**TITLE: - SOP for Shift operation in Barauni Control Room**

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| **SL. NO.** | **ACTIVITY** | **RESPONSIBILITY** |
| 1 | Operation of station shall be in coordination with Central Dispatch (CD). Barauni station Control room shall follow instruction of CD in respect of pumping/delivery plan, maintaining the flow rate and operation of MLPUs etc. | Shift In charge |
| 2 | In each shift, outgoing Shift In Charge shall brief the incoming Shift In Charge about critical issues of operation and shall fill the handing over and taking over note in E-OMS portal. | -Do- |
| 3 | Shift In Charge, after taking over the charge, is required to review the operation status as briefed by outgoing Shift In Charge and from e- log book and take the actions as per priority/criticality. | -Do- |
| 4 | Shift In Charge shall ensure recording of hourly operating parameters as prescribed in the log-sheet. | -Do- |
| 5 | Shift In Charge shall ensure that firewater network remain pressurized in coordination with Barauni refinery and Medium velocity water sprinkler system is kept in AUTO mode. | -Do- |
| 6 | All important/critical events are to be recorded in the e- log-book. | -Do- |
| 7 | The e-log-book, e-log-sheet and communication book/e-defect register etc. shall be seen and signed by SIC on all working days to ensure that the corrective actions, if any are taken on time. | -Do- |
| 8 | Shift personnel shall take round of the MLPU Shed ,piping area, DG area, MCC building and ascertains that all are normal. | -Do- |
| 9 | Check and ensure sufficient lube oil for MLPU bearing housing & seal cooling liquid in respective chamber of MLPU. |  |
| 10 | Any abnormality or defect observed while operating any equipments, it shall be dully recorded in communication/e-defect register and it shall be also informed to respective maintenance department telephonically and through email for rectification. | -Do- |
| 11 | In the MCC, Shift In Charge is to check overall status of power supply to various feeders. | -Do- |
| 12 | All critical operating parameters to be communicated to CD on hourly basis. CD is to be contacted frequently for the smooth operation and hourly data transmission. | -Do- |
| 13 | In case of tripping of MLPU(s), downstream as well as upstream stations are to be informed along with Central Dispatch Paradip. |  |
| 14 | In morning shift, Shift In Charge is to prepare daily report compiling equipment running hours, shutdowns, other equipment availability, batch & bullet operation details and communication status. Daily report is to be conveyed to CD/SIC. | -Do- |
| 15 | Any maintenance/non availability of equipment are to be noted in the logbook and communication book. | -Do- |
| 16 | For all maintenance activities, work permits as per standard procedure are to be issued by Shift In Charge in SAP. While issuing work permits, Shift In Charge shall ensure that permit seeker has complied all check list points given in relevant permit. | -Do- |
| 17 | All hot work permits for any hot jobs are to be issued with the clearance of HSE coordinator and with the knowledge of SIC. Detail of camera covering the job area must be present in work permit. | -Do- |
| 18 | Any work permit during odd hours (beyond general shift) or in holidays shall be issued upon further approval of SIC and HSE coordinator. | -Do- |
| 19 | Any pigging is to be planned in coordination with CD. Shift personnel shall coordinate with maintenance team for launching and receiving of pig. | -Do- |
| 20 | Check for remote availability of mainline valve and DG in every SV/RCP stations/Hathidah-T point. | -Do- |
| 21 | In case of emergency / fire in the station or in mainline, shift personnel shall follow Disaster Management Plan. | -Do- |
| 22 | After completion of shift, Shift personnel shall not leave the station/duty till his reliever reports for the duty and takeover the charge or alternate arrangement is made by SIC | -Do- |

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| RECORDS GENERATED : | 1) | SHIFT LOGBOOK SHEET |
|  | 2) | SHIFT HANDING OVER REGISTER |
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