

Title	Produce and monitor operational and safety procedures for a gas worksite		
Level	5	Credits	8

Purpose	People credited with this unit standard are able to: produce operational and safety procedures for a gas worksite; and monitor and evaluate operational and safety procedures.
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Classification	Gas Industry > Gas Network Operations
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Available grade	Achieved
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Guidance Information

- 1 This unit standard is intended for, but not limited to, workplace assessment. The range statements relate to enterprise specific equipment, procedures, and processes.
- 2 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable manufacturer's specifications, company procedures and legislative requirements.
- 3 Performance of the outcomes of this unit standard must comply with the following:
 - Gas Act 1992;
 - Health and Safety at Work Act 2015;
 - Resource Management Act 1991;
 - Gas (Safety and Measurement) Regulations 2010;
 - AS/NZS 4645.1:2008 *Gas distribution networks – Network management*;
 - AS/NZS 4645.2:2008 *Gas distribution networks – Steel pipe systems*;
 - AS/NZS 4645.3:2008 *Gas distribution networks – Plastic pipe systems*;
 - AS 2885.1-2012 *Pipelines – Gas and liquid petroleum Design and construction*;
 - AS 2885.3-2012 *Pipelines – Gas and liquid petroleum Operation and maintenance*;
 - NZS 7901:2014 *Electricity and gas industries – Safety management systems for public safety*;
 - ISO 9000.
- 4 References
 - Australian standards (AS) may be found at www.standards.org.au;
 - Australian/New Zealand standards (AS/NZS) may be found at www.standards.govt.nz;
 - New Zealand standards (NZS) may be found at www.standards.govt.nz;
 - International Standards Organisation (ISO) standards may be found at www.iso.org.

- 5 Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 6 Definitions
Company procedures mean the documented methods for performing work activities, and include health and safety, operational, environmental, and quality management requirements. They may refer to legislation, regulations, guidelines, standard operating procedures, manuals, codes of practice, or policy statements.

Outcomes and performance criteria

Outcome 1

Produce operational and safety procedures for a gas worksite.

Performance criteria

- 1.1 Existing company procedures are identified to establish the scope of development work.
- Range operational, safety.
- 1.2 Company quality criteria are identified.
- Range may include – ISO requirements, controlled copies, uncontrolled copies, update procedures, custodians, masters, document numbers, document structure, document covers, document format.
- 1.3 The need for the procedure is identified.
- Range may include – safety, operational, commissioning, decommissioning, isolation, emergency, regulatory body requirements, non-routine operation.
- 1.4 Requirements for procedure preparation are identified.
- Range requirements may include – Health and Safety at Work Act, Resource Management Act, ISO 9000, Gas Act, Gas (Safety and Measurement) Regulations, contingency plan.
- 1.5 Operational and safety procedures are drafted.
- Range at least three procedures.
- 1.6 Draft operational and safety procedures are reviewed.
- Range three of – technical review, management review, quality review, field test, safety review.
- 1.7 Operational and safety procedures are completed and issued.

Outcome 2

Monitor and evaluate operational and safety procedures.

Performance criteria

2.1 Operational and safety procedures are monitored for currency and application.

Range monitoring may include – review, historical data, audit.
currency and application may include – frequency, recording, reporting, analysis.

2.2 Data from monitoring is evaluated.

2.3 Evaluation feedback is reported.

2.4 Changes required to procedures are determined.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 November 1997	31 December 2018
Revision	2	3 August 2000	31 December 2018
Review	3	22 October 2002	31 December 2018
Review	4	20 November 2006	31 December 2018
Review	5	17 August 2017	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.