

Storyboard

Document Objectives:

- This document (storyboard) gives the “instructional” representation of the page level content and its representation.
- This document also contains the reference layouts to understand the screen treatment/presentation.
- It also gives the page level audio transcript (wherever applicable). The same would be used to record the audio.
- Terminal learning objectives show the objectives of the module/topic.
- The general comments area poses queries that require comments from customers, reviewers and/or SMEs.

Customer Name: ConcoPhillips	Project/Course Name: Work Habitat CBT	Module Name: Work Habitat CBT
El Project Manager: Rashida	Instructional Designer: Majid Sheikh	SME: ConcoPhillips

Version History			
Date	Version number	Author/Reviewer	Description
03-04-2023	1.0	Majid Sheikh	First Draft
12-05-2023	2.0	Majid Sheikh	SME Feedback Incorporated

Storyboard

Project Brief/Requirement

- Seat time: 12-15 mins ; Language: UK/Aus English
- Interaction levels: Level 1.5
- Input documents for creating this document: Module 6 - Promoting Hope.pptx
- Audio: Yes
- Number of VO artists: 1
- Assessment - number of questions: NA
- Authoring Tool: Storyline
- List with names of Characters/Cast required in the module: NA
- Diversity in characters used: NA
- Overall approach note:
 - This course contains standard and accessible versions.
- All images referred here are from Getty
- Colour code used for updates: Alpha Edits; Beta Edits; Final Edits



Welcome to this
course on

Work Habitat CBT

START



This course contains audio. Make sure that
your headphones or speakers are
connected.



A transcript is also available on
every audio screen.

Audio Transcript:

Hello and welcome to this course on
Work Habitats. The course will cover
important information for all relevant
stakeholders at the APLNG Facility.

**Select the Start button to begin the
course.**

Graphic Notes and Image IDs:

Welcome Screen

Image link:

https://192.168.10.9/svn/2586_TLF_Conoco_Phillips_Work_Habitat_CBT/03_Development/02_Storyboards/New Images/Jetty 4 over deck view.jpg



Purpose, Objective & Scope

Purpose:

Work habitats are utilised at APLNG when Class A Hot Work needs to be carried out within the footprint of the operating trains or other areas where there is a presence of hydrocarbons, and a risk assessment has identified this as a requirement. These habitat provide a critical control by preventing the ingress of hydrocarbons into the location that Class A Hot Work is taking place.



Audio Transcript:

Work habitats are utilised at APLNG when Class A Hot Work needs to be carried out within the footprint of the operating trains or other areas where there is a presence of hydrocarbons, and a risk assessment has identified this as a requirement. These habitat provide a critical control by preventing the ingress of hydrocarbons into the location that Class A Hot Work is taking place..

Graphic Notes and Image IDs:

Learning Objectives screen.

- New image provided by the client
- Slide 1 of 2
- Reference: Use a simple SL animation – fade in and fade out of on-screen text,



Purpose, Objective & Scope

Purpose:

The purpose of this course is to ensure all personnel involved in planning, designing, constructing, assessing, and using work habitats at the APLNG Facility understand key aspects critical to ensuring a habitat remains a safe barrier.



Audio Transcript:

The purpose of this course is to ensure all personnel involved in planning, designing, constructing, assessing, and using work habitats at the APLNG Facility understand key aspects critical to ensuring a habitat remains a safe barrier.

Graphic Notes and Image IDs:

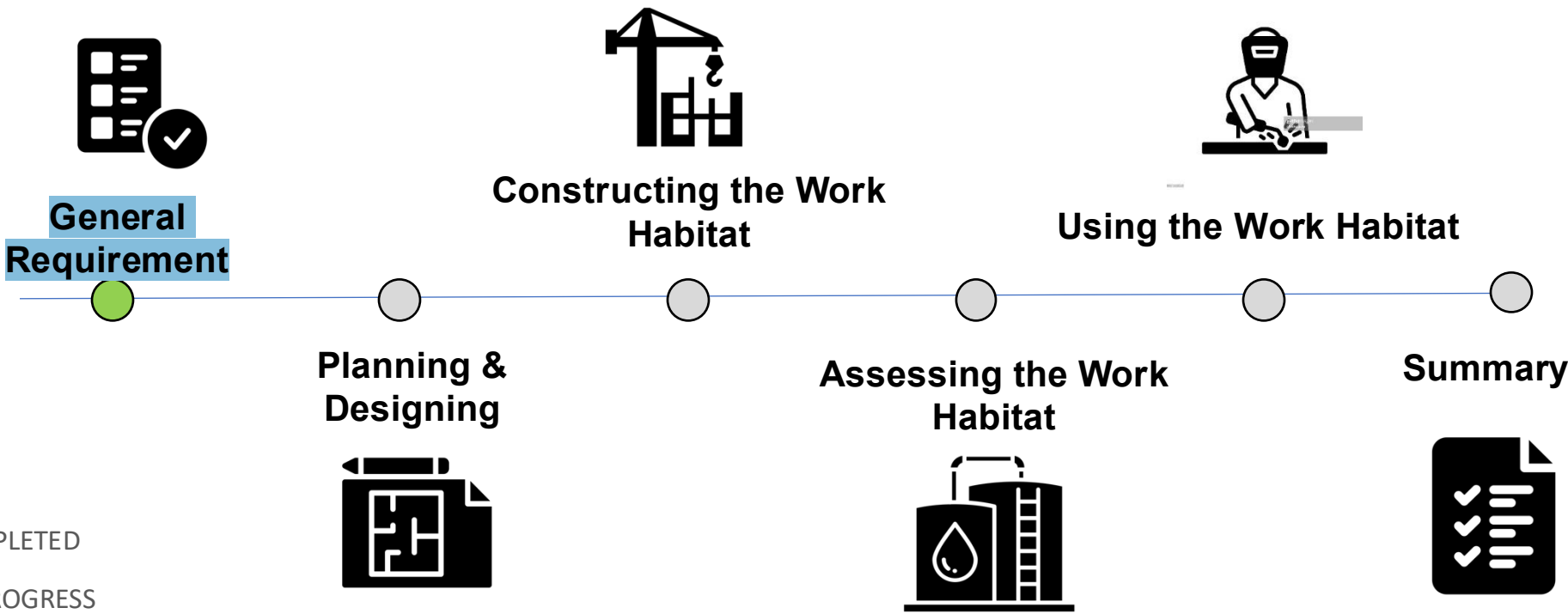
Learning Objectives screen.

- New image provided by the client
- Slide 2 of 2
- Reference: Use a simple SL animation – fade in and fade out of on-screen text,



Your Learning Journey

Select a topic to proceed.



- COMPLETED
- IN-PROGRESS
- NOT STARTED

Template ID: G03-H-Timeline-Activity-008-SL
Screen ID: [Module 6](#) | [Page 4](#)

Audio Transcript:

Here are the topics covered in this course. Attempt each topic in the given sequence starting with the first one. Completing a topic brings you back to this screen and allows you to choose the next topic.

Select a topic to proceed.

Graphic Notes and Image IDs:

Noun project ids: 1115941, 3684512, 1641145, 5572700,

Fifth icon from getty: 1387224477

Sixth icon from noun project: 4602032



General Requirement

All personnel involved with any aspect of planning, designing, constructing, assessing, or using a work habitat should be familiar with several key procedures to ensure personal and process safety hazards have been mitigated effectively.

These procedures are:



Permit to Work Procedure



~~Permit to Work Hot Work Process~~

Removed second bullet
as per client feedback



Hazard Identification HAZID Risk Assessment Procedure and



Work Habitat Guideline

Audio Transcript:

All personnel involved with any aspect of planning, designing, constructing, assessing, or using a work habitat should be familiar with several key procedures that must be followed to ensure personal and process safety hazards have been mitigated effectively. These procedures are:

- Permit to Work Procedure
- Hazard Identification HAZID Risk Assessment Procedure and
- Work Habitat Guideline

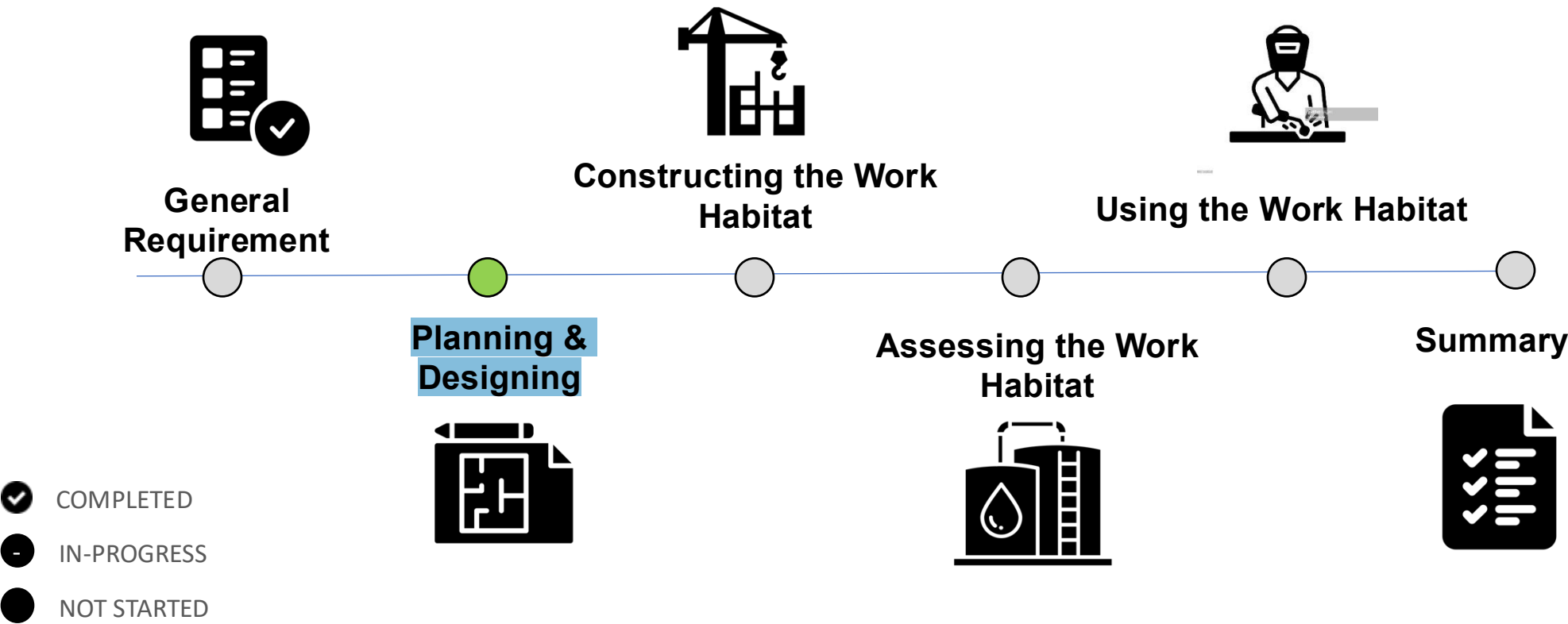
Graphic Notes and Image IDs:

Infographic screen
Noun project ids: 5439809, 4805509,
5572901, 4236072



Your Learning Journey

Select a topic to proceed.



Audio Transcript:

Graphic Notes and Image IDs:
Noun project ids: 1115941, 3684512, 1641145, 5572700,
Fifth icon from getty: 1387224477
Sixth icon from noun project: 4602032



Planning & Designing

Template ID: Custom Click Buttons

Screen ID: [Module 6](#) | [Page 2](#)

Audio Transcript:

Let's understand the planning and designing process of work habitat. A Planning workflow process exists for preparing Class A Hot Work tasks requiring a Work Habitat. It is the Work Scope or Project Leads responsibility to follow the planning process. Click each step to discover more.

Graphic Notes and Image IDs:

Click button interactivity
Open the pop-up in call out form next to the clickable button.

When planning Class A Hot Work, the Work Scope or Project Lead is responsible for adhering to the process.

These procedures are:

Fugitive Emissions

FLIR Survey

Positive Pressure Plan

HAZID Preparation

HAZID Risk Assessment



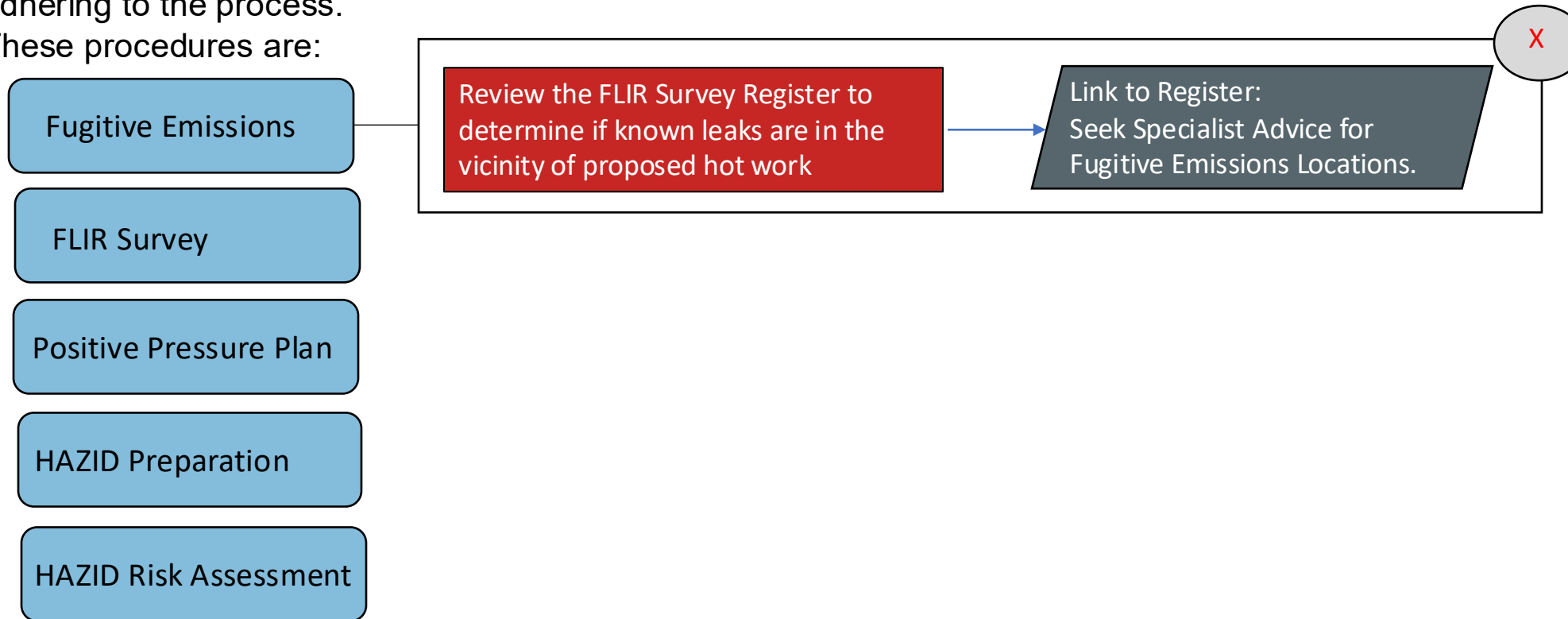
Click each step to discover more.



Planning & Designing

When planning Work Habitat Class A Hot Works the Work Scope or Project Lead is responsible for adhering to the process.

These procedures are:



Click each step to discover more.

Graphic Notes and Image IDs:

Click button interactivity
Open the pop-up in call out form next to the clickable button.



Audio Transcript:

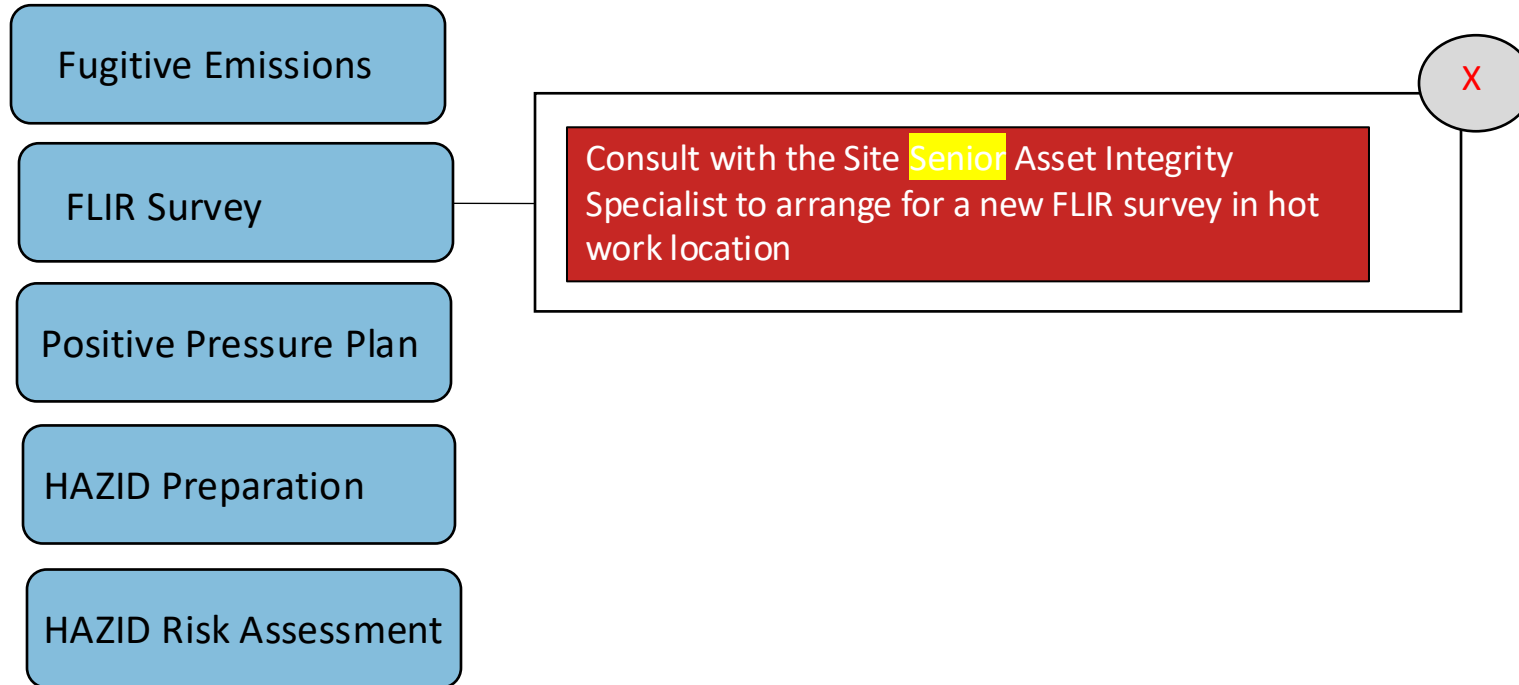
Graphic Notes and Image IDs:

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Planning & Designing

When planning Work Habitat Class A Hot Works the Work Scope or Project Lead is responsible for adhering to the process.

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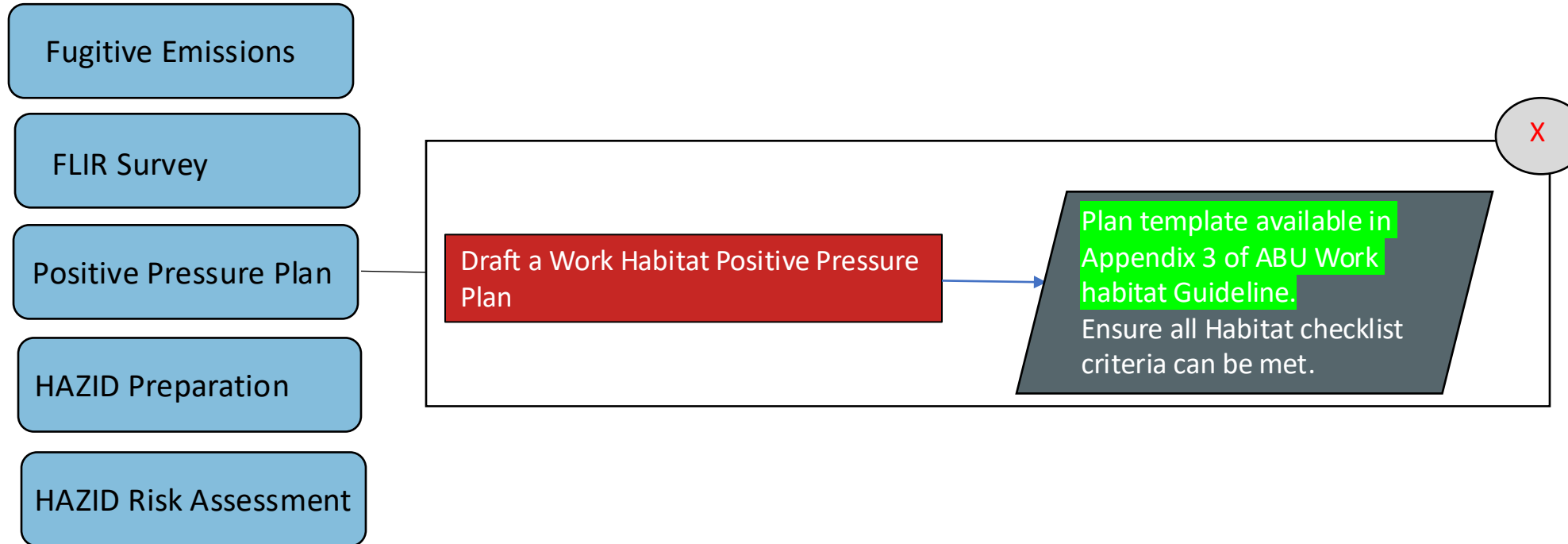
 Click each step to discover more.



Planning & Designing

When planning Work Habitat Class A Hot Works the Work Scope or Project Lead is responsible for adhering to the process.

These procedures are:



Click each step to discover more.

Graphic Notes and Image IDs:

Click button interactivity
Open the pop-up in call out form next to the clickable button.



Audio Transcript:

Planning & Designing

When planning Work Habitat Class A Hot Works the Work Scope or Project Lead is responsible for adhering to the process.

These procedures are:

Fugitive Emissions

FLIR Survey

Positive Pressure Plan

HAZID Preparation

HAZID Risk Assessment

Compile a HAZID Risk Assessment
Preparation Template

Detail on positive pressure
plan, FLIR Survey results and
any potential emission points
that cannot be excluded from
habitat.

X



Click each step to discover more.

Graphic Notes and Image IDs:

Click button interactivity
Open the pop-up in call out form next to the
clickable button.



Planning & Designing

When planning Work Habitat Class A Hot Works the Work Scope or Project Lead is responsible for adhering to the process.

These procedures are:

Fugitive Emissions

FLIR Survey

Positive Pressure Plan

HAZID Preparation

HAZID Risk Assessment

Book a HAZID Risk Assessment meeting with key stakeholders

Complete the risk assessment with all the required stakeholders present. The risk assessment cannot proceed unless the FLIR Survey results and the draft Positive Pressure Plan are available for review during the assessment.

X



Click each step to discover more.

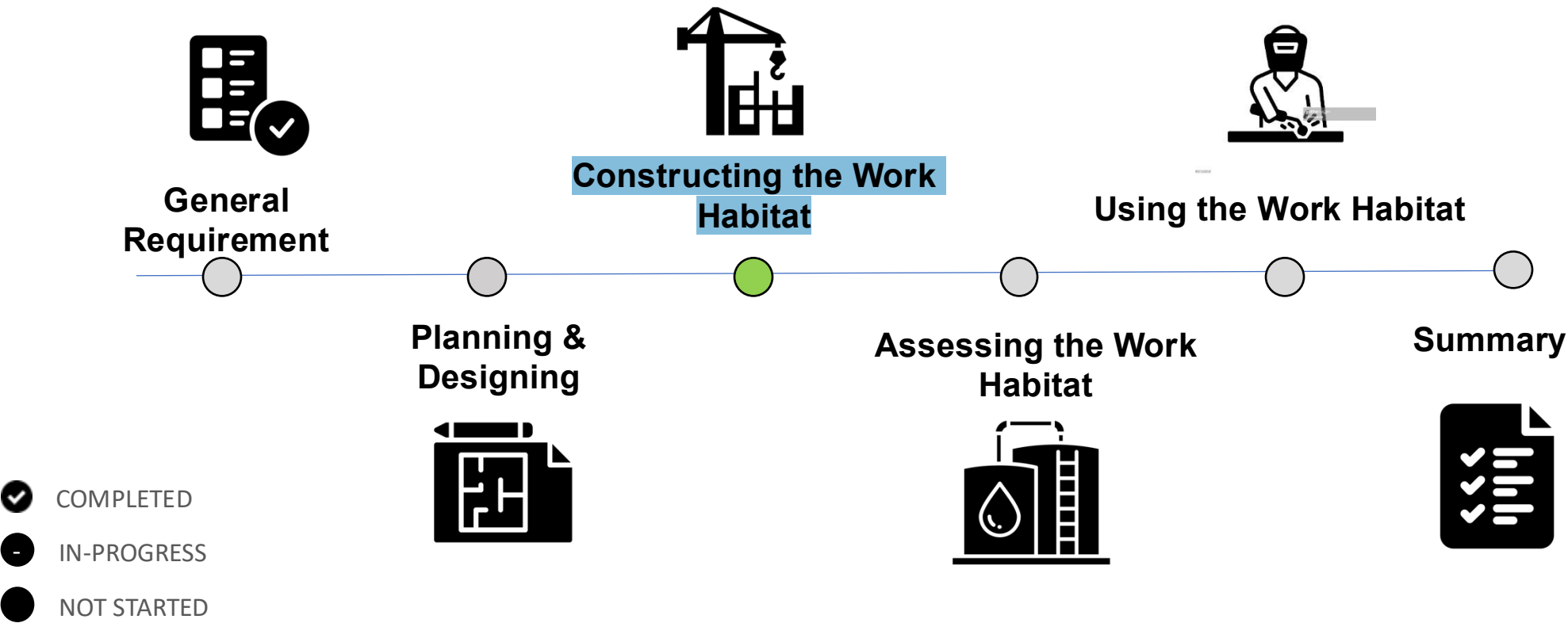
Graphic Notes and Image IDs:

Click button interactivity
Open the pop-up in call out form next to the clickable button.



Your Learning Journey

Select a topic to proceed.



Audio Transcript:

Graphic Notes and Image IDs:
Noun project ids: 1115941, 3684512, 1641145, 5572700,
Fifth icon from getty: 1387224477
Sixth icon from noun project: 4602032



Construction of the Work Habitat

Once the planning and designing phase has been completed, and work execution is imminent, construction of the work habitat can commence.

Supervisors and personnel tasked with constructing the work habitat must confirm:

- The positive pressure plan is at the work location.
- The HAZID risk assessment is at the work location and all mitigating controls have been reviewed for implementation into the construction phase as required.



Audio Transcript:

Once the planning and designing phase has been completed, and work execution is imminent, construction of the work habitat can commence.

Supervisors and personnel tasked with constructing the work habitat must confirm:

- The positive pressure plan is at the work location.
- The HAZID risk assessment is at the work location and all mitigating controls have been reviewed for implementation into the construction phase as required.

Graphic Notes and Image IDs:

Topic is divided into 2 screens
Getty image id:149319688



Materials Used in Constructing the Work Habitats

Construction of work habitats typically involves the use of the following materials:

- Tube and clip scaffold
- Fireproof bratis
- Weatherproof tape
- Leather welding blankets and curtains with Velcro and zip access/egress
- Metal ventilation collar
- Exhaust damper
- Cool tube and associated filtration and hoses (check filter dated – no greater than 12 months old)
- Fan unit if cool tube is not used
- Habitat identification signage
- Warning Signage



Personnel involved in the construction should ensure that all equipment is in good working order. Damaged or malfunctioning equipment must not be used and shall be tagged out of service

Audio Transcript:

Construction of work habitats typically involves the use of the following materials:

- Tube and clip scaffold
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- Weatherproof tape
- Leather welding blankets and curtains with Velcro and zip access/egress
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- Warning Signage

Graphic Notes and Image IDs:

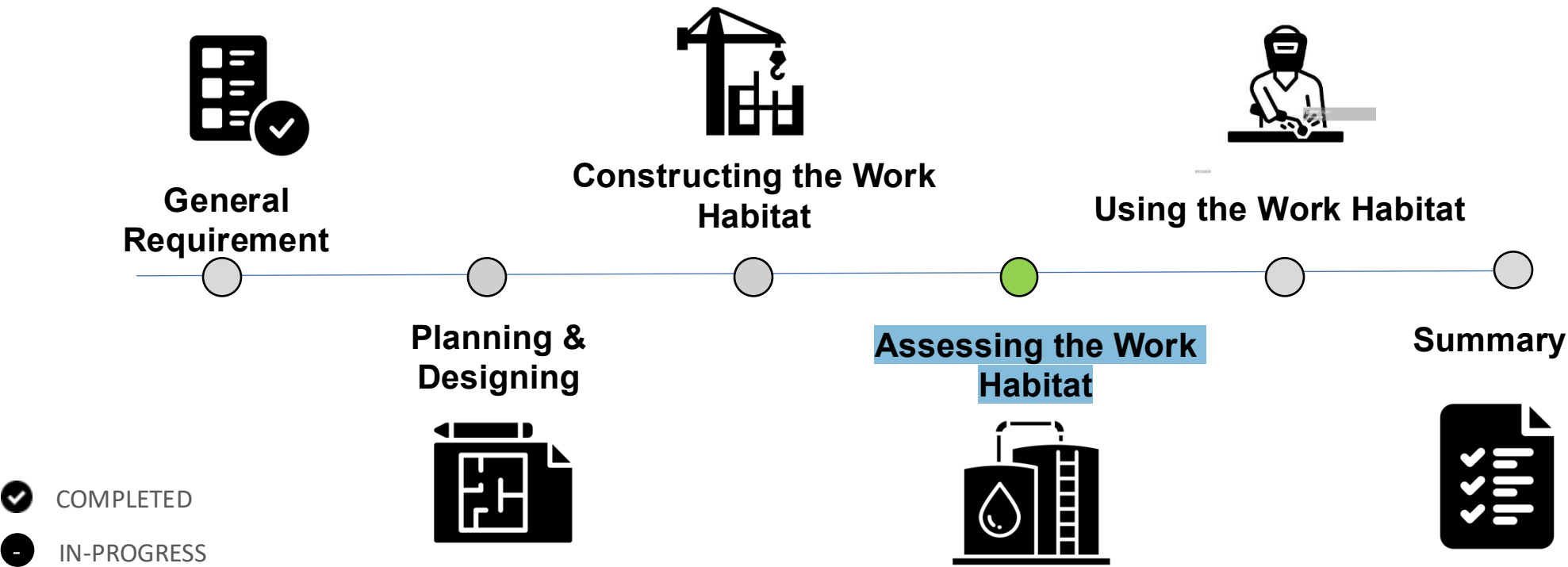
Topic is divided into 2 screens
 Getty image id:626995530, 147695819,
 1157145141, 1313741282

Create a collage of the four images,
 Noun project icon id: 2261771



Your Learning Journey

Select a topic to proceed.



- COMPLETED
- IN-PROGRESS
- NOT STARTED

Template ID: G03-H-Timeline-Activity-008-SL

Screen ID: [Module 6](#) | [Page 4](#)

Audio Transcript:

Graphic Notes and Image IDs:

Noun project ids: 1115941, 3684512, 1641145, 5572700,

Fifth icon from getty: 1387224477

Sixth icon from noun project: 4602032



Assessing the Work Habitat

Before a Work Habitat can be used for the first time, it must be inspected and approved for use by the Operations Superintendent, HSE Advisor, and Permit Holder.



Select each button to learn more about the procedure for accessing the work habitat.

[Appendix 1 Checklist](#)

[HAZID Risk Assessment](#)

Audio Transcript:

Before a Work Habitat can be used for the first time, it must be inspected and approved for use by the Operations Superintendent, HSE Advisor, and Permit Holder. Select each button to learn more about the procedure for accessing the work habitat.

Graphic Notes and Image IDs:

Click Buttons screen
Getty id: 1418799400



Assessing the Work Habitat

Before a Work Habitat can be used for the first time, it must be inspected and approved for use by the Operations Superintendent, HSE Advisor, and Permit Holder.



Appendix 1 Checklist

- All items on the Checklist located within Appendix 1. of the Work Habitat Guideline must be reviewed and verified as part of the inspection.
- The checklist must not be signed off until all aspects have been verified and are in effect.

Work Habitat Guideline

Appendix 1: Checklist for Approval of Habitats			
Habitat #: _____ Date: _____			
#	Content	Responsible	Verified
	If a positive pressure habitat is required, confirm the Air Handling Unit (AHU) providing air to pressurize the habitat can be safely isolated by the Fire Watch.	Operations Superintendent	
	All flanged joints, packed valve stems or other potential leakage points have been excluded from the habitat or are specifically covered and mitigated in the HAZID and also captured in the TISA.	Operations Superintendent	
	Any affected flame or gas detectors within the habitat are shielded or have been overridden (If in doubt, this must be tested in collaboration with the CCR).	Operations Superintendent	
	For Cool-Tubes, confirm that the air filtration unit filters are within date and there are no SIMOPS occurring with potential to affect plant air quality (for example compressor intakes).	Operations Superintendent	
	Confirm air ducting from the AHU to the Pressurized Habitat is secured and not damaged.	Permit Holder	
	The habitat, including its door, is constructed from flame retardant materials, adequately supported, and constructed so that heat and sparks from the planned activity do not represent an ignition source risk outside the habitat.	Permit Holder	
	The habitat door adequately seals and provides good access and egress.	Permit Holder	
	The habitat fabric is secured against leaks around pipes and structures with straps or tape. There shall be no flammable materials inside the habitat.	Permit Holder	
	Warning Sign affixed to Habitat entry stating: "Warning - pressurised room close this door"	Permit Holder	
	Pressure inside the habitat is confirmed to be at least 25 Pa. Supply to the AHU is labelled: "For habitat, must not be closed/switched off" and tagged in the open position.	Permit Holder	
	The method of communication between the habitat worker and the Fire Watch has been agreed upon.	Permit Holder	
	For welding: There is a metal bucket for used electrodes inside the habitat.	Permit Holder	

Area/Location _____
Permit Holder (Name/Signature) _____
HSE Advisor (Name/Signature) _____
Operations Superintendent (Name/Signature) _____

X

Audio Transcript:
Before a Work Habitat can be used for the first time, it must be inspected and approved for use by the Operations Superintendent, HSE Advisor, and Permit Holder. Select each button to learn more about the procedure for accessing the work habitat.

Graphic Notes and Image IDs:

Accordion screen
Getty id: 1418799400



Assessing the Work Habitat

HAZID Risk Assessment

The HAZID risk assessment must be reviewed by the approvers at this point to verify that all mitigating controls listed within the HAZID have been implemented and that the Risk Assessment is approved and in effect.



Audio Transcript:

Before a Work Habitat can be used for the first time, it must be inspected and approved for use by the Operations Superintendent, HSE Advisor, and Permit Holder. Select each button to learn more about the procedure for accessing the work habitat.

Graphic Notes and Image IDs:

Accordion screen
Getty id: 1418799400

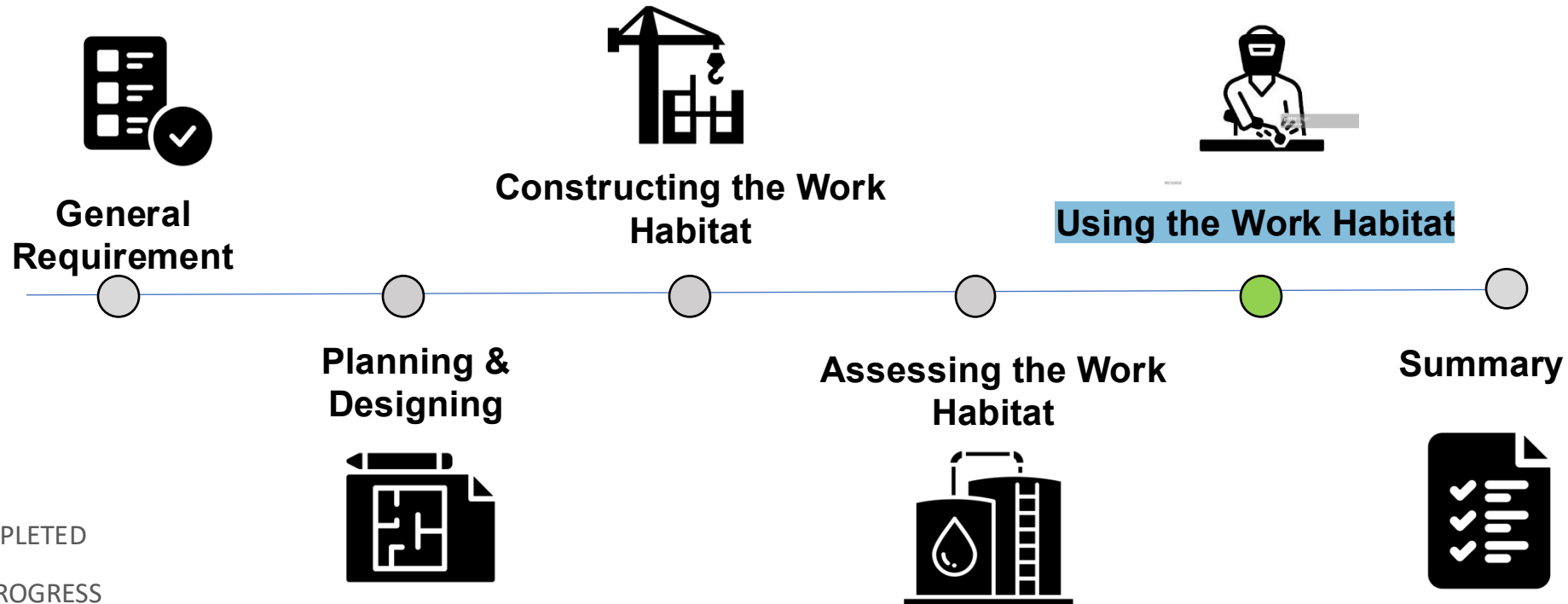


Audio Transcript:

Graphic Notes and Image IDs:
Noun project ids: 1115941, 3684512, 1641145, 5572700,
Fifth icon from getty: 1387224477
Sixth icon from noun project: 4602032

Your Learning Journey

Select a topic to proceed.



- COMPLETED
- IN-PROGRESS
- NOT STARTED



Appendix 2 Checklist

Daily checks must be carried out by the Permit Holder and Site checker to ensure that critical controls are in place.

The Checklist located within Appendix 2. of the Work Habitat Guideline must be reviewed and verified as part of this inspection.

Work must not commence until all aspects of the check list are verified and in place.



Audio Transcript:

Let's now review the procedure for using the work habitat. Daily checks must be carried out by the Permit Holder and Site checker to ensure that critical controls are in place. The Checklist located within Appendix 2. of the Work Habitat Guideline must be reviewed and verified as part of this inspection. Work must not commence until all aspects of the check list are verified and in place.

Graphic Notes and Image IDs:

Topic is divided into 2 screens

Image link:

https://192.168.10.9/svn/2586_TLF_ConocoPhillips_Work_Habitat_CBT/03_Development/02_Storyboards/NewImages/Field_Worker_DLNG.png



Hot Work Requirements

All Hot Work requirements must be followed as per the [Permit to Work Hot Work Process](#)

Click the button to learn about the role of fire watch in Hot Work process.

Role of Fire Watch



Audio Transcript:

All Hot Work requirements must be followed as per the Permit to Work Hot Work Process. Click the button to learn about the role of fire watch in Hot Work process.

Graphic Notes and Image IDs:

Topic is divided into 2 screens
Image provided by the client.
Nd image Getty id: 1133300771



Hot Work Requirements

All Hot Work requirements must be followed as per the [Permit to Work Hot Work Process](#)

Click the button to learn about the role of fire watch in Hot Work process



Role of Fire Watch

Role of Fire Watch

- The fire watch is responsible for ensuring that the habitat is functioning as per design and must stop work if the operation of the habitat is compromised.
- Upon detection of hydrocarbons in the area or upon activation of site alarms, the fire watch will stop all operations being conducted within the habitat and turn off all identified equipment.
- The fire watch must maintain communication with the workgroup inside the habitat, CCR and Area Operator.



Audio Transcript:

All Hot Work requirements must be followed as per the Permit to Work Hot Work Process. Click the button to learn about the role of fire watch in Hot Work process.

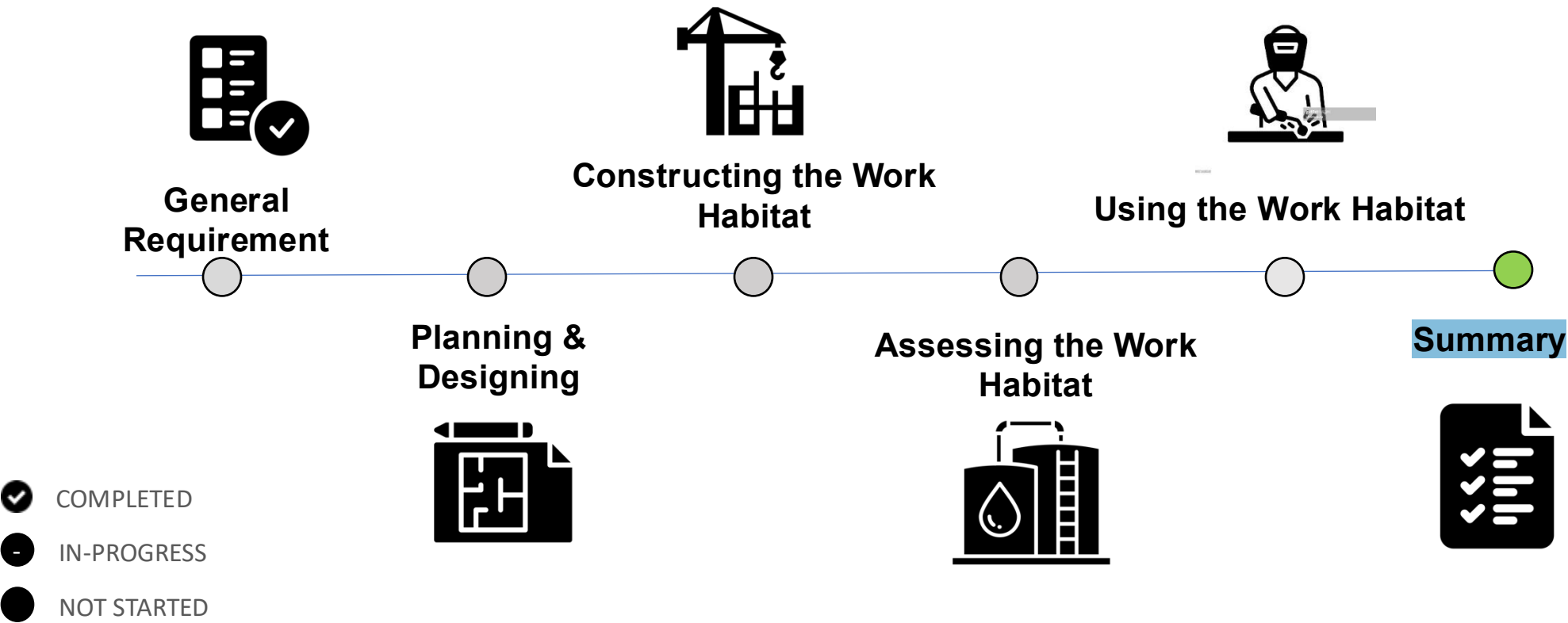
Graphic Notes and Image IDs:

Pop-up for 'Role of Fire watch.'



Your Learning Journey

Select a topic to proceed.



Audio Transcript:

Graphic Notes and Image IDs:
Noun project ids: 1115941, 3684512, 1641145, 5572700,
Fifth icon from getty: 1387224477
Sixth icon from noun project: 4602032



Audio Transcript:

You have reached the end of this course. Let's take a look at some key takeaways.

Graphic Notes and Image IDs:

Static Summary Screen

Summary

Let's take a look at some key takeaways from this course.

- All personnel involved with any aspect of planning, designing, constructing, assessing, or using a work habitat should be familiar with several key procedures that must be followed to ensure personal and process safety hazards have been mitigated effectively.
- When planning Work Habitat Class A Hot Works the Work Scope or Project Lead is responsible for adhering to the process including potential ignition sources to make the work area safe.
- Assessing the Work habitat:
 - All items on the Checklist located within Appendix 1. of the Work Habitat Guideline must be reviewed and verified as part of the inspection.
 - The HAZID risk assessment must be reviewed by the approvers at this point to verify that all mitigating controls listed within the HAZID have been implemented and that the Risk Assessment is approved and in effect.
- Using the Work habitat: The Checklist located within Appendix 2. of the Work Habitat Guideline must be reviewed and verified daily as part of this inspection.



Thank you and congratulations on completing this session on **Work Habitat CBT.**

Select '**Menu**' to revisit any topic or '**Exit**' to close the session.

Exit

Template ID:

Screen ID:

Audio Transcript:

Thank you and congratulations on completing this course on Work Habitat CBT.

You can select the 'Menu' button to revisit any topic or the 'Exit' button to close the session.

Graphic Notes and Image IDs:

This is the conclusion screen.

Image link:

https://192.168.10.9/svn/2586_TLF_Conoco_Phillips_Work_Habitat_CBT/03_Development/02_Storyboards/New Images/IMG_3749.jpg