

COGDO5 - SQA Unit Code FA78 04

Handling non-routine information on plant condition in downstream operations



Overview

This unit is about your competence in handling non-routine information relating to the condition of process plant and equipment. This includes rotating, non-rotating and storage, heat transfer and control equipment.

This unit deals with the following:

- 1 Diagnose faults affecting plant conditions
- 2 Take non-routine field readings on plant conditions
- 3 Communicate non-routine information on plant conditions

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

Previous version:

Adapted from Unit 5 of Refinery Field Operations NOS – version April 2005

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Performance criteria

You must be able to:

- P1 perform all relevant checks
- P2 gather all relevant information from the appropriate sources
- P3 analyse the problem in a systematic and effective manner
- P4 interpret the available information and provide relevant solutions to the problem
- P5 establish and record the actions required to solve the problem
- P6 inform all relevant people of the problem, its solution and any possible impact on them
- P7 correctly take the appropriate field readings
- P8 correctly fit any additional monitoring equipment
- P9 inform all relevant people that the field readings are being taken and of any possible impact on them
- P10 prepare accurate and clear records after taking readings within an appropriate timescale
- P11 provide prompt, accurate and clear information on plant status to the appropriate people
- P12 pass records to the appropriate people where no further personal action is required
- P13 complete all relevant documentation
- P14 work safely in accordance with operational requirements

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Knowledge and understanding

You need to know and understand:

- K1 how to select, use and care for PPE (e.g. sight/hearing protection, gloves, footwear, hard hats, respirators)
- K2 the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- K3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- K4 how to work with and within the Permit to Work system
- K5 the operating principles of relevant equipment (to include rotating, non-rotating and storage, heat transfer, control)
- K6 how to perform the relevant checks (to include visual inspection, equipment integrity test, line-up)
- K7 how to access relevant information (e.g. process and instrumentation diagrams, plant and equipment operating procedures, plant operating manuals)
- K8 how to identify, gather and understand information which is relevant to the problem
- K9 how to access and gain information from the relevant sources (e.g. appropriate people, readings, surveys, records, reports, field observation)
- K10 the possible causes to be investigated and the order of priority
- K11 the most likely cause of the problem and the appropriate actions to implement
- K12 the consequences should the fault not be rectified
- K13 how to implement a systematic and effective analysis
- K14 the operating principles, conditions and parameters of the relevant plant
- K15 the need for, and possible outcome of, surveys
- K16 how to access, interpret and contribute to equipment records
- K17 what actions to take on identification of abnormal results
- K18 the consequences of not producing written and verbal reports within the required timescale
- K19 how to use log books and data sheets effectively
- K20 the importance of communication
- K21 the consequences of poor and inaccurate communication
- K22 when and how communication links should be used between field operators and others

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Developed by Cogent

Version number 1

Date approved October 2009

Indicative review date October 2011

Validity Current

Status Original

Originating organisation Cogent

Original URN DO5

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

Suite Downstream Operations

Key words handle, non-routine, information, plant, conditions, equipment, faults, diagnosis, safety