

COGPEM76 - SQA Unit Code FP6G 04

Identify and suggest improvements to working practices and procedure whilst maintaining instrument and control systems



Overview

This unit is about your competence in identifying and suggesting improvements. You will be required to collect and assess information on current practices and suggest opportunities for improvement by following agreed company procedures.

This unit deals with the following:

1. Identify and suggest improvements to working practices and procedure whilst maintaining instrument and control systems

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 I3.12 of Process Engineering Maintenance NOS – version February 2004 This unit is a contextualised version of a unit produced by the OSC Eng Engineering Competence Standards which was originally designated ECS 1.23.

COGPEM76 - SQA Unit Code FP6G 04

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Performance criteria

- You must be able to:*
- P1 take into consideration health and safety and other relevant regulations and guidelines
 - P2 collect information and feedback on current working practices and procedures
 - P3 assess current working practices and procedures against agreed standards
 - P4 identify opportunities for improving working practices and procedures
 - P5 make suggestions for improvements that are realistic and which indicate the benefits that might be achieved
 - P6 ensure that suggested improvements meet organisational requirements
 - P7 present suggestions for improvements in accordance with organisational procedures
 - P8 contribute to discussions about work practices and quality

COGPEM76 - SQA Unit Code FP6G 04

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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 sources of information that are available from the: company records, company procedures, clients, personal experience, tool box talks
- K4 you must have a working knowledge and understanding of work improvement methods and techniques that are set by your company
- K5 you must have a working knowledge and understanding of organisational structure, improvement systems and procedures that are set by your company
- K6 you must have a working knowledge and understanding of presentation of information as described by the company procedures
- K7 you must have a working knowledge and understanding of the working relationships taking account of the organisation structure, the individuals and any external influences
- K8 you must have a working knowledge and understanding of your responsibilities with regard to the reporting lines and procedures in your working environment

COGPEM76 - SQA Unit Code FP6G 04

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Additional Information

Scope/range related to performance criteria

1. The engineering activities will be within your own area expertise and contained within the oil and gas, chemicals manufacture and petroleum industries.
2. The complexity of activities will be those processes and systems on which the maintenance activities are being conducted.
3. The type and range of improvements to be identified will involve the changes to existing procedures and processes covering safety, quality, time and cost.
4. The methods for identifying improvements may include use of senses, discussions at tool box talks and own work practices.
5. The presentation techniques will be in line with company procedures.

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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