

COGDO17 - SQA Unit Code H38G 04

Responding to abnormal process conditions in downstream operations



Overview

This unit is about your ability to respond appropriately to abnormal process conditions.

This unit deals with the following:

- 1 Diagnose problems affecting process conditions
- 2 Correct abnormal process conditions
- 3 Communicate information on actions taken

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 17 of Refinery Field Operations NOS – version April 2005

Performance criteria

- You must be able to:*
- P1 obtain all possible relevant information from appropriate sources
 - P2 inform appropriate people of the problem
 - P3 analyse the problem in a systematic manner
 - P4 draw logical conclusions based on accurate interpretation of the available information
 - P5 make and record useful recommendations for action to solve the problem
 - P6 take prompt, appropriate and effective action after the investigation
 - P7 monitor the corrective action until normal process condition is re-established
 - P8 respond appropriately to changing conditions
 - P9 maintain process integrity
 - P10 minimise waste and damage
 - P11 seek assistance from relevant people where appropriate
 - P12 work safely in accordance with operational requirements
 - P13 inform appropriate personnel of actions taken
 - P14 ensure that the communication is clear, accurate complete and prompt
 - P15 complete all relevant documentation

Knowledge and understanding

You need to know and understand:

- K1 the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- K2 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- K3 the operating principles of the process and control systems
- K4 how to work with and within the Permit to Work system
- K5 the appropriate sources of information (e.g. readings, records, reports, field observations, statements from colleagues)
- K6 how to adopt a systematic approach to problem analysis
- K7 how to interpret all available information and make useful recommendations to solve the problem
- K8 how to find out the appropriate action to take and whom to inform about it
- K9 the operating principles of trip systems and logic sequences
- K10 the start-up and shut-down procedures
- K11 the meaning of process integrity and how to maintain it
- K12 how to minimise waste and damage and the importance of doing that
- K13 the type of information to communicate to others (e.g. process conditions, equipment)
- K14 the type of communication to use (e.g. telephone, written, IT)
- K15 the appropriate documentation to complete (e.g. log books, data sheets)

Additional Information

Scope/range

Diagnosing problems that may occur in your work area e.g.:

- 1 Process conditions
- 2 Control systems
- 3 Interaction with other work areas
- 4 Climatic conditions
- 5 Process materials and contaminants

Taking corrective action e.g.:

- 6 Instructing field operators to take control of local equipment
- 7 Initiating a shutdown
- 8 Starting stand-by equipment
- 9 Controlling process using alternative modes of control

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