

# COGDO10 - SQA Unit Code FA7C 04

## Carrying out maintenance within agreed scope of authority in downstream operations



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### Overview

This unit is about carrying out maintenance within the scope of your own responsibility and authority.

This unit deals with the following:

- 1 Carry out non-routine maintenance
- 2 Carry out routine maintenance

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 10 of Refinery Field Operations NOS – version April 2005

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#### **Performance criteria**

*You must be able to:*

- P1 identify abnormal performance
- P2 monitor and record faults
- P3 take appropriate corrective action
- P4 request help from appropriate personnel
- P5 obtain all documentation which allows the maintenance to be carried out
- P6 ensure that routine maintenance has minimal effect on production objectives
- P7 consult written records and relevant personnel as appropriate
- P8 carry out maintenance, using appropriate tools, in accordance with procedures and schedules
- P9 complete all relevant documentation
- P10 leave plant and equipment in a safe condition
- P11 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 plant and equipment operating procedures
- K5 the types of equipment to be maintained (to include rotating, non-rotating, heat transfer, control)
- K6 operating principles of all relevant equipment
- K7 how to work with and within the Permit to Work system
- K8 why it is necessary to follow site procedures (e.g. use of log books, check sheets)
- K9 the importance of using correct work methods and hand tools
- K10 the importance of using the correct materials
- K11 why relevant personnel have to be informed of equipment status
- K12 the limits of your own responsibility and authority
- K13 why work has to be carried out under permit control

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

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**Suite** Downstream Operations

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**Key words** carry out, maintenance, routine, non-routine, scope, responsibility, authority

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