



EGBIN POWER PLC

# Operations Daily Log User Guide

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**T**his is a detailed guide for users of the improved daily log sheets. It highlights the objectives of the improvement and the key benefits; provides descriptions of each feature the user will interact with and the standard reporting language expected in order to maximise the benefits. The improved log sheets include BTG-B log sheet, BGC Lead log sheet, Common Service Log sheet and the SBO log sheet.

Read and enjoy!!!

## Objectives

**T**hese log sheets were created to resolve and improve upon the deficiencies observed with the previous MSWord log sheets. From our experience as operators, the following problems and improvement areas were identified:

- ✚ Difficulty finding and referencing log sheets.
- ✚ time taken to fill logs and punch calculators
- ✚ no operator defined method of keeping track of the unit condition and performance over time [Megawatts, water consumption, and gas]
- ✚ an accessible and quick snapshot of the latest activities on each unit for all operations staff.

Hence, the objectives are to:

- ✚ immediately standardizing unit daily logging,
- ✚ familiarise operators with unit status & performance with live graphical representations and more importantly,
- ✚ immediately align operations as a department with key company culture elements like data driven decision-making at all levels.

## Benefits

**T**he following benefits are expected upon implementation and full adoption:

- ✚ Time Saving: eliminates the time taken for punching calculators for midnight readings, cuts down typing time with data validation and standardization, quickens referencing of daily logs and information

- ✚ Improved operator performance and unit performance: Data driven decision making for operators which will help track gas consumption and water consumption with respect to daily power generation; TRIP counts that affect individual performance metric
- ✚ Improved Document Management in the department: All issued documents per unit are automatically reconciled with surrendered documents on an ongoing basis.
- ✚ Business Awareness

## Documents

### BTG-B log sheet

Please endeavour to adhere strictly to the instructions specified in this guide as this was made to help improve our overall performance and familiarity with the unit.

### Header

- ✚ Log Type: Editable cell containing a familiar short code that combines the user role and generating unit.
- ✚ Day: Editable cell for day of the week
- ✚ Time: Span of the log (00:00 - 24:00 by default)
- ✚ Shift: Dropdown list to select your Shift
- ✚ Date: Editable cell to input current date (format: DD/MM/YYYY)
- ✚ Unit: Dropdown list to select your unit
- ✚ Plant Status: Editable cell for your unit load at 00:00 hrs
- ✚ Remarks: Usual remark for your unit status at 00:00 hrs

### Activities

For familiarity and ease of transition, this activity section mirrors the previous daily log available in MSWord.

It is the main log sheet body where you will fill your unit activity for the duration of your shift. There is an improved standard guideline for filling this part which will be broken down in detail below.

This section is the most important part of the document and you have to pay utmost attention while filling as mistakes or misinformation will cause reconciliation problems at month's end.

### *Filling Guidelines*

Kindly ensure you follow the outlined guideline for reporting any of the documents and activity in the log.

- ✚ Trips: All BTGs must report the amount of 'load loss' (with that phrase) when a trip occurs in their logs so the embedded functions can see it.
- ✚ OF 11: Specify 'issued' and 'submitted' when appropriate for functions to work
- ✚ Work Permit: Use one of "Work permit issued", "Permit to work Issued" and "OF 2 was issued"
- ✚ W&T Permit: Use one of "Work and Test Permit" and "OF 3"
- ✚ Local Checks: Just include 'local' and 'checks'
- ✚ Hot work Permit: *fill as usual*
- ✚ Confined Space Permit: *fill as usual*
- ✚ Application for Protection Guarantee: *fill as usual*

All other information including load instructions, unit load up, de-loading, equipment operations and so on shall be filled as they always have: *concise and relevant*.

Please note that you will not be able to 'add' or 'insert' new rows or columns in the document. As a result, endeavour to document all your activities as chronologically as possible.

Lastly, your respective BGC Lead has a near real-time access to this sheet as you work on it, but they will not have an 'edit access' to it.

### *Unit Trips*

This blue font cell contains an auto-counting function that records all load losses (Trips) for each worksheet.

### Midnight Energy Meter Readings

This table contains the midnight bottom line of our daily activities. You are required to input the 'Present' day values in provided cells as well as the DCS energy, makeup water and gas consumption.

### Unavailable Auxiliaries

As the title suggests, please select the unavailable equipment on your unit from the dropdown list in each cell and give a short and concise remark for each selection.

### Documents

This table provides a summary of the current count of documents issued and surrendered for the respective day. Please do not edit.

### Approval

Provide the required information in the spaces provided.

### Summary Dashboard

A noninteractive intuitive dashboard displaying graphics of the most important information concerning the unit.

All personnel on each unit are strongly advised to frequently consult this summary page to familiarize themselves with the performance of their unit.

### BGC Lead log sheet

#### Header

Same as in BTG-B log sheet

### Activity

It only differs from the BTG-B log sheet in that activities from 2 units are logged on each sheet.

The BGC Lead is provided with real-time cloud access (enabled by MS OneDrive and MS Excel Online) to the log sheets of the two units under their supervision.

This way, the personnel can easily copy and paste reports relevant to this log sheet. All other sections are absent apart from 'Midnight Energy Meter Readings' and the 'Approval' table. For the available sections,

fill relevant cells as provided.

### Common Service log sheet

All sections available in the log sheet are as described in the BTG-B guidelines.

### SBO log sheet

#### Header

Refer to BTG-B log sheet

#### Activities

Refer to BTG-B log sheet

#### Signed ACQ

Input value

#### NGC Declared Qty (Previous Day Offtake)

Input value

MW Equivalent  
Input value

Specific Gravity  
Input value

Midnight Energy Meter Readings  
Fill provided cells as required.

Daily Generation History  
Fill provided cells as required.

Switch Yard Readings  
Fill provided cells as required.

## Documents

This table provides a summary of the current count of documents issued and surrendered for the respective day. Please do not edit.

## Generation Instructions

Fill provided cells as required.



## Conclusion

**N**ote that only authorised personnel are allowed to make structural changes to any of these documents. Please consult your Shift Manager or any of the design team for further information.

Each document will contain the unit log for the duration of a month. Each month, a new workbook will be started and the energy readings from the last day of the previous month is copied to the current one.

If you have any suggestion on how to improve the structure and content, please do not hesitate to reach out to any of the project team members.

## Credits and Authorisation

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