

<b>TSC Category</b>	Process Operations Management					
<b>TSC</b>	Operations Reporting Protocol Application					
<b>TSC Description</b>	Perform operations reporting in accordance with the organisation's communication protocol, procedures and systems					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
	ECM-POM-1004-1.1	ECM-POM-2004-1.1	ECM-POM-3004-1.1	ECM-POM-4004-1.1	ECM-POM-5004-1.1	
	Recall reporting procedures and timings as per established organisational procedures, schedules and practices to follow routine logging, reporting and record keeping	Identify reporting procedures and timings as per established organisational procedures, schedules and practices to conduct routine logging, reporting and record keeping	Implement reporting procedures and timings as per established organisational procedures, schedules and practices to coordinate routine logging, reporting and record keeping	Interpret and analyse trends of operations reports to supervise routine logging, reporting and record keeping	Evaluate key performance data, production profiles, equipment operation details from operations reports to identify opportunities for process improvement and optimisation	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Principles of operations and reporting data</li> <li>Reporting protocol</li> <li>Organisational reporting procedures</li> </ul>	<ul style="list-style-type: none"> <li>Reporting procedures and standards</li> <li>Record keeping systems, standards and procedures</li> <li>Methods of reporting key data</li> <li>Principles of process data and parameters</li> <li>Standard units of measurement for process parameters</li> </ul>	<ul style="list-style-type: none"> <li>Types of operation reports</li> <li>Report structure and protocols</li> <li>Methods of displaying data</li> <li>Routine logging and record keeping methods</li> <li>Report structure methods</li> </ul>	<ul style="list-style-type: none"> <li>Methods of supervising operation reports and logs</li> <li>Methods of reviewing trend analyses</li> <li>Methods of reviewing reports</li> </ul>	<ul style="list-style-type: none"> <li>Critiquing report techniques</li> <li>Data validation and correlation analysis methods</li> <li>Methods of analysing reports and data</li> <li>Methods of developing high level reports</li> </ul>	
<b>Abilities</b>	<ul style="list-style-type: none"> <li>Follow routine logging, reporting and record keeping of field process parameters indicated by local instrumentation</li> <li>Assist in plant data and information collection</li> </ul>	<ul style="list-style-type: none"> <li>Conduct routine logging, reporting and record keeping of field process parameters indicated by local instrumentation</li> <li>Input data into the organisation's information management system</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate routine logging, reporting and record keeping of field process parameters indicated by local instrumentation</li> <li>Identify objectives of reports in accordance with organisational procedures</li> </ul>	<ul style="list-style-type: none"> <li>Supervise routine logging, reporting and record keeping of field process parameters indicated by local instrumentation</li> <li>Review report logs and records</li> </ul>	<ul style="list-style-type: none"> <li>Review and analyse data and operation reports to formulate robust conclusions</li> <li>Validate report data and information</li> <li>Identify opportunities for process improvement and optimisation</li> </ul>	