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| TSC Category | Process Operations Management | | | | | |
| TSC | Standard Operating Procedure Development and Implementation | | | | | |
| TSC Description | Develop Standard Operating Procedures (SOPs) and implement procedures to ensure that process operational tasks for all modes of plant operation are performed correctly and consistently in accordance with regulatory and organisational objectives | | | | | |
| TSC Proficiency Description | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 | Level 6 |
| | ECM-POM-1009-1.1 | ECM-POM-2009-1.1 | ECM-POM-3009-1.1 | ECM-POM-4009-1.1 | ECM-POM-5009-1.1 | ECM-POM-6009-1.1 |
| | Identify Standard Operating Procedures (SOPs) to assist in process operational tasks | Apply Standard Operating Procedures (SOPs) to carry out process operational tasks during all modes of plant operations | Interpret and maintain Standard Operating Procedures (SOPs) to ensure effective implementation of SOPs for process operational tasks during all modes of plant operations | Develop Standard Operating Procedures (SOPs) to ensure process operational tasks for all modes of plant operations are performed correctly and consistently in accordance with regulatory requirements and organisational objectives | Review Standard Operating Procedures (SOPs) for process operational tasks to ensure compliance with regulatory requirements and organisational objectives and for continuous improvement | Set direction of Standard Operating Procedures (SOPs) to endorse SOPs and review continuous improvement recommendations |
| Knowledge | <ul style="list-style-type: none"> Plant SOPs, systems and procedures Plant operating principles Modes of plant operations including steady state, start-up and shutdown Types of process unit operations, equipment and systems | <ul style="list-style-type: none"> SOPs, policies and procedures in the workplace Methods of applying SOPs in the workplace Working principles of process unit operations and equipment including start and stop modes Step-by-step process of pre-checks on equipment and systems prior to start or stop Methods of recording SOP related activities Radio protocol | <ul style="list-style-type: none"> Principles and scope of SOPs for all modes of plant operations Principles of operating parameters and equipment operating procedures Principles of shutdown and protection limits for process units and utilities Methods of using equipment vendor user guides and manuals Methods of detecting non-conformance of SOPs Radio protocol | <ul style="list-style-type: none"> Regulatory requirements and organisational objectives Interconnections between process units and equipment Design and operating limits of process units and equipment Start-up and shutdown recommendations from equipment and systems vendors Emergency shutdown and protection limits within the process Methods of developing permissive check lists and step-by-step procedures Identifying tag numbers and references process units, utilities, systems | <ul style="list-style-type: none"> Regulatory requirements and organisational objectives Industry best practices related to process operations and SOPs for operational tasks Document control management Audit and compliance requirements Management of Change (MOC) and consequences to SOPs Methods of reviewing and maintaining as-built procedures | <ul style="list-style-type: none"> Regulatory requirements and organisational objectives Industry best practices related to process operations SOPs Organisational structure, roles and responsibilities in the development and implementation of SOPs Document control management |

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

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| | | | | <ul style="list-style-type: none"> • Management of Change (MOC) and consequences to SOPs • Document control management • Policies, standards and procedures relating to SOPs | | |
| Abilities | <ul style="list-style-type: none"> • Follow SOP activities to assist in process operational tasks during plant operations • Assist in step-by-step pre-checks | <ul style="list-style-type: none"> • Apply SOPs during plant operations including start-up, shutdown of plant equipment and systems • Apply step-by-step processes of pre-checks • Maintain effective radio communications with control rooms • Record and log actions | <ul style="list-style-type: none"> • Coordinate process operational tasks in accordance with SOPs during plant operations including start-up, shutdown of plant equipment and systems • Coordinate, control and record process operational tasks in accordance with SOPs • Review activity logs to ensure conformance to SOPs • Recommend SOPs improvements • Ensure effective radio communication with field operations and other interfaces | <ul style="list-style-type: none"> • Develop SOPs in accordance with regulatory requirements and organisational objectives • Organise and plan process operational tasks in accordance with SOPs • Maintain SOP records and documents within the organisation's document management system • Support roll-out, implementation and ongoing improvements, ensuring compliance and use in the workplace • Assist in the review and recommendation of improvements for the development and implementation of SOPs | <ul style="list-style-type: none"> • Organise and plan for SOPs reviews and updates • Manage SOPs in line with plant operations and process change activities • Review changes to SOPs due to Management of Change (MOC) • Recommend improvements on the development and implementation of SOPs • Perform SOPs compliance audit | <ul style="list-style-type: none"> • Endorse SOPs including documentation control and systems • Set key performance indicators (KPIs) for SOPs compliance • Review compliance audit reports and advocate improvement action plans if necessary • Translate industry best practices into SOPs development and implementation processes • Review and endorse recommendations for improvements on SOPs |