

# COGDO9 - SQA Unit Code FA79 04

## Prepare for maintenance in downstream operations



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### Overview

This unit is about your competence in preparing plant for others to maintain.

This unit deals with the following:

- 1 Prepare equipment
- 2 Prepare the work area
- 3 Accept back equipment

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 9 of Refinery Field Operations NOS – version April 2005

**Performance  
criteria**

- You must be able to:*
- P1 communicate effectively with appropriate personnel
  - P2 isolate the correct items from both process and energy source
  - P3 correctly dispose of equipment contents in accordance with procedures
  - P4 follow the Permit to Work procedures
  - P5 supply the maintenance personnel with all relevant information
  - P6 complete all relevant documentation
  - P7 securely shield any equipment that could be adversely affected by maintenance activities
  - P8 cordon off work areas as appropriate
  - P9 prepare the work area as specified in the Permit to Work procedures
  - P10 correctly and promptly cancel the permits when conditions are adversely changed
  - P11 confirm that work area preparations are complete
  - P12 ensure that the Permit to Work conditions are fully met
  - P13 confirm that the work on plant and equipment is complete
  - P14 identify any outstanding problems and reported these to the appropriate personnel
  - P15 check the integrity of equipment before accepting back
  - P16 work safely in accordance with operational requirements

**Knowledge and understanding**

*You need to know and understand:*

- K1 how to select, use and care for PPE (e.g. sight/hearing protection, gloves, footwear, hard hats, respirators)
- K2 the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- K3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- K4 the equipment relevant to your work area (to include rotating; non-rotating; heat transfer; control)
- K5 how to carry out checks and tests (e.g. visual inspection; line up; equipment integrity tests)
- K6 how to work with and within the Permit to Work system
- K7 how to communicate effectively (e.g. details of equipment to be prepared; advising on significant delays)
- K8 the information required by maintenance personnel for the equipment to be worked on
- K9 the isolation techniques for all relevant items of equipment
- K10 how to identify and deal with abnormal occurrences during isolation, draining, purging, flushing and venting
- K11 the importance of: complying with statutory regulations; site procedures being implemented; following Permit to Work procedures
- K12 the effect of operating conditions on equipment preparation
- K13 the operating principles of relevant equipment
- K14 the operating conditions and parameters
- K15 how to identify hazards within the work area
- K16 how and when to cordon off a work area
- K17 how hazardous conditions can arise in a previously prepared area
- K18 the implications of commencing work in an area that is not prepared
- K19 why controlled entry to work area is required
- K20 why people need to be informed of work about to commence
- K21 the operating conditions of relevant equipment which may impact on the work area
- K22 why work area must be handed back in accordance with the permit conditions
- K23 why permits associated with the activity have to be completed
- K24 the implications of accepting back incomplete equipment
- K25 how the operation of incomplete equipment affects the work activity

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**Suite** Downstream Operations

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**Key words** prepare, maintenance, work area, accept back, plant