



UTL Reports

Universal Tag Locator (UTL) can generate data-rich shift reports from user-designed and customizable templates. Currently there are over 1,900 templates in use at over 35 locations worldwide (3.3 million reports in the past 8 years). More reports are being designed and populated daily. Below is just a small list of these reports.

Instructions

- End Of Shift "To Do" Lists
- Standing Instructions

Operations

- Console Meeting Form
- Shift Handover Notes
- Shift Team Leader Report
- Hand-Held Rounds Report
- Daily Orders Report
- Blending Report
- Railcar Load/Offload Report
- Tanker ETA/ETD and Status Report
- Active MOC's Status
- Team Meeting Minutes
- Unit Status
- 12-Hour Look Ahead Task Forecast

Alarms

- Unit Process Alarms
- Tank Alarms
- Inhibited Alarms
- Operator Actions to Alarms
- Alarm Review Action Plans

Safety

- PSM / PHA Template Forms
- HSSE / OSHA Incident Report
- Process Safety Fundamentals Checklist
- Near Miss Report

Environmental

- Flaring Incident Report
- Environmental Compliance Report
- Environmental Incident Report

Equipment

- Equipment Pre-Startup Checklists
- Equipment Status Report
- Equipment Repairs
- Equipment / Electrical / Instrument Bypass Authorization Forms
- Critical Maintenance Work Report
- DOW / IOW Exceedence Reports
- Equipment Removed From / Returned to Service
- Equipment to Prepare for Maintenance Report

Process

- Field Assessment Form
- Abnormal Situation Report
- Current Unit Conditions Report
- Production Report
- Product Quality Reliability Incident (PQRI) Form
- Unit Process Off-Target Report
- Operating Targets
- Utilities Reports

Upsets & Unplanned Events

- "After The Action" Review Form
- IPF / SIF Trip Form

Business

- Margin Drivers by Unit Report
- Business Planning / Daily Orders Report

People

- Employee Recognition Form