

40457**Carry out and receive shift-to-shift handover of operational plant in the energy and chemical industry**

Kaupae Level	4
Whiwhinga Credit	4
Whāinga Purpose	<p>This skill standard is intended for people working as boiler operators and energy and chemical process operators in an energy and chemical plant.</p> <p>People credited with this skill standard are able to: describe the purpose of and plan for shift-to-shift handover of operations; and carry out and receive shift-to-shift handover of operational plant.</p> <p>This skill standard can be used in the New Zealand Energy and Chemical qualifications at Level 4 and above.</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Describe the purpose of and plan for shift-to-shift handover of operations.	a. Describe the purpose of handover.
	b. Describe types of shift handovers in terms of their reasons.
	c. Describe the format for recording handover.
	d. Describe sources and purpose of relevant information available during the shift for use in handover activities.
2. Carry out shift-to-shift handover of operational plant.	a. Collate and record information relevant to area of responsibility, and hand over in accordance with organisational requirements.
	b. Confirm recipient's understanding of the relayed handover information and address any clarifications as needed.
3. Receive shift-to-shift handover of operational plant.	a. Cross check hand over information against indicated plant status.
	b. Resolve any operational issues in order of priority.
	c. Review relevant historical information where required.
	d. Communicate status with other parties where required.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

- evidence for the practical components of this skill standard must be supplied from the workplace.
- evidence for all outcomes must be presented in accordance with organisational requirements.
- Learning Outcome 2: evidence of three (3) handovers is required.
- Learning Outcome 3: evidence of three (3) handovers is required.
- 1d: shift log, permit system, reports, operational instructions.

Definitions:

Energy and chemical plant may be in – petrochemical, agri-nutrient, power generation, dairy processing, meat processing, and wood fibre manufacturing, or other plants that operate with a combination of high temperatures, pressures, steam and/or chemicals in gas, liquid or solid form.

Organisational requirements – documented policies and procedures. These may include: equipment manufacturers' procedures; plant procedures; suppliers' instructions; site signage; codes of practice; company health and safety plans; on site briefings; and supervisor's instructions. This includes all regulatory and legislative obligations that apply to the plant.

Plant – the operational unit, equipment and/or workplace at which the person is working.

Shift-to-Shift Handover – formal handover which is conducted between incoming and outgoing shift teams to ensure that the current plant operational status is clearly communicated.

Ngā momo whiwhinga | Grades available

Achieved

Ihirangi waitohu | Indicative content

- Shift to shift handover information, such as – shift handover report, critical information, status of operations, abnormal plant conditions, plant limiting conditions, outstanding overrides, alarm status, outstanding critical operating tasks or routines, outstanding maintenance activity, state of work control documents, upcoming operational requirements, operational priorities, process safety related issues, safety related issues, isolated or unavailable equipment, environmental related issues, historical information.

Rauemi | Resources

Legislation and regulations relevant to this skill standard include but are not limited to:

- Health and Safety at Work Act 2015;
 - Health and Safety at Work (Hazardous Substances) Regulations 2017 (HSWA);
 - Resource Management Act 1991;
- and any subsequent amendments.

Pārongo Whakaū Kouna | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Manufacturing > Energy and Chemical Plant > Operation of Energy and Chemical Plant
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0079

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhītatanga Registration	1	24 April 2025	N/A
Kōrero whakakapinga Replacement information	This skill standard replaced unit standard 32033.		
Rā arotake Planned review date	31 December 2029		

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council at qualifications@hangaarorau.nz to suggest changes to the content of this skill standard.