



Australian Government

UEGNSG514 Managing and controlling field activities

Release: 1

UEGNSG514 Managing and controlling field activities

Modification History

Release 1. This is the first release of this unit of competency in the UEG Gas Industry Training Package.

Application

This unit involves the skills and knowledge required to manage and control field activities.

It includes monitoring permit to work requests, despatching, coordinating and monitoring work activities of field personnel, contingency planning, and controlling and authorising field works.

It also includes responding to third-party enquiries, alarms and man down alarms, out of hours pipeline notifications, monitoring pipeline activities, availability of assets and equipment status. It also includes controlling gas flow and quality, controlling pressure and temperature of gas, preparing incident reports and relevant documentation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

UEPOPS203B Operate and monitor communications system

Competency Field

Gas Control Centre

Unit Sector

Gas Industry

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan to manage and control field activities

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Work schedules, job requirements and plans are examined to assess the extent of preparation required to

plan and coordinate the work

- 1.2** Shift handover detail is obtained, analysed and confirmed in accordance with workplace procedures
 - 1.3** Work is prioritised and sequenced for completion within acceptable timeframes following consultation with relevant person/s in accordance with workplace procedures
 - 1.4** Hazards and work health and safety (WHS)/occupational health and safety (OHS) risks are identified and prioritised and control measures implemented and evaluated
 - 1.5** Recognised system constraints and potential issues are identified for work sites and communicated to relevant person/s in accordance with workplace procedures
 - 1.6** Operational and commercial requirements are communicated to relevant stakeholders in accordance with workplace procedures
 - 1.7** WHS/OHS, environmental and sustainable energy policies and procedures are obtained to ensure safe systems of work are followed
 - 1.8** Relevant work permit/s are obtained to coordinate the work in accordance with job/regulatory requirements and workplace procedures
 - 1.9** Communication with relevant stakeholders is undertaken and work coordinated in accordance with workplace procedures
- 2 Manage and control field activities**
- 2.1** WHS/OHS policies, procedures and safe work practices are followed to eliminate or minimise incidents and hazards
 - 2.2** Work is coordinated and performed in accordance with work schedule and workplace procedures
 - 2.3** WHS/OHS risks and incidents are identified and action taken in accordance with workplace procedures
 - 2.4** Work schedule is monitored and remedial action taken to address any shortfalls encountered in accordance with requirements and workplace procedures

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| | 2.5 | Work is coordinated to ensure completion in agreed timeframe and to industry standards with a minimum of waste in accordance with job requirements and workplace procedures |
| | 2.6 | Unplanned events and non-routine problems in the field are identified and actioned in accordance with workplace procedures |
| | 2.7 | Quality and safety checks of the work undertaken in the field are conducted in accordance with workplace procedures and client/customer, community and industry standards |
| 3 Complete managing and controlling field activities and required documentation | 3.1 | Work undertaken is checked against works schedule for conformance and anomalies and proposed solutions identified and reported in accordance with workplace procedures |
| | 3.2 | Relevant work permit/s and field activities are signed off and personnel movements and the status of plant and equipment recorded in accordance with workplace procedures |
| | 3.3 | Shift handover procedures are conducted and field activity detail relayed and confirmed with relevant person/s in accordance with workplace procedures |
| | 3.4 | Work completion records, reports and documentation are completed and appropriate person/s notified in accordance with workplace procedures |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the UEG Gas Industry Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to UEGNSG514A Managing and Controlling Field Activities.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6a6c032e-ffcb-4f3d-8063-415efbd261e8>

Assessment Requirements for UEGNSG514 Managing and controlling field activities

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying planning skills
- applying problem-solving techniques
- applying relevant industry standards, guidelines, codes of practice, legislation and regulations
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including:
 - emergency response procedures
 - hazard identification and reporting
 - implementing risk control measures
 - maintaining a safe and clean workplace
 - selecting and using correct personal protective equipment (PPE)
 - working safely with hazardous materials and equipment
- applying sustainable energy and environmental principles and practices
- communicating with other authorities and relevant stakeholders
- completing required field activity documentation, records and reports
- conducting quality and safety checks
- conducting shift handover
- dealing with unplanned events/situations in accordance with workplace procedures, in a manner that minimises risk to personnel and equipment
- examining work schedules and plans
- following workplace procedures
- identifying abnormal conditions and anomalies
- managing and controlling field activities
- monitoring gas field work activities
- obtaining and using relevant field permit to work systems
- planning to manage and control field activities
- taking remedial action to address shortfalls in work activities.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environmental and sustainable energy principles and practices
- fault-finding and troubleshooting techniques
- field activities
- gas industry products, processes and characteristics
- monitoring field work
- principles associated with pipelines and other gas infrastructure
- problem-solving techniques
- quality and safety checks
- relevant field permit to work systems
- relevant industry standards, guidelines, codes of practice, legislation and regulations
- relevant stakeholders, including:
 - authorised persons, authorities, clients, tenants and land owners
 - workplace colleagues and managers
 - relevant customers and suppliers
 - regulatory bodies
 - emergency response organisations
- relevant WHS/OHS legislated requirements, including:
 - hazards, risk assessment and control measures
 - environmental and sustainable energy principles and practices
 - using correct PPE
 - emergency/incident control procedures
- relevant workplace and gas industry documentation, reports and records
- relevant workplace policies and procedures
- shift handover procedures and requirements
- working and operating in the gas sector/industry
- written and oral communication techniques.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational

situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

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