

**National Occupational Standards for
Well Services: Electric Logging
Well Services Technician
Approved by UKCG**



**The Sector Skills Council for the Chemicals, Nuclear, Oil and Gas, Petroleum
and Polymers**

Unit ELT5 : Contribute to Pre-job (Electric Logging) Planning

This unit is about your contribution to pre-job planning. You will be involved in activities such as:

- identifying logging requirements, data standards and outputs
- selecting and planning logging processes and operations

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

Element ELT5.1 : Identify Logging Requirements, Data Standards and Outputs

This element is about gathering the relevant data from your client in order to prepare a project programme.

Standards of Performance

In achieving this element you will have:

- a. accurately identified your client's requirements for data, data accuracy and data outputs
- b. effectively carried out a preliminary investigation into the nature of the project
- c. developed a clear and accurate programme for the project and agreed it with your client
- d. accurately confirmed the availability and compatibility of third party services where required
- e. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to deal with data standards (to include format, transmittal period)
- how to carry out a preliminary investigation into the nature of a project (to include project scope, location, personnel)
- the different types of logging operations and their purpose
- the functional limitations and operating principles of logging tools
- the importance of resolving access and logistics problems
- the services available from third parties
- how to draw up a clear and accurate programme for the project

Element ELT5.2 : Select and Plan Logging Processes and Operations

This element is about selecting and planning the appropriate logging process and operations.

Standards of Performance

In achieving this element you will have:

- a. accurately identified operational and planning constraints
- b. effectively obtained the relevant permissions to carry out the operation
- c. effectively identified and implemented all relevant operational safety requirements
- d. effectively allocated appropriate equipment and notified relevant personnel
- e. effectively updated the plans regarding equipment due to practical circumstances
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to work with and within the Permit to Work system
- any other permissions required and how to obtain them
- who the relevant personnel are regarding the equipment
- the constraints associated with operation and planning (to include scope of operation, environment)
- the implications of the Transport of Goods by Sea and Air Act
- principles of storage and transport of hazardous materials (to include explosives, chemicals, ionising radiations)
- the reasons for updating data distribution

Unit ELT6 : Control Offshore (Electric Logging) Operations

This unit is about controlling offshore logging operations. You will be involved in activities such as:

- preparing for logging operations
- controlling rig up operations

During this work you must take account of the relevant operational requirements and safe working practices **AS THEY APPLY TO YOU**.

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

To fully demonstrate your competence you must generate/gather/present evidence of:

- individual operation
- team operation
- use of PPE
- maintaining continuous communication
- use of cordoned off areas

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

Element ELT6.1 : Prepare for Logging Operations

This element is about preparing for logging operations.

Standards of Performance

In achieving this element you will have:

- a. accurately verified the logging procedure with relevant personnel BEFORE operation
- b. confirmed the availability and status of necessary Permits to Work and other permissions
- c. effectively checked, calibrated and adjusted the equipment
- d. effectively briefed personnel on their role, the logging operation and the safety arrangements
- e. effectively provided all relevant information to affected third parties
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the relevant personnel to deal with (to include logging crew, third parties, client representative)
- the equipment (to include surface, downhole, recording, specialist)
- reasons for checking and calibrating equipment
- how to carry out the checks (to include depth control, logging tool string diagram, weak point rating)
- the types and modes of logging operations
- the operating principles of logging equipment
- the principles and importance of weak point and depth control
- the principles of fishing techniques
- the reasons for preparing tool string diagram
- the importance of and operation of the permit to work system in force
- the safety procedures and requirements in the workplace

Element ELT6.2 : Control Rig-up Operations

This element is about controlling the rig up operations.

Standards of Performance

In achieving this element you will have:

- a. effectively deployed all relevant equipment to sites and given notification to relevant personnel
- b. established, formalised and maintained effective communication procedures
- c. clearly communicated the rig up and installation procedures to all relevant personnel
- d. effectively carried out the rig up and installation procedures within limits of own responsibility
- e. clearly established and maintained safety systems for the supervision of potentially hazardous operations
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the relevant personnel to deal with (to include logging crew, third parties, client representative)
- the types and uses of equipment (to include surface, downhole, recording, specialist, wellhead)
- how to establish, formalise and maintain effective communication procedures
- the hazards likely to be encountered and how they are dealt with
- the limitations of the equipment

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Unit ELT7 : Collect and Verify Logging Data

This unit is about collecting and verifying the accuracy and integrity of logging data. You will be involved in activities such as:

- collecting and recording measurements
- verifying quality and sufficiency of logging data

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

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Element ELT7.1 : Collect and Record Measurements

This element is about collecting and recording logging measurements.

Standards of Performance

In achieving this element you will have:

- a. effectively and accurately carried out the logging operation
- b. effectively consulted specialists where that input has been identified as necessary
- c. accurately confirmed the depth control correlation against existing information
- d. effectively and accurately recorded the logging data and stored it appropriately
- e. effectively checked and monitored all data for quality and sufficiency
- f. taken the appropriate remedial action in the event of equipment failure, malfunction and changes in operating conditions
- g. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of:

- individual operation
- team operation
- use of PPE
- maintaining continuous communication
- use of cordoned off areas

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to optimise the accuracy and content of logging operations whilst minimising disruption
- how to access and interpret depth control information (e.g. cable stretch charts, Z charts, control charts)
- how to identify equipment failure, malfunction and changes in operating conditions and the remedial action available to you (to include report, record, revise, cease operation, emergency procedures)
- how to identify when specialist input is required and how to get it (to include internal, external)
- the types of logging operations and how they are carried out
- the data quality assurance techniques and how they are implemented
- the nature and use of Z charts for depth control
- the reasons for carrying out surface and downhole checks
- the importance of maintaining correct logging rate

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Element ELT7.2 : Verify Quality and Sufficiency of Logging Data

This element is about verifying the quality and sufficiency of logging data.

Standards of Performance

In achieving this element you will have:

- a. selected the appropriate materials, information and software for the verification of data
- b. effectively processed the data to provide the appropriate data output
- c. accurately checked and verified the data for quality and sufficiency
- d. effectively provided the client with appropriate advice on use of the data
- e. effectively made arrangements to ensure the integrity and security of the data prior to final transfer
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to access and interpret information (to include previous logs, well site info, reservoir info, offset logs)
- the types of data outputs and software packages and how to use them
- the reasons for verifying data obtained during logging against project objectives
- the appropriate security procedures
- how to check and verify the quality and sufficiency of data

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Unit ELT8 : Contribute to Post Job (Electric Logging) Procedures

This unit is about your contribution to post job operations. You will be involved in activities such as:

- controlling rig down operations
- contributing to the evaluation and reporting of the operation

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

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Element ELT8.1 : Control Rig Down Operations

This element is about controlling the rig down operations.

Standards of Performance

In achieving this element you will have:

- a. effectively carried out post job tool verification and inspection
- b. effectively communicated the dismantling procedures and responsibilities to relevant personnel
- c. restored the work area to a state which allows subsequent processes to take place
- d. effectively initiated the backloading of equipment and notified the relevant personnel
- e. made arrangements to ensure that hazardous materials are effectively controlled
- f. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of:

- individual operation
- team operation
- use of PPE
- maintaining continuous communication
- use of cordoned off areas

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the reasons for, and how to carry out, verification and inspection of tools
- details of the tool response tolerances and verification procedures
- the procedures associated with the control of hazardous materials
- the hazards likely to be encountered when rigging down and how they can be avoided
- the relevant personnel to deal with (to include logistics crew, supervisor, third parties, client representative)
- the equipment involved (to include downhole, surface, recording, specialist, wellhead)
- the importance of ensuring backload notifications are communicated effectively

Element ELT8. 2 : Contribute to the Evaluation and Reporting of the Operation

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This element is about your contribution to the evaluation and reporting of the operation.

Standards of Performance

In achieving this element you will have:

- a. effectively confirm that all project objectives have been met through analysis of information
- b. effectively confirm that the data presentation format is in accordance with the project specification and client requirements
- c. compiled a report which clearly identifies the project outcomes
- d. clearly identified the causes of any failures and problems
- e. ensured that the evaluation and reporting are concluded within the given/negotiated timescales
- f. effectively recorded all relevant information to be accurate, complete and legible
- g. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- what all of the project objectives are
- how to prepare a report (to include in-house, maintenance, failure, incidents, debrief)
- how to identify failures and problems in services, processes and individuals

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Unit C1 : Contribute to the Health and Safety of the Working Environment

This unit is about contributing to the Health and Safety of your working environment. You will be involved in activities such as:

- conforming to all relevant requirements
- monitoring and maintaining the health and safety of self and others
- monitoring and maintaining pollution control measures

During this work you must take account of the relevant operational requirements and safe working practices **AS THEY APPLY TO YOU**.

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

To fully demonstrate your competence you must generate/gather/present evidence of:

- individual operation
- team operation
- consideration of H₂S and other toxic substances
- maintaining continuous communication
- reacting to on-site emergencies

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. relevant policies, procedures, instructions, codes of practice, standards, schedules)

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Element 1 : Conform to the General Statutory and General Health and Safety Requirements

This element is about conforming to the statutory (e.g. HASAWA and COSHH) and general (organisational) H&S requirements.

Standards of Performance

In achieving this element you will have:

- a. correctly selected and used the relevant PPE
- b. correctly used fire protection, first aid and survival equipment
- c. adhered to all procedures relevant to fire, accident and other emergency
- d. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to obtain and interpret information on safety
- your own responsibilities as they relate to Organisational Safety Policy, Workplace Safety Policy, Evacuation Procedures, Fire Procedures.

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Element 2 : Monitor and Maintain Health and Safety of Self, Other Workers and Visitors

This element is about monitoring and maintaining your own H&S as well as that of others.

Standards of Performance

In achieving this element you will have

- a. ensured that the area within your own personal responsibility is maintained, clean and hazard free
- b. positioned and used relevant safety equipment (including machine guards) safely and securely
- c. correctly identified and reported unsafe equipment and potential danger
- d. correctly selected and used relevant PPE
- e. correctly handled all materials, tools and equipment
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to implement workplace reporting procedures
- how to access fire protection, first aid and survival equipment
- how to deal with materials (e.g. flammable, toxic, corrosive, explosive, cryogenic, radioactive)
- your own responsibilities as they relate to Organisational Safety Policy
- how to use safe lifting and handling techniques

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Element 3 : Monitor and Maintain Pollution Control Measures

This unit is about monitoring and maintaining pollution control measures.

Standards of Performance

In achieving this element you will have

- a. monitored and controlled the discharges (liquid and gas) from your area to within prescribed limits
- b. correctly identified and reported unplanned discharges (liquid and gas)
- c. correctly selected and used PPE
- d. correctly identified, packaged, labelled and transferred materials for disposal
- e. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to deal with materials (e.g. flammable, toxic, corrosive, explosive, cryogenic, radioactive)
- your own responsibilities as they relate to Organisational Safety Policy; the Classification, Packaging and Labelling of Dangerous Substances Regulations; Environmental Protection Act

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Unit C5: Control Emergencies and Critical Situations

This unit is about controlling emergencies and critical situations. You will be involved in activities such as:

- maintaining a state of readiness
- controlling critical situations
- coordinating the response to emergencies

During this work you must take account of the relevant operational requirements and safe working practices **AS THEY APPLY TO YOU**.

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- emergency procedures for the installation
- plant layout and its integration with other complex processes and systems
- the internals of equipment and their function and operation
- methods and consequences of isolation and depressurisation
- functioning of remote process control (to include instrumentation and logic)
- normal operating parameters and their tolerances
- how to access and interpret drawings and manuals regarding the plant
- the composition and properties of produced fluids and gases (to include toxicity, flammability, specific gravity (SG), temperature)
- the reactions taking place and the effect of changes to the physical and chemical properties
- the effects of changes in ambient conditions on plant operation
- the principles and effect of Hydrocarbon hydrate formation, prevention and dispersion
- the operation of and potential implications of the ESD control systems
- the operation of and potential implications of the Fire and Gas control systems
- the effect and potential implications of loss of any system and its reinstatement
- consequences of emissions to the environment

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Element C5.1 : Maintain a State of Readiness

This element is about maintaining a state of readiness and an awareness of your working environment.

Standards of Performance

In achieving this element you will have

- a. effectively accessed current emergency procedures and reported all anomalies
- b. identified all conditions which may affect the emergency response
- c. effectively handed over all safety critical information
- d. correctly taken part in drills and exercises
- e. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to access and interpret the status of the appropriate equipment and systems (to include detection; protection; communications; evacuation)
- how to access and interpret the status of operations and simultaneous operations
- how to access and interpret information on weather conditions
- how to access and interpret information on the availability of key emergency response personnel

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Element C5.2 : Control Critical Situations

This element is about identifying critical situations within your own working area and reacting appropriately in order to assist with the control of those critical situations.

Standards of Performance

In achieving this element you will have

- a. identified developing and existing critical situations
- b. activated all relevant alarms and taken actions appropriate to the situation
- c. effectively monitored the situation and minimised risks to personnel, process, plant and equipment
- d. reported the critical situation correctly
- e. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance).

Within the limits of your responsibility you must be able to demonstrate that you know:

- the operation of and potential implications of the Emergency Shutdown control systems
- the operation of and potential implications of the Fire and Gas control systems

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Element C5.3 : Coordinate the response to emergencies

This element is about communicating and coordinating responses to emergencies.

Standards of Performance

In achieving this element you will have

- a. accurately identified and immediately taken the actions required to make the situation safe
- b. activated all relevant alarms
- c. effectively communicated all relevant information and instructions
- d. clarified and acted upon information received
- e. recorded critical information
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to react appropriately (to include make safe; isolate; shutdown; evacuate the work area; informing connecting installations and others; do nothing; activate internal emergency response teams; inform duty personnel; inform adjacent facilities; activate ESD; account for people)
- those who must be contacted and how to contact them

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Unit C6: Establish and Maintain Effective Working Relationships

This unit is about establishing and maintaining effective working relationships. You will be involved in activities such as

- establishing and maintaining effective working relationships with colleagues
- establishing and maintaining relationships with visitors to the working environment
- establishing and maintaining effective communications with colleagues
- carrying out work handovers

During this work you must take account of the relevant operational requirements and safe working practices **AS THEY APPLY TO YOU.**

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

To fully demonstrate your competence you must generate/gather/present evidence of your involvement in and contribution to:

- informal meetings
- formal meetings
- normal work situation
- team briefings

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

Unit wide Underpinning Knowledge and understanding

- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. relevant policies, procedures, instructions, codes of practice, standards, schedules)

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Element C6.1 : Establish and Maintain Effective Working Relationships with Colleagues

This element is about establishing and maintaining effective working relationships with your co-workers, supervisors, managers, other company employees and third parties.

Standards of Performance

In achieving this element you will have

- a. treated colleagues in a manner which promotes and maintains goodwill
- b. promptly and willingly met reasonable requests from colleagues
- c. provided clear, accurate and prompt information regarding daily work schedules to colleagues
- d. supported and offered help to colleagues who are in work related difficulties
- e. promptly and effectively reported breakdowns in working relationships
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- your own responsibilities within your organisation
- how to recognise reasonable requests
- what is considered essential information regarding daily work schedules
- when a working relationship has broken down

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Element C6.2 : Establish and Maintain Relationships with Visitors to the Working Environment

This element is about establishing and maintaining relationships with visitors to your working environment. Visitors include approved and authorised visitors.

Standards of Performance

In achieving this element you will have

- a. greeted visitors in a manner which promotes goodwill
- b. provided visitors with clear and sufficient information (oral, written and visual) to meet their identified need
- c. promptly passed on requests for information outwith your own responsibility to the relevant personnel
- d. effectively ensured that visitors are not endangered through your acts or omissions
- e. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the limits of your responsibilities
- policies and procedures regarding visitors

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Element C6.3 : Establish and Maintain Effective Communications with Colleagues

This unit is about establishing and maintaining effective communications with your co-workers, supervisors, managers, other company employees and third parties.

Standards of Performance

In achieving this element you will have

- a. effectively delivered clear, concise, accurate and unambiguous communications
- b. accurately identified difficulties in interpretation of information and sought prompt clarification
- c. worked safely and in accordance with operational requirements

Evidence Requirements

See unit Guidance.

Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- What specific statutory requirements (e.g. HASAW, COSHH) apply to the way in which you communicate with others
- What specific terms of communication you would adopt with colleagues and how these relate to company procedures, policies etc.

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Element C6.4 : Carry out Work Handovers

This element is about carrying out work handovers.

Standards of Performance

In achieving this element you will have

- a. effectively recorded all relevant information
- b. ensured that information given to you on current operational status is accurate and complete
- c. ensured that information given by you on current operational status is accurate and complete
- d. effectively communicated all relevant operating instructions
- e. left your work area clean and hazard free
- f. worked safely and in accordance with operational requirements

Evidence Requirements (See also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your involvement in and contribution to handovers:

- to next shift
- from previous shift
- to next job
- from previous job
- to next person
- from previous person

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to work with and within the Permit to Work system
- how to identify and control and minimise work area hazards
- the relevant personnel who are to give and receive information to and from you

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Unit ELT4 : Use Pressure Control Equipment

This unit is about using pressure control equipment. You will be involved in activities such as:

- function testing and rigging up pressure control equipment
- operating and monitoring pressure control equipment
- rigging down pressure control equipment

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

To fully demonstrate your competence you must generate/gather/present evidence of:

- individual operation
- team operation
- use of PPE
- maintaining continuous communication
- appropriate use of barriers

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

Element ELT4.1 : Function Test and Rig-up Pressure Control Equipment

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This element is about function testing and rigging up pressure control equipment.

Standards of Performance

In achieving this element you will have:

- a. effectively confirmed the equipment as functional and suitable for operation
- b. effectively confirmed the well to be in a condition for work to proceed
- c. assembled the equipment in proper sequence
- d. identified faults and uncertainties in the assembly and taken appropriate remedial action
- e. handled the equipment using safe lifting and handling techniques
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the operating principles of various types of pressure control equipment
- how to confirm the condition of the well
- how to work with and within the Permit to Work system
- how to identify equipment faults and the remedial action available to you (to include report, repair, replace, adjust)
- the different types of test procedures and how they are carried out

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Element ELT4.2 : Operate and Monitor Pressure Control Equipment

This element is about operating and monitoring pressure control equipment.

Standards of Performance

In achieving this element you will have:

- a. effectively confirmed the isolation barriers to be correctly positioned and functional BEFORE the pressure test is started
- b. effectively carried out the pressure test
- c. correctly equalised the pressures
- d. effectively monitored the equipment
- e. accurately identified problems and taken appropriate remedial action
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the limitations of the equipment used
- principles of well control using mechanical barriers, flow tubes, grease and BOPs
- the causes and methods of preventing hydrate formation in the well
- why and how the pressures need to be equalised
- what you are monitoring for (to include cable problems, grease problems, hydrate formation, leaks)
- the remedial action available to you (to include report, isolate, shut in well, repair, replace)

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Element ELT4.3 : Rig Down Pressure Control Equipment

This element is about using pressure control equipment.

Standards of Performance

In achieving this element you will have:

- a. effectively isolated the well from the pressure control equipment
- b. effectively confirmed the well to be in a condition for work to proceed
- c. effectively depressurised the pressure control equipment
- d. dismantled the equipment in proper sequence
- e. accurately identified faults and defects in the assembly and taken appropriate remedial action
- f. handled the equipment using safe lifting and handling techniques
- g. stored the equipment safely and securely in the designated location
- h. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the principles of equipment and well isolation
- why and how the equipment must be depressurised
- how to identify faults and defects and what remedial action is available to you (to include report, record, repair)
- equipment lifting and handling techniques