over a period of months will provide the evidence he needs for presentation to the Assessor.

Like Chris, Sam needs to gather together all the supporting evidence of his relevant process experiences, give them a reference number and present them in a logical way in his portfolio.

In addition to this, Sam must also provide evidence of his training and experience in those processes deemed not relevant to show how his work on these processes has been made 'relevant'.

Evidence Index (E11)

SVQ title	<i>Processing Operations: Hydrocarbons level 3</i>	
Candidate name	<i>Sam D. Scholar</i>	
Process ref.	Evidence type/title	Evidence ref.
1.1	<i>Witness Testimony</i>	<i>1.1.1</i>
	<i>Personal Statement</i>	<i>1.1.2</i>
	<i>Work Log</i>	<i>1.1.3</i>
	<i>Permit to Work</i>	<i>1.1.4</i>
	<i>P & ID</i>	<i>1.1.5</i>
1.2	<i>Witness Testimony</i>	<i>1.2.1</i>
	<i>Personal Statement</i>	<i>1.2.2</i>
	<i>Work Log</i>	<i>1.2.3</i>
	<i>Job Instruction</i>	<i>1.2.4</i>
	<i>P & ID</i>	<i>1.2.5</i>
4.1	<i>Witness Testimony</i>	<i>4.1.1</i>
	<i>Witness Statement</i>	<i>4.1.2</i>
	<i>Personal Statement</i>	<i>4.1.3</i>
	<i>P & ID</i>	<i>4.1.4</i>
	<i>Risk Assessment</i>	<i>4.1.5</i>
4.2	<i>OTJ Training Records</i>	<i>4.2.1</i>
	<i>Witness Testimony</i>	<i>4.2.2</i>
	<i>Personal Statement</i>	<i>4.2.3</i>
	<i>Work Instructions</i>	<i>4.2.4</i>
	<i>Job Card</i>	<i>4.2.5</i>
4.5	<i>OTJ Training Records</i>	<i>4.5.1</i>
	<i>Witness Testimony</i>	<i>4.5.2</i>
	<i>Personal Statement</i>	<i>4.5.3</i>
	<i>Work Instructions</i>	<i>4.5.4</i>
	<i>Job Card</i>	<i>4.5.5</i>
4.6	<i>OTJ Training Records</i>	<i>4.6.1</i>
	<i>Witness Testimony</i>	<i>4.6.2</i>
	<i>Personal Statement</i>	<i>4.6.3</i>
	<i>Work Instructions</i>	<i>4.6.4</i>
	<i>Job Card</i>	<i>4.6.5</i>
5.1	<i>Witness Testimony</i>	<i>5.1.1</i>
	<i>Personal Statement</i>	<i>5.1.2</i>
	<i>Work Log</i>	<i>5.1.3</i>
	<i>Permit to Work</i>	<i>5.1.4</i>
	<i>P & ID</i>	<i>5.1.5</i>

Evidence Index (E11) (continued)

SVQ title	<i>Processing Operations: Hydrocarbons level 3</i>	
Candidate name	<i>Sam D. Scholar</i>	
Process ref.	Evidence type/title	Evidence ref.
5.2	<i>Witness Testimony</i>	5.2.1
	<i>Witness Statement</i>	5.2.2
	<i>Personal Statement</i>	5.2.3
	<i>Job Card</i>	5.2.4
	<i>Permit to Work</i>	5.2.5
5.3	<i>Witness Testimony</i>	5.3.1
	<i>Personal Statement</i>	5.3.2
	<i>Work Log</i>	5.3.3
	<i>Permit to Work</i>	5.3.4
	<i>P & ID</i>	5.3.5
3.1	<i>OTJ Training Records</i>	3.1.1
	<i>Witness Testimony</i>	3.1.2
	<i>Personal Statement</i>	3.1.3
	<i>Work Instructions</i>	3.1.4
	<i>Job Card</i>	3.1.5
3.2	<i>OTJ Training Records</i>	3.2.1
	<i>Witness Testimony</i>	3.2.2
	<i>Personal Statement</i>	3.2.3
	<i>Work Instructions</i>	3.2.4
	<i>Job Card</i>	3.2.5
3.3	<i>OTJ Training Records</i>	3.3.1
	<i>Witness Testimony</i>	3.3.2
	<i>Personal Statement</i>	3.3.3
	<i>Work Instructions</i>	3.3.4
	<i>Job Card</i>	3.3.5
3.4	<i>OTJ Training Records</i>	3.4.1
	<i>Witness Testimony</i>	3.4.2
	<i>Personal Statement</i>	3.4.3
	<i>Work Instructions</i>	3.4.4
	<i>Job Card</i>	3.4.5

3.3 Planning for assessment

(vii)

Agree type,
time and
place of
assessment

Once Sam and Chris have gathered their evidence together and are confident that their work is ready for assessment, they will agree an assessment plan with the Assessor.

Your Assessor may wish to:

- observe you performing a task
- ask you questions about the task
- have you complete a case study or assignment or other exercise relating to the task
- use any combination or all of the above measures

You should decide with your Assessor where and when the assessment process will be carried out and an assessment plan (AP1) should be completed indicating this information along with the type of assessment to be used.



Assessment Plan Pro Forma (AP1)

Plan pro forma for Units PT3.1, PT3.2, PT3.3, PT3.4, C2, C5, C7 (Note: C5 is normally assessed under simulated conditions.)			
Candidate name: <i>Sam Scholar</i>			
N/SVQ in Processing Operations: Hydrocarbons at level 3			
Process/es: <i>4.1 Disposing of Produced Water</i>			
Type of assessment	Observation		✓
	Simulation		
	Questioning		✓
	Case study		
	Assignment		
	Other		
Place of assessment	<i>Observation will take place at the Product Separation area of Company 1 Site A.</i> <i>Questioning will take place at the Product Separation area and the Staff Lounge of the Facility.</i>		
Date of assessment	<i>Both the Observation and Questioning will take place on 27 August 2008.</i>		
Time of assessment	<i>Observation assessment will take place during the normal Well Product Separation Process at approx 10.15.</i> <i>Questioning will take place also at that time and will continue later at 13.30 after the shift is finished.</i>		
The above assessment details have been agreed by the candidate and the Assessor.			
Signatures			
Candidate	<i>Sam D. Scholar</i>	Date	<i>20.08.08</i>
Assessor	<i>James C. Black</i>	Date	<i>20.08.08</i>

3.4 Witness testimonies

Witness testimonies should be viewed as supporting evidence — they are unlikely to be sufficient in themselves for an assessment decision to be made and would, normally, be supplemented by asking you questions.

If you are to use witness testimonies, you should, ideally, identify the witnesses and opportunities for using their testimony during the assessment planning stage. The testimony should record what you, the candidate, have demonstrated, how you have carried out the task and in what circumstances the task has been carried out. The testimony should also state who the witness is (including a description of their job role or relationship to you), and whether they are familiar with the Standards.

Although witness testimonies should be viewed as supporting evidence, they are in fact used a great deal in SVQs since qualified workplace Assessors are not usually able to be present at all assessment opportunities. Witness testimonies can be provided by, for example, all appropriately qualified/experienced peers and line managers to provide supporting evidence of your competence over a period of time.

Witness testimonies would also provide evidence for Unit C7, Create, Maintain and Enhance Productive Working Relationships. Element C7.1, for example, requires witness testimonies from line managers, staff representatives, colleagues, customers and suppliers to demonstrate that you have proved competent over all the Performance Statements.

A completed exemplar of a Witness Testimony Pro Forma (WT1) is included for your information.

Witness Testimony Pro Forma (WT1)

SVQ title and level	<i>Processing Operations: Hydrocarbons level 3</i>		
Candidate name	<i>Chris M. Scholar</i>	Facility	<i>Company 5 site E</i>
Evidence reference no.	<i>3.2.1</i>		
Other related evidence reference nos.	<i>2.1.6, 2.2.8, 3.2.2, 3.3.5</i>		
Units, Elements and Performance	Units	Elements	Performance
Standards covered by this Testimony	<i>PT3.2</i>	<i>PT3.2.1</i>	<i>1, 2, 4, 6</i>
	<i>PT3.4</i>	<i>PT3.4.1</i>	<i>4, 5, 7</i>
	<i>C2</i>	<i>C2.2</i>	<i>1, 2, 8, 10</i>
Process witnessed	<i>3.2 Dehydrating Gas</i>		
Date of evidence	<i>24 June 2008</i>		
Witness name	<i>George Duncan</i>		
Witness designation/relationship to candidate	<i>Process Operations Supervisor, Line Manager and Technical Supervisor of Candidate</i>		
Testimony details			
<p><i>I have observed the candidate undertaking the Dehydrating Gas Process and can state that he has both operated and monitored the integrated process system (PT3.2.1). He has</i></p> <ul style="list-style-type: none"> <i>• achieved required process system operation specification through appropriate work methods/techniques</i> <i>• ensured steady state operating conditions by appropriate process systems throughput</i> <i>• accurately identified critical situations and taken appropriate action</i> <i>• worked safely in accordance with operational instructions and associated Safe Systems of Work</i> <p><i>He has prepared Dehydrating Gas Process plant and equipment for maintenance (PT3.4.1) in relation to the following:</i></p> <ul style="list-style-type: none"> <i>• correctly prepared plant and equipment</i> <i>• effectively maintained his work area to be clean and hazard free</i> <i>• worked safely in accordance with operational requirements and associated Safe Systems of Work</i> <p><i>In addition to the above, the candidate has contributed to maintaining the necessary conditions for an effective and safe working environment (C.2.2) in that he has</i></p> <ul style="list-style-type: none"> <i>• determined if the working conditions and the use of resources satisfy current legislation</i> <i>• effectively maintained all relevant maintenance procedures</i> 			

- *effectively communicated with all relevant personnel*
- *worked safely in accordance with operational requirements and associated Safe Systems of Work*

Comments (to be written in the Witness's own hand to provide credibility of the Testimony)

I have been Chris's Supervisor and Line Manager over the period he has been on Company 5 Site E and have found him to be conscientious and hard working during this time.

Chris is always keen to learn the latest techniques and is a valuable member of the process operations team.

I confirm that I have witnessed the candidate at first-hand carrying out the Process/es listed above and that these relate to the Units, Elements and Performance Statements indicated.

Witness signature: *George I Duncan* **Date:** *24.06.08*

Witness: Please tick appropriate box

- I hold the D32/33 or A1 Award.
- I am familiar with the SVQ Standards to which the candidate is working.

3.5 Personal statements

You may use personal statements to give detailed descriptions of any skills and knowledge of production processes which you intend to use to meet part of your award requirements.

Since your aim is to record sufficient evidence to satisfy the competence Elements of the National Occupational Standards, you must clearly identify the relevant Unit and Element reference/s of these Standards against which you wish the evidence to be credited. It may be that one report will incorporate a number of Elements. Where this is the case, all the relevant Elements should be given a reference.

It may be that you wish to put a piece of supporting evidence in context for your Assessor so that he/she can decide if it is relevant to your SVQ. A personal statement will help you do this.

A personal statement might also be used to record your experience of something, such as how you handled a specific situation. In this case your personal statement should be a description of what you did, how you did it and why you did it. It will also allow you to include the people who were present and either assisted you or witnessed your actions. This, in turn, might identify who you should approach for witness testimony. In your personal statement you could also refer to evidence that you have produced (eg reports, notes, completed forms). These can also be included as supporting evidence in your portfolio.

The personal statement can be a piece of supporting evidence in itself and should therefore be included in your portfolio.

Like a witness statement, a personal statement should cross-reference its technical content with the Elements and Performance Statements of the relevant SVQ Standards against which you are being assessed, ie PT3.1, PT3.2, PT3.3, PT3.4, C2, C5 and C7. A completed exemplar of a Personal Statement Pro Forma (PS2) is included for your information.

Personal Statement Pro Forma (PS2)

SVQ title and level	<i>Processing Operations: Hydrocarbons level 3</i>		
Candidate name	<i>Sam D. Scholar</i>	Facility	<i>Company 1</i>
Evidence reference no.	<i>3.3.3</i>		
Other related evidence reference nos.	<i>3.3.1, 3.3.2, 3.3.4, 3.3.5</i>		
Units, Elements and Performance Standards covered by this Statement	Units	Elements	Performance
	<i>PT3.1</i>	<i>PT3.1.2</i>	<i>1, 2, 4, 6</i>
	<i>PT3.3</i>	<i>PT3.3.1</i>	<i>1, 2, 5, 6</i>
	<i>C7</i>	<i>C7.1</i>	<i>1, 2, 4, 8, 9</i>
Process	<i>3.3 Fractionating Gas</i>		
Facility where process was experienced	<i>Site A</i>		
Date of experience	<i>January 2005–December 2006</i>		
Date of statement	<i>20 May 2008</i>		
Statement details			
<p><i>I have gained experience in carrying out the process of Fractionating Gas during the periods stated.</i></p> <p><i>These experiences have been gained while working on the Company 1 Site A production facility.</i></p> <p><i>During this time I was a Process Operator working within a team of five, comprising three Operators, one Assistant and one Supervisor. The Supervisor, Doug Adams, provided much of my training in this Production Process and has indicated that he will be happy to provide a Witness Statement to support this Personal Statement.</i></p> <p><i>Throughout the Fractionating Gas Process I have gained experience in Starting up an Integrated Process System (PT3.1.2) having:</i></p> <ul style="list-style-type: none"> <i>• correctly prepared plant and utilities</i> <i>• effectively started up the process system</i> <i>• integrated the plant and utilities and facilitated optimum processing</i> <i>• worked safely in accordance with operational instructions and associated Safe Systems of Work</i> <p><i>I have also Prepared an Integrated Process System for Shutdown (PT3.3.1) having:</i></p> <ul style="list-style-type: none"> <i>• effectively obtained operational instructions</i> <i>• accurately determined shutdown time and made appropriate preparations for shutdown</i> <i>• ensured that all information supplied and recorded is accurate, complete and legible</i> <i>• worked safely in accordance with operational instructions and associated Safe Systems of Work</i> 			

During these processes I have Created and Enhanced Productive Working Relationships (C7.1) by:

- *making clear efforts to establish and maintain productive working relationships*
- *providing opportunities to discuss work-related matters with relevant people*
- *providing useful advice within limits of own responsibility and expertise*
- *encouraging individuals to offer ideas and views and afford them due recognition*
- *providing clear reasons to individuals where ideas and views are not progressed*

Candidate signature: Sam D. Scholar

Date 20.05.08

3.6 Summary Assessment Record

You should complete a Summary Assessment Record (SA1) as you work through the assessment process. This allows you to keep track of how you are progressing.

The number of, and range of, processes required to be undertaken for achievement of the SVQ award, along with the Performance and Knowledge and/or Knowledge only assessment requirements, should comply with the conditions set out in Table 3 of this document.

The reference number and title of the Scope Systems and processes listed in the Assessment Record sheet should be the same as those agreed with your Assessor and shown on your Process Selection Pro Forma.

You should insert a tick (✓) in the appropriate box for each Unit achieved against the relevant process activity.



The criteria for competence requires that not all the processes need to have both Performance and Knowledge assessed and this should be indicated by deleting the appropriate term in the Performance and Knowledge (P and K)/Knowledge only (K only) column.

The Summary Assessment Record may be used by your Assessor and Verifier to agree your competence by signing-off and dating the various Units when they are satisfied that you are competent.

3.7 Appeals procedures

You have the right of appeal should you have any doubts about the assessment of your competence.

You should familiarise yourself with the SVQ appeals procedure set out by your company/centre and seek advice from your SVQ contact person should you consider making an appeal regarding an assessment decision.

APPENDIX 1

Blank Pro Forma

Past Experience/Competence Pro Forma (PE1)

(Note: Use additional sheets if required.)

Candidate name							
Total period worked to date as a Hydrocarbons Process Operator	Years		Dates	from			
	Months			to			
Present duties							
Employer							
Location							
Job title					Grade		
Dates	from						
Process 1			from		to		
Process 2			from		to		
Process 3			from		to		
Process 4			from		to		
Process 5			from		to		
Process 6			from		to		
Previous duties							
Employer							
Location							
Job title					Grade		
Dates	from			to			
Process 1			from		to		
Process 2			from		to		
Process 3			from		to		
Process 4			from		to		
Process 5			from		to		
Process 6			from		to		
Employer							
Location							
Job title							
Grade							
Dates	from			to	Present		
Process 1			from		to		
Process 2			from		to		
Process 3			from		to		
Process 4			from		to		
Process 5			from		to		
Process 6			from		to		

Process Selection Pro Forma (PS1)

Candidate: _____

Company: _____

Present facility (Site): _____

Note: Using the information contained in your Past Experience/Competence Pro Forma (PE1) you, in consultation with your Assessor, must decide which processes you wish to have assessed.

It may be that you do not have relevant experiences for all the processes you choose and, for these, you will be required to gain the experiences on your present facility and gather authenticated supporting evidence in the form of personal statements, witness testimonies, etc.

You must indicate on this document whether or not you have relevant competence for your selected processes.

You must also refer to the assessment requirements of Table 3 and indicate on the pro forma which of the processes will be assessed fully (P and K) and which will be assessed on Knowledge only (K only).

Choose processes from **four out of the seven** Scope Systems.

Your choice **must** include processes from **at least two** of the Systems **reference nos. 2, 3 and 4** of Table 3 (Assessment Requirements), ie you must choose **four** Systems with at least **two** from:

- No. 2 Oil Storage/Discharge Process
- No. 3 Gas Process
- No. 4 Oil/Gas Process and Export

Scope Systems and Processes selected for Assessment System

System ref.	Scope System	Process ref.	Process	Relevant competence		Assessment	
				Yes	No	P and K	K only
Signatures							
Candidate					Date		
Assessor					Date		

Evidence Index (EI1)

SVQ title		
Candidate name		
Process ref.	Evidence type/title	Evidence ref.

Evidence Index (EI1) (continued)

SVQ title		
Candidate name		
Process ref.	Evidence type/title	Evidence ref.

Evidence Index (EI1) (continued)

SVQ title		
Candidate name		
Process ref.	Evidence type/title	Evidence ref.

Assessment Plan Pro Forma (AP1)

Plan pro forma for Units PT3.1, PT3.2, PT3.3, PT3.4, C2, C5, C7			
(NOTE: C5 is normally assessed under simulated conditions.)			
Candidate name:			
N/SVQ Processing Operations: Hydrocarbons level 3			
Process/es:			
Type of assessment	Observation		
	Simulation		
	Questioning		
	Case Study		
	Assignment		
	Other		
Place of assessment			
Date of assessment			
Time of assessment			
The above assessment details have been agreed by the candidate and the Assessor.			
Signatures			
Candidate		Date	
Assessor		Date	

Witness Testimony Pro Forma (WT1)

SVQ title and level			
Candidate name		Facility	
Evidence ref. no.			
Other related evidence reference nos.			
Units, Elements and Performance Standards covered by this Testimony	Units	Elements	Performance
Process witnessed			
Date of evidence			
Witness name			
Witness designation/ relationship to candidate			
Testimony details			
Comments (to be written in the Witness’s own hand to provide credibility of the Testimony)			
<p>I confirm that I have witnessed the candidate at first-hand carrying out the Process/es listed above and that these relate to the Units, Elements and Performance Statements indicated.</p> <p>Witness signature: _____ Date _____</p>			

Witness: Please tick appropriate box

- I hold the D32/33 or A1 Award.
- I am familiar with the SVQ Standards to which the candidate is working.

Personal Statement Pro Forma (PS2)

SVQ title and level			
Candidate name		Facility	
Evidence ref. no.			
Other related evidence reference nos.			
Units, Elements and Performance Standards covered by this Statement	Units	Elements	Performance
Process			
Facility where process was experienced			
Date of experience			
Date of Statement			
Statement details			
Candidate signature: _____ Date _____			

Summary Assessment Record (SA1)														
Candidate name				Location of process activities										
Assessor name														
System ref.	Scope System	Process ref.	Process	NOS Units achieved							Performance and Knowledge/ Knowledge only <small>(*Delete as appropriate)</small>	Assessor signature and date	Verifier signature and date	
				PT3.1	PT3.2	PT3.3	PT3.4	C2	C5	C7				
												* P and K/K only		
												* P and K/K only		
												* P and K/K only		
												* P and K/K only		
												* P and K/K only		
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												* P and K/K only		
												* P and K/K only		
												* P and K/K only		

Unit Achievements signed-off by the Assessor and Verifier indicate that the candidate is deemed competent in these National Occupational Standards. Only when ALL the assessment requirements of the award have been signed off by the Assessor and Verifier is the candidate deemed competent for the SVQ Processing Operations: Hydrocarbons level 3.

APPENDIX 2

National Occupational Standards (NOS) Units

Unit PT3.1 Prepare and Start Up Integrated Process Systems

This Unit is about preparing and starting up integrated process systems for operation.

PT3.1.1 Prepare To Carry Out A Production Process

PT3.1.2 Start Up Integrated Process Systems

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

Unit Scope

Candidates must prove competence across the following items (or Systems) as appropriate to the workplace and Evidence Specification:

- Wells
- Oil Storage/Discharge Process
- Gas Process
- Oil/Gas Process and Export
- Water Injection
- Metering
- Utilities

In addition, the following terms in bold relate directly to those shown in bold in the Performance Statements.

Safe Systems of Work must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems.

Unit-wide Knowledge

- How to use Safe Systems of Work processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
- How to select, use and care for PPE (to include sight/hearing protection, coveralls, gloves, footwear, hard hats, respirators)
- The implications of statutory (eg HASAWA and COSHH) and organisational requirements
- How to interpret operational requirements (eg policies, procedures, instructions, codes of practice, standards, schedules)

Element PT3.1.1 Prepare To Carry Out A Production Process

Performance Statements

In achieving this Unit you must have:

- effectively obtained operational instruction
- effectively organised work of self and others where appropriate
- effectively briefed relevant personnel
- accurately identified difficulties with relevant parts of the **Safe Systems of Work** system and taken appropriate action
- ensured that all information supplied and recorded is accurate, complete and legible
- effectively maintained your work area to be clean and hazard free
- worked safely in accordance with operational instructions and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- work area hazards (to include spillages, uncontrolled emissions, H₂S and other toxic substances, extreme weather conditions)
- plant layout and its connection with other systems
- how to access and interpret drawings and manuals regarding the plant
- the effects of changes in ambient conditions on plant operation
- who to deal with (to include coworkers, supervisors, managers, workers of other disciplines)
- how to work with and within the **Safe Systems of Work** system

Element PT3.1.2 Start Up Integrated Process Systems

Performance Statements

In achieving this Unit you must have:

- correctly prepared plant and utilities
- effectively started up the process system
- accurately identified faults and taken appropriate action
- integrated the plant and utilities and facilitated optimum processing
- ensured that all information supplied and recorded is accurate, complete and legible
- worked safely in accordance with operational instructions and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- the limits of your own responsibilities
- how to identify faults (to include damage, wear, malfunction, process deviations, service defects)
- the appropriate action to take on identification of faults in the plant and utilities
- how to achieve optimum processing

Unit PT3.2 Operate And Monitor Integrated Process Systems

This Unit is about operating and monitoring integrated process systems.

PT3.2.1 Operate Integrated Process Systems

PT3.2.2 Monitor Integrated Process Systems

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

Unit Scope

Candidates must prove competence across the following items (or Systems) as appropriate to the workplace and Evidence Specification:

- Wells
- Oil Storage/Discharge Process
- Gas Process
- Oil/Gas Process and Export
- Water Injection
- Metering
- Utilities

In addition, the following terms in bold relate directly to those shown in bold in the Performance Statements.

Safe Systems of Work must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems.

Unit-wide Knowledge

- How to use Safe Systems of Work processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
- How to select, use and care for PPE (to include sight/hearing protection, coveralls, gloves, footwear, hard hats, respirators)
- The implications of statutory (eg HASAWA and COSHH) and organisational requirements
- How to interpret operational requirements (eg policies, procedures, instructions, codes of practice, standards, schedules)
- Equipment internals and their function
- Functioning of process control including instrumentation and logic

- Normal plant conditions and the tolerances within which they operate
- Sources of information and interpretation of drawings and manuals regarding the plant
- Composition and properties of feedstock (to include toxicity, flammability, SG and temperature)
- Reactions taking place, conditions and effects of changes (to include chemical and physical properties)
- The effects of changes of ambient conditions on plant operation
- Hydrocarbon hydrate formation — prevention — dispersion
- Effects of Emergency Shutdown control systems
- Effects of Fire and Gas control systems
- Effects of loss of any utility and its reinstatement

Element PT3.2.1 Operate Integrated Process Systems

Performance Statements

In achieving this Unit you must have:

- achieved required process system specification through appropriate work methods/techniques
- ensured steady state conditions by appropriate process systems throughput
- accurately identified process system faults and taken appropriate action
- accurately identified critical situations and taken appropriate action
- ensured that all information supplied and recorded is accurate, complete and legible
- worked safely in accordance with operational instructions and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to identify and deal with critical situations (to include process deviations, extreme weather conditions, spillages, uncontrolled emissions)
- how to deal with process system throughput (to include increase/decrease throughput, specified sequence, recommended rate)
- how to identify process system faults (to include lack of services and supply, variances in services, mechanical and electrical breakdown, process and utility setting deviations)
- limits of own responsibility

- the actions appropriate to critical situations (to include quick shutdown, return process with safe parameters, operate standby equipment)
- the nature of information required (eg oral, written, equipment status, process status, handover reports)

Element PT3.2.2 Monitor Integrated Process Systems

Performance Statements

In achieving this Unit you must have:

- effectively maintained the process system in the required steady state
- accurately identified and rectified faults and problems
- correctly taken samples and carried out relevant tests and comparative testing
- promptly reported deviations outwith your responsibility
- ensured that information supplied and recorded is accurate, complete and legible
- effectively maintained your work area to be clean and hazard free
- worked safely in accordance with operational instructions and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- what steady state conditions are and how they are achieved
- limits of own responsibility
- types and causes of deviations and the relevant actions (to include report, record, adjust) to take when they occur
- how to deal with oral and written information
- how to perform leak testing and sampling and how to interpret results

Unit PT3.3 Prepare And Shut Down Integrated Process Systems

This Unit is about preparing for and carrying out the shutdown of integrated process systems.

PT3.3.1 Prepare For Integrated Process System Shutdown

PT3.3.2 Shut Down The Integrated Process System

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

Unit Scope

Candidates must prove competence across the following items (or Systems) as appropriate to the workplace and Evidence Specification:

- Wells
- Oil Storage/Discharge Process
- Gas Process
- Oil/Gas Process and Export
- Water Injection
- Metering
- Utilities

In addition, the following terms in bold relate directly to those shown in bold in the Performance Statements.

Safe Systems of Work must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems.

Unit-wide Knowledge

- How to use Safe Systems of Work processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
- How to select, use and care for PPE (to include sight/hearing protection, coveralls, gloves, footwear, hard hats, respirators) The implications of statutory (eg HASAWA and COSHH) and organisational requirements
- How to interpret operational requirements (eg policies, procedures, instructions, codes of practice, standards, schedules)
- Plant layout and its connection with other systems
- Equipment internals and their function

- Functioning of process control including instrumentation and logic
- Sources of information and interpretation of drawings and manuals regarding the plant
- Effects of Emergency Shutdown control systems
- Effects of Fire and Gas control systems

Element PT3.3.1 Prepare For Integrated Process System Shutdown

Performance Statements

In achieving this Unit you must have:

- effectively obtained operational instructions
- accurately determined shutdown time and made appropriate preparations for shutdown
- effectively briefed relevant personnel on shutdown procedures
- accurately identified real and potential hazards and protected against them
- ensured that all information supplied and recorded is accurate, complete and legible
- worked safely in accordance with operational instructions and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to access and interpret (oral and written) shutdown instructions
- how to access and interpret operational instructions (to include sequence of shutdown, recommended rate of shutdown)
- the real and potential shutdown hazards (to include standby equipment operational, vents, noise, heat)

Element PT3.3.2 Shut Down The Integrated Process System

Performance Statements

In achieving this Unit you must have:

- accurately input and set shutdown settings, process variables and services
- safely shut down the process system
- effectively protected against shutdown hazards
- effectively monitored shutdown and corrected faults and problems as appropriate
- isolated plant and utilities from operating sources
- worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to input and set shutdown settings, process variables and services
- the real and potential shutdown hazards (to include standby equipment operational, vents, noise, heat)
- how to isolate plant and utilities from operating sources

Unit PT3.4 Isolate And Reinstate Process Plant And Equipment

This Unit is about preparing the plant and equipment for isolation and reinstatement.

PT3.4.1 Prepare Plant And Equipment For Maintenance

PT3.4.2 Isolate Plant And Equipment

PT3.4.3 De-isolate Plant And Equipment

During this work you must take account of the relevant worksite operational requirements, procedures and Safe Working Practices AS THEY APPLY TO YOU.

Unit Scope

Candidates must prove competence across the following items (or Systems) as appropriate to the workplace and Evidence Specification:

- Wells
- Oil Storage/Discharge Process
- Gas Process
- Oil/Gas Process and Export
- Water Injection
- Metering
- Utilities

In addition, the following terms in bold relate directly to those shown in bold in the Performance Statements.

Safe Systems of Work must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems.

Unit-wide Knowledge

- How to use Safe Systems of Work processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
- How to select, use and care for PPE (to include sight/hearing protection, coveralls, gloves, footwear, hard hats, respirators)
- The implications of statutory (eg HASAWA and COSHH) and organisational requirements

- How to interpret operational requirements (eg policies, procedures, instructions, codes of practice, standards, schedules)
- Equipment internals and their function
- Functioning of process control including instrumentation and logic
- Methods and limitations of depressurisation/pressurisation, blowdown, temperature, relief systems, drains, flares, vents
- Sources of information and interpretation of drawings and manuals regarding the plant
- How to work with and within the relevant parts of the Safe Systems of Work system
- All relevant sources of energy to prime movers
- Properties of purging media
- Composition and properties of feedstock (to include toxicity, flammability, SG and temperature)
- Effects of Emergency Shutdown control systems
- Effects of Fire and Gas control systems
- Isolation devices and methods of installation

Element PT3.4.1 Prepare Plant And Equipment For Maintenance

Performance Statements

In achieving this Unit you must have:

- effectively obtained instructions and organised work correctly
- ensured that the relevant parts of the **Safe Systems of Work** system are operated effectively
- ensured that relevant personnel are briefed and work allocated to optimise effectiveness of preparation
- correctly prepared plant and equipment
- effectively maintained your work area to be clean and hazard free
- ensured that all information supplied and recorded is accurate, complete and legible
- worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to access and interpret instructions (to include process system specification, production schedule, covering different plant and equipment)
- how to deal with oral and written information (eg include work activity briefing provided to others, clarification of operational instructions, work activity recording)
- the factors impacting upon optimising performance (to include layout, tools and equipment required, purging medium required)
- how to identify hazards (to include spillages, uncontrolled emissions, extreme weather conditions)

Element PT3.4.2 Isolate Plant And Equipment

Performance Statements

In achieving this Unit you must have:

- effectively monitored preparations and minimised risks to personnel, environment, process, plant and equipment
- effectively tested for ingress of liquid and gas and confirmed safety of the plant and equipment
- effectively monitored and maintained the status of the isolation
- ensured that all information supplied and recorded is accurate, complete and legible
- worked safely in accordance with operational instructions and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to carry out the tests for ingress of liquid and gas
- how to access and interpret operational instructions on safety, downtime, tools and equipment used
- how to minimise risks through appropriate reporting, adjusting, recording

Element PT3.4.3 De-isolate Plant And Equipment

Performance Statements

In achieving this Unit you must have:

- effectively de-isolated plant and equipment
- monitored de-isolation and minimised risks to personnel, environment, process, plant and equipment
- ensured that the relevant parts of the **Safe Systems of Work** system are operated effectively
- effectively carried out leak detection tests and confirmed the plant and equipment safe to return to service
- effectively maintained your work area to be clean and hazard free
- ensured that all information supplied and recorded is accurate, complete and legible
- worked safely in accordance with operational instructions and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- the principles of de-isolation
- the limits of your own responsibilities
- how to access and interpret instructions (to include safety, downtime, integration of processes)
- how to deal with oral and written information (to include reinstatement completion details, work activity details)

Unit C2 Monitor And Maintain Health, Environment And Safety Systems

This Unit is about monitoring and maintaining Health and Safety systems and understanding the Safe Systems of Work requirements.

C2.1 Administer The Safe Systems Of Work Process

C2.2 Maintain The Necessary Conditions For An Effective And Safe Working Environment

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

Unit Scope

Candidates must prove competence across the following items as appropriate to the workplace and Evidence Specification:

- individual operation
- team operation
- consideration of H₂S and other toxic substances
- maintaining communication
- reacting to on-site emergencies

In addition, the following terms in bold relate directly to those shown in bold in the Performance Statements.

Safe Systems of Work must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems.

Unit-wide Knowledge

- How to use Safe Systems of Work processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
- Safe working practices appropriate to the location
- Emergency procedures of plant
- Handover and reporting procedures
- Plant layout and its connection with other systems
- Functioning of process control including instrumentation and logic
- Normal plant conditions and the tolerances within which they operate
- Methods of depressurisation/pressurisation (to include blowdown and temperature)

- Sources of information and interpretation of drawings and manuals regarding the plant
- All relevant sources of energy to prime movers
- Blowdown and relief systems and their limitations
- Properties of purging media
- Composition and properties of feedstock (to include toxicity, flammability, SG and temperature)
- Procedures for entry into confined spaces
- Drain systems associated with the plant and their limitations
- Flare/vent systems associated with the plant and their limitations (to include capacity and radiation)
- Effects of Emergency Shutdown control systems
- Effects of Fire and Gas control systems
- Effects of loss of any utility and its reinstatement
- Consequences of emissions to the environment
- How to select, use and care for PPE (to include sight/hearing protection, coveralls, gloves, footwear, hard hats, respirators)
- The implications of statutory (eg HASAWA and COSHH) and organisational requirements
- How to interpret operational requirements (eg policies, procedures, instructions, codes of practice, standards, schedules)

Element C2.1 Administer The Safe Systems Of Work Process

Performance Statements

In achieving this Unit you must have:

- consulted and sought advice on permit to work requirements from relevant personnel
- verified information received and given appropriate advice based on that information
- effectively disseminated requirements relating to work activities to relevant personnel
- correctly identified, noted and reacted to factors likely to affect operations
- effectively and correctly recorded all relevant operations and services information completely
- worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to interpret and implement organisational policy, practices and procedures
- how to interpret and implement health, environment, hygiene and safety legislation
- how to interpret and implement employment and other legal requirements; industry specific legislation; approved codes of practice; customer requirements
- how to deal with differing types of communication (to include oral, written, computer-based, visual/pictorial)
- how to deal with different types of information (to include work activity briefing provided to others; clarification of operational instructions; work activity recording and delegation to others; handovers)

Element C2.2 Maintain The Necessary Conditions For An Effective And Safe Working Environment

Performance Statements

In achieving this Unit you must have:

- determined if the working conditions and the use of resources satisfy current legislation
- effectively maintained all relevant maintenance procedures
- effectively maintained all relevant health, environment and safety procedures
- dealt effectively with accidents and incidents
- accurately identified and taken appropriate action on potential or actual breaches of requirements
- identified and made appropriate recommendations to relevant personnel on improving conditions
- effectively maintained appropriate and clear (written and computer-based) records
- effectively communicated with all relevant personnel
- taken appropriate action to improve system efficiency
- worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to interpret and maintain conditions relating to the work environment, equipment, materials, procedures, special needs
- how to interpret and implement relevant legislation (eg health, environment, hygiene and safety legislation; industry specific legislation; approved codes of practice; organisational policies, practices and procedures; environmental legislation)
- how to access and interface with the relevant personnel (to include line managers, staff representatives, colleagues, customers, suppliers, those for whom you have responsibility)

Unit C5 Control Emergencies and Critical Situations

This Unit is about controlling emergencies and critical situations.

C5.1 Maintain A State Of Readiness

C5.2 Control Critical Situations

C5.3 Coordinate The Response To Emergencies

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

Unit Scope

Candidates must prove competence across the following items as appropriate to the workplace and Evidence Specification:

- individual operation
- team operation
- consideration of H2S and other toxic substances
- maintaining communication
- reacting to on-site emergencies

In addition, the following terms in bold relate directly to those shown in bold in the Performance Statements.

Safe Systems of Work must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems.

Unit-wide Knowledge

- How to use Safe Systems of Work processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
- How to select, use and care for PPE (to include sight/hearing protection, coveralls, gloves, footwear, hard hats, respirators)
- The implications of statutory (eg HASAWA and COSHH) and organisational requirements
- How to interpret operational requirements (eg policies, procedures, instructions, codes of practice, standards, schedules)
- Emergency procedures for the installation
- Plant layout and its integration with other complex processes and systems
- The internals of equipment and their function and operation

- Methods and consequences of isolation and depressurisation
- Functioning of remote process control (to include instrumentation and logic)
- Normal operating parameters and their tolerances
- How to access and interpret drawings and manuals regarding the plant
- The composition and properties of produced fluids and gases (to include toxicity, flammability, SG, temperature)
- The reactions taking place and the effect of changes to the physical and chemical properties
- The effects of changes in ambient conditions on plant operation
- The principles and effect of hydrocarbon hydrate formation, prevention and dispersion
- The operation of and potential implications of the Emergency Shutdown control systems
- The operation of and potential implications of the Fire and Gas control systems
- The effect and potential implications of loss of any system and its reinstatement
- Consequences of emissions to the environment

Element C5.1 Maintain A State Of Readiness

Performance Statements

In achieving this Unit you must have:

- effectively accessed current emergency procedures and reported all anomalies
- identified all conditions which may affect the emergency response
- effectively handed over all safety critical information
- correctly taken part in drills and exercises
- worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to access and interpret the status of the appropriate equipment and systems (to include detection, protection, communications, evacuation)
- how to access and interpret the status of operations and simultaneous operations
- how to access and interpret information on weather conditions
- how to access and interpret information on the availability of key emergency response personnel

Element C5.2 Control Critical Situations

Performance Statements

In achieving this Unit you must have:

- identified developing and existing critical situations
- activated all relevant alarms and taken actions appropriate to the situation
- effectively monitored the situation and minimised risks to personnel, process, plant and equipment
- reported the critical situation correctly
- worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- the operation of and potential implications of the Emergency Shutdown control systems
- the operation of and potential implications of the Fire and Gas control systems

Element C5.3 Coordinate The Response To Emergencies

Performance Statements

In achieving this Unit you must have:

- accurately identified and immediately taken the actions required to make the situation safe
- activated all relevant alarms
- effectively communicated all relevant information and instructions
- clarified and acted upon information received
- recorded critical information
- worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to react appropriately (to include make safe; isolate; shutdown; evacuate the work area; informing connecting installations and others; do nothing; activate internal emergency response teams; inform duty personnel; inform adjacent facilities; activate Emergency Shutdown; account for people)
- those who must be contacted and how to contact them

Unit C7 Create, Maintain And Enhance Productive Working Relationships

This Unit is about creating, maintaining and enhancing productive working relationships with your line managers, staff representatives, colleagues, customers and suppliers.

C7.1 Create and Enhance Productive Working Relationships

C7.2 Enhance Productive Working Relationships with One's Immediate Manager

C7.3 Carry Out Work Handovers

During this work you must take account of the relevant worksite operational requirements, procedures and Safe Working Practices AS THEY APPLY TO YOU.

Unit Scope

Candidates must prove competence across the following items as appropriate to the workplace and Evidence Specification:

- individual operation
- team operation
- consideration of H2S and other toxic substances
- maintaining communication
- reacting to on-site emergencies

In addition, the following terms in bold relate directly to those shown in bold in the Performance Statements.

Safe Systems of Work must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems.

Unit-wide Knowledge

- How to use Safe Systems of Work processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)
- The implications of statutory (eg HASAWA and COSHH) and organisational requirements
- How to interpret operational requirements (eg policies, procedures, instructions, codes of practice, standards, schedules)

Element C7.1 Create And Enhance Productive Working Relationships

Performance Statements

In achieving this Unit you must have:

- made clear efforts to establish and maintain productive working relationships
- provided opportunities to discuss work-related matters with relevant people
- provided opportunities to discuss personal problems
- provided useful advice within limits of own responsibility and expertise
- referred individuals to specialists where appropriate
- dealt effectively with differences
- effectively communicated changes in operational requirements
- encouraged individuals to offer ideas and views and afforded them due recognition
- provided clear reasons to individuals where ideas and views are not progressed
- worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- the main components of productive working relationships
- the limits of your own responsibility and expertise
- how to deal with differences
- how to communicate effectively
- how to progress ideas and views on behalf of individuals

Element C7.2 Enhance Productive Working Relationships with One's Immediate Manager

Performance Statements

In achieving this Unit you must have:

- effectively communicated all relevant information on activities, progress, results and achievements to your immediate manager
- effectively sought information and advice from your immediate manager

- effectively presented clear proposals
- accurately analysed rejected proposals and, where appropriate, put forward alternatives
- made clear efforts to avoid damaging your relationship with your immediate manager where disagreements occur
- sought ways of improving the relationship with your immediate manager
- effectively carried out your job role
- worked safely and in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- what your job role is and the limits of your responsibilities
- what your immediate manager's job role is and the limits of his/her responsibilities
- how to present proposals and analyse results of discussions of those proposals
- how to avoid damaging your working relationships
- how to improve your working relationships

Element C7.3 Carry Out Work Handovers

Performance Statements

In achieving this Unit you must have:

- effectively recorded all relevant information
- ensured that information given to you on current operational status is accurate and complete
- ensured that information given by you on current operational status is accurate and complete
- effectively communicated all relevant operating instructions
- left your work area clean and hazard free
- worked safely and in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and Understanding

You must know and understand:

- how to work with and within the Safe Systems of Work system
- how to identify/control/minimise work area hazards and reduce risks to ALARP
- the relevant personnel who are to give/receive information to/from you

Acknowledgements

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