

Oil and Gas Plant Maintenance Team Shift Handover Report

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Date: July 9, 2024

Shift: Morning

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Approved by: Jane Smith

Oil and Gas Plant Maintenance Team Shift Handover Report

Shift Summary and Operational Status

Overview of Shift Activities:

- Conducted routine inspections of all critical equipment.
- Monitored production levels and adjusted settings for optimal performance.
- Addressed minor technical issues in pump 3 and valve 7.

Key Operational Highlights:

- Achieved 95% equipment availability.
- Total production: 200,000 barrels.
- No major incidents reported.

Weather Conditions:

- Temperature: 35°C.
- Clear skies, no precipitation.

Equipment Status Summary:

- Equipment operational: 95%
- Equipment under maintenance: 5% (Pump 3 and Valve 7)

Production Data:

- Total production: 200,000 barrels
- Average flow rate: 1500 barrels/hour
- Availability factor: 95%

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Maintenance Activities and Incidents

Scheduled Maintenance Tasks Completed:

- Lubrication of pumps.
- Inspection of heat exchangers and compressors.

Unscheduled Maintenance Activities:

- Repaired electrical fault in pump 3.
- Fixed hydraulic leak in valve 7.

Pending Maintenance Tasks:

- Replace worn-out seals in compressor 2.
- Scheduled inspection for pipeline segment B.

List of Incidents During the Shift:

1. Pump 3 Electrical Fault:

- Description: Electrical fault detected in pump 3.
- Impact: Pump offline for 2 hours.
- Actions Taken: Fault repaired and pump brought back online.

2. Valve 7 Hydraulic Leak:

- Description: Hydraulic leak observed in valve 7.
- Impact: Reduced efficiency.
- Actions Taken: Leak fixed, valve performance restored.

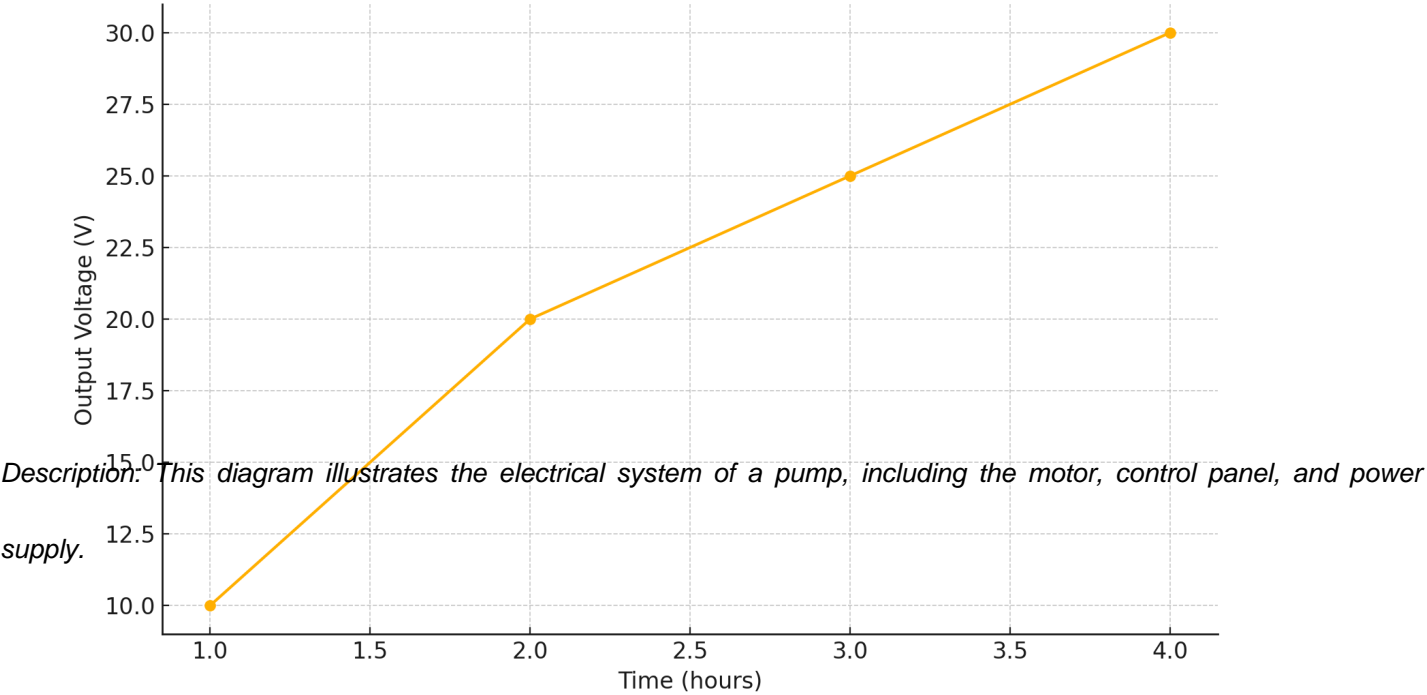
Safety Observations:

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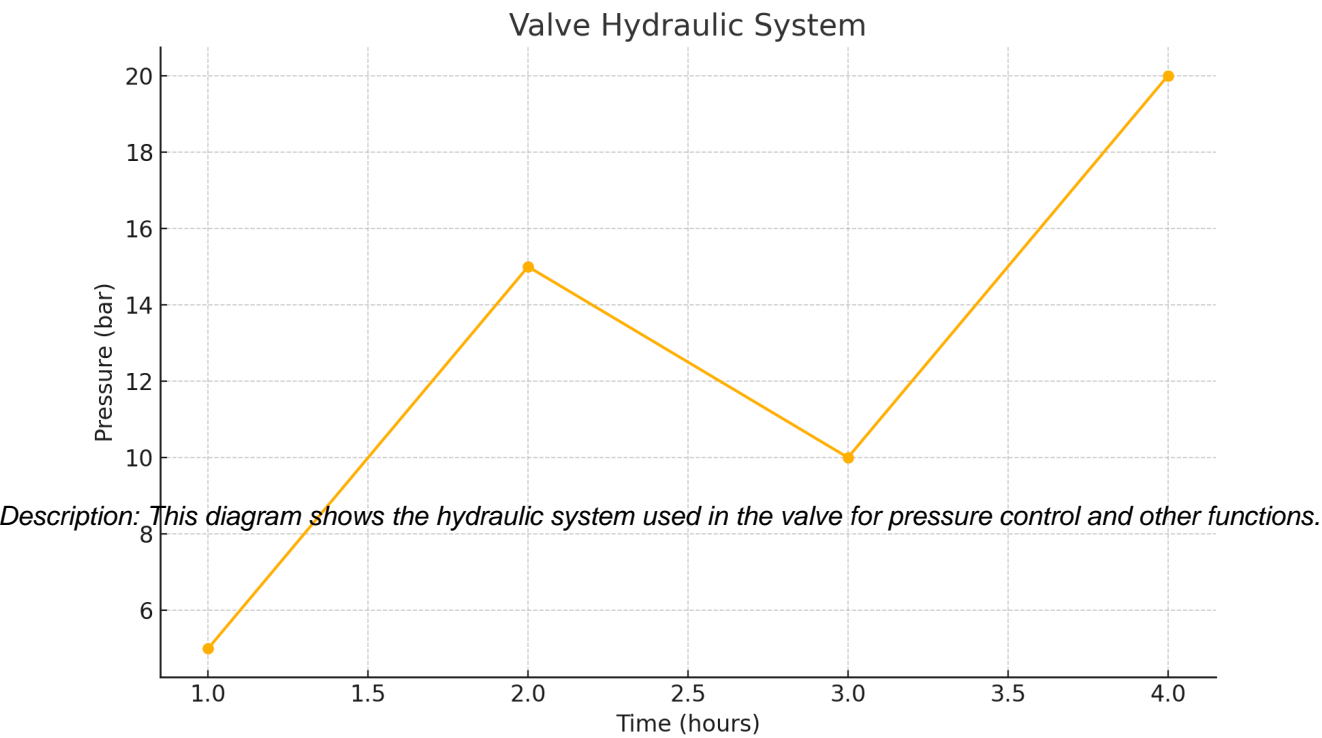
- All safety protocols followed.
- No safety incidents reported.

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Pump Electrical System



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Inventory, Communication, and Additional Notes

Status of Critical Spares:

- Seals: 10 in stock.
- Hydraulic fluid: 50 liters in stock.
- Electrical components: Sufficient for next two weeks.

Inventory Used:

- 5 liters of hydraulic fluid for valve 7.
- 1 electrical component for pump 3.

Replenishment Required:

- Order 20 additional seals.
- Replenish hydraulic fluid stock.

Handover Notes for the Next Shift:

- Monitor pump 3 and valve 7 for performance.
- Ensure scheduled maintenance for compressor 2 is completed.

Communication with External Parties:

- No communication with external parties required.

Coordination with Other Departments:

- Maintenance department informed about pending tasks.

Additional Notes:

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- Overall, the shift was smooth with minimal disruptions.

Attachments:

- Detailed maintenance report for pump 3.
- Diagram of hydraulic system for valve 7.