**TITLE: - SOP for Shift Handover and Takeover in Barauni Control Room**

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| **SL. NO.** | **ACTIVITY** | **RESPONSIBILITY** |
|  | The list of information but not limited to, are required to be included in Shift Handover and Takeover Report. | Shift In charge |
|  | Mention the pumping/delivery status, plan & expected time of completion. | -Do- |
|  | Mention station shut down duration with its cause during the last shift hour. In case station is under shutdown, downstream station status. | -Do- |
|  | Mention non-availability of equipment with reason & their respective maintenance department. | -Do- |
|  | Mention the bullet under feeding/evacuation, next bullet to be fed/evacuate & expected time of tank changeover. | -Do- |
|  | Mention the list of communication system, CCTV- operational and available | -Do- |
|  | Mention if any SV/RCP DG is running & duration to be run. | -Do- |
|  | Mention the MFM Normal)/Master in operation. | -Do- |
|  | Mention the PIG status (if to be launched/received). | -Do- |
|  | In addition, any other relevant information should be mentioned clearly. | -Do- |
|  | The shift handling report is to be submitted in E-OMS portal. | -Do- |
|  | Before handing, all information also should also be passed verbally to next shift in charge. | -Do- |
|  | Before taking over the shift, the Shift-In-Charge to go through communication register and acknowledge the same if any new communication has been entered. | -Do- |
|  | The succeeding Shift-In-Charge must take over the shift in E-OMS portal. | -Do- |

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