

Management and Collaboration Tool

Safety Personal

- Abnormal situations during the shift that required attention
- Daily meetings attended
- Daily training – who and what job
- Procedures reviewed, made changes, or written
- Review the MOC's link for unit/job areas
- Safety meetings attended or presented
- Safety/environmental highlights for operators or trainees
- Start-of-shift orientation
- Trainee status

Shift Team Leaders

- Console and field operator comments
- Details of relevant shift activities or operating events including causes, corrective actions and current status
- Refinery unit threats and product quality issues
- Responses to abnormal situations
- Shift hand-off acknowledgements
- Shift handover guidelines and signatures
- Shift line-up
- Shift plan priorities
- Shift report acknowledgments
- Shift safety topics
- Shift team meetings
- Status of unit and key process variables

Business Planners

- High risk activities / mitigation
- Production impacts
- Refinery business threats
- Refinery off-spec products
- Safety issues
- Shift proficiency



Console Operators

- Alarms enabled - tag numbers enabled this shift
- Alarms inhibited - tag, reason, MOC #, WO #
- Emergency alarms - reasons / actions taken
- High priority alarms greater than 2 hours - reasons and actions taken
- IPF trips - IPF activations, document "successful" or "unsuccessful" this shift
- IPF(s) bypassed this shift
- Issues this shift, actions taken, notification made, carry over issues
- Targets not met, reason why, action taken
- Task status

Field Operators

- Completed maintenance
- Equipment needing maintenance and work order numbers
- Equipment service status: out of service, returned to service, or bypassed
- Issues found on rounds, actions taken, hand held issues, rounds not completed and why
- Safety and environmental issues this shift, actions taken, notifications made, safety meeting topics discussed
- Special samples taken, problems getting sample containers, or other issues
- Tasks completed



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