

<b>Title</b>	<b>Describe, carry out, and receive shift to shift handover of operational plant in the energy and chemical industry</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit 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 unit 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>
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<b>Classification</b>	Energy and Chemical Plant > Operation of Energy and Chemical Plant
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<b>Available grade</b>	Achieved
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### Guidance information

- 1 Legislation and regulations relevant to this unit 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.
  
- 2 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.

3 For the purposes of assessment:

- evidence for the practical components of this unit standard must be supplied from the workplace.
- evidence for all outcomes must be presented in accordance with organisational requirements.

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## Outcomes and performance criteria

### Outcome 1

Describe the purpose of and plan for shift to shift handover of operations.

#### Performance criteria

1.1 Describe the purpose of handover.

Range handover of responsibility, continuity of operations, safe operation of plant, isolated or unavailable plant, high risk operations.

1.2 Describe types of shift handovers in terms of their reasons.

Range shift to shift, within shift, shift to management, shift to external authority and/or third party.

1.3 Describe the format for recording handover.

1.4 Describe sources and purpose of relevant information available during the shift for use in handover activities.

Range shift log, permit system, reports, operational instructions.

### Outcome 2

Carry out shift to shift handover of operational plant.

Range evidence of three handovers is required.

#### Performance criteria

2.1 Conduct handover in an articulate, structured, and professional manner.

Range verbal and written and/or electronic, language suitable for the situation, interactive, priority of information, approved location, free from distraction and/or interruption.

2.2 Collate and record information relevant to area of responsibility, and verbally hand over.

Range may include but is not limited to – 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.

2.3 Determine and confirm recipient's understanding of the relayed handover information and respond to feedback.

### Outcome 3

Receive shift to shift handover of operational plant.

Range evidence of three handovers is required.

### Performance criteria

3.1 Cross check hand over information against indicated plant status.

3.2 Resolve any operational issues in order of priority.

3.3 Identify and review relevant historical information where required.

3.4 Communicate status with other parties where required.

<b>Planned review date</b>	31 December 2024
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 February 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0079
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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 the Primary ITO [standards@primaryito.ac.nz](mailto:standards@primaryito.ac.nz) if you wish to suggest changes to the content of this unit standard.