

COGMP1 - SQA Unit Code DE1C 04

Perform pre-measurement processes operations



Overview

This unit is about your contribution to the preparation for carrying out maintenance, inspection, calibration or proving activities relating to the process and associated plant.

This unit deals with the following:

- 1 Preparing for worksite attendance
- 2 Performing pre-job worksite inspection and Risk Assessment
- 3 Scheduling activities

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

Previous Version:

Unit 1 National Occupational Standards in Measurement Processes – May 2003

Performance criteria

You must be able to:

- P1 work safely in accordance with operational requirements
- P2 confirm that the worksite complies with relevant safety requirements
- P3 confirm the scope and definition of work with relevant documentation and staff
- P4 ensure all relevant documentation to be in place and valid
- P5 select and ensure fitness for purpose of all equipment and consumables
- P6 safely store and secure the equipment and consumables prior to transportation to worksite
- P7 make arrangements for the safe transportation of equipment to worksite
- P8 establish nature, location and specification of equipment to be worked on and check access arrangements
- P9 identify and check any potential problems and deviations from normal practices with appropriate personnel
- P10 accurately record the pre-job status in the appropriate log books
- P11 accurately complete a Risk Assessment
- P12 obtain the Permit to Work and other relevant permissions
- P13 effectively ensure a safe working environment for self and others by positioning of equipment
- P14 agree the safe disposal of waste materials with worksite personnel
- P15 ensure and agree own understanding of client requirements
- P16 effectively plan and sequence the activity
- P17 promptly identify and respond to contingencies

Knowledge and understanding

You need to know and understand:

- K1 how to access and interpret all documentation relevant to worksite safety compliance
- K2 how to confirm the scope of work, e.g. agreed procedures/method statement, resource, requirement, time allocation, and with whom
- K3 how to confirm that the worksite complies with safety requirements
- K4 the appropriate actions to take where the worksite does not comply with all safety requirements
- K5 how to select and ensure fitness for purpose of all equipment e.g. availability, appropriate certification, worksite approved, compliance with the appropriate classification of hazardous areas, compatibility with process application, type of job to be performed, types of reference devices, type of measurements, types of product on worksite, accuracy and precision required, compatibility with client's systems, traceability pack, fittings, consumables, product disposal
- K6 how to select, prepare and interpret supporting documentation e.g. system documentation, Process and Instrumentation Diagrams, electrical loop drawings
- K7 the principles and purpose of pre-job inspection
- K8 how to access, interpret and complete the appropriate log books and other documentation
- K9 the principles and purpose of Risk Assessment. To include the procedures, documentation, primary hazards, hazardous substances, safe location of equipment and area classification
- K10 your own responsibilities for the scope of work
- K11 agreed calibration and verification procedures
- K12 equipment maintenance, manufacturer's safety data, operating instructions
- K13 how to establish site safety and operating procedures including safe lone working
- K14 the product pipework routes, isolating valve location and operating procedures
- K15 how to plan and sequence activities to minimise disruption to client plant operation. To include the sequence of events for the day/week/month, worksite work patterns, client equipment availability, availability of consumables, meal and rest breaks, work output and time available
- K16 how to identify and respond to contingencies. To include schedule alterations, third party assistance, equipment, spares' and consumables' availability, calibration status and maintenance schedules, cost effective use of time and changes in worksite work plan

Additional Information

Scope/range related to knowledge and understanding

- 1 the applicable codes of practice and guidelines
- 2 the product knowledge, handling characteristics and procedures
- 3 the worksite safety requirements and procedures. To include requirement for worksite safety induction, worksite entry arrangements, Permit to Work system, worksite safety regulations for contractors, worksite survey
- 4 how to select, use and care for Personal Protective Equipment (PPE) including sight/hearing protection, gloves, footwear, hard hats, appropriate work wear
- 5 current legislative requirements and organisational requirements
- 6 emergency shutdown procedures
- 7 nature and location of worksite services
- 8 limits of own authority and procedures in the event of breaching those limits
- 9 how to interpret operational requirements, e.g. policies, procedures, instructions, codes of practice, standards, schedules

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Suite Measurement Processes

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