

COGPEM26 - SQA Unit Code FP3J 04

Hand over process engineering plant and equipment



Overview

This unit is about your competence in completing safe and effective hand over of plant and equipment. It includes the hand over to others and your acceptance and confirmation of responsibility for the control of the plant and equipment. This unit is common to the Electrical, Mechanical and Instrument & Control disciplines.

This unit deals with the following:

- 1 Hand over plant and equipment
- 2 Accept and confirm responsibility for the control of 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.

Previous Version:

Adapted from Unit C3.1 of Process Engineering Maintenance NOS – version February 2004.

This unit is a tailored version of an Electrical unit produced by the ECITB from the OSC Eng Engineering Competence Standards (ECS 7.03 & 7.02) which was originally designated MPS Elec 16.

Performance criteria

- You must be able to:*
- P1 work safely at all times, complying with health and safety and other relevant regulations and guidelines
 - P2 confirm and define the condition of the engineering products or assets in accordance with specifications
 - P3 clearly define and obtain agreement on the moment of transfer of responsibility
 - P4 communicate hand over of control as specified
 - P5 produce and maintain records of the hand over in accordance with organisational procedures
 - P6 make sure that the information received at hand over is accurate, up-to-date and complete
 - P7 seek additional information if there are any areas of doubt or lack of clarity
 - P8 provide proper support and co-ordination to those transferring control
 - P9 confirm and record acceptance of responsibility and control in line with agreed procedures

Knowledge and understanding

You need to know and understand:

- K1 you must have a working knowledge and understanding of what your responsibilities are in respect of Health, Safety and Environment. This should include the limits of your personal responsibility, your legal responsibility for your own health and safety and the health and safety of others
- K2 you must have a working knowledge of the relevant regulations and the safe working practices and procedures required within your work area
- K3 you must have a working knowledge and understanding of the types of support through your working relationships that can be offered to those transferring control
- K4 you must have a working knowledge and understanding of the hand over procedures for products or assets. This should include when the hand over should occur, how to confirm the precise moment of transfer, and why it is important to define the precise moment of transfer
- K5 you must have a working knowledge and understanding of the record and documentation systems and procedures. This should include the level of detail on the condition of engineering products/assets as required by different parties, how to confirm that information received at hand over is accurate and complete, and what the types of situation are where additional information and clarification might be required
- K6 you must have a working knowledge and understanding of your responsibilities with regard to the reporting lines and procedures in your working environment

Additional Information

Scope/range related to performance criteria

- 1 The level and extent of responsibility is limited to working within clearly defined specifications for hand over situations. In some cases, you may still be expected to refer to others for final authorisation, even though you remain responsible for identifying and implementing decisions
- 2 The type of products or assets could include:
 - 2.1 Systems & sub-systems
 - 2.2 Process equipment
 - 2.3 New installations
- 3 The hand over procedures and environments may be under operational or non-operational conditions. A typical example of a hand over during operational conditions could be:
 - 3.1 Shift changes on continuous process plants

A typical example of hand over under non-operational conditions could be:

 - 3.2 Between maintenance and operational teams at the end of an overhaul
 - 3.3 Hand-over of a large on-going maintenance project
 - 3.4 Hand over from in-house maintenance teams to outside specialists
 - 3.5 Shift to shift
- 4 The parties to hand over to could include:
 - 4.1 Clients
 - 4.2 Production operations
 - 4.3 Maintenance engineers
 - 4.4 Line supervisors
- 5 The Complexity of hand-overs could include:
 - 5.1 written
 - 5.2 Oral
 - 5.3 Test documentation

Scope/range related to knowledge and understanding

The Knowledge and Understanding levels expressed indicate the minimum level of knowledge and understanding sufficient to perform your role in a manner that would normally be associated with the minimum acceptable performance of a competent person undertaking your role.

The expression "working knowledge and understanding" indicates you are able to:

- 1 Identify and apply relevant information, procedures and practices to your usual role in your expected working environments needing only occasional recourse to reference materials
- 2 Describe, in your own words, the principles underlying your working methods. This does not mean the ability to quote "Chapter and verse". Rather you must know what supporting information is available, how and where to find it and from whom to seek further guidance and information confirm any additional required detail
- 3 Interpret and apply the information obtained to your role, your working practice and in your expected working environment

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Suite Process Engineering Maintenance

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