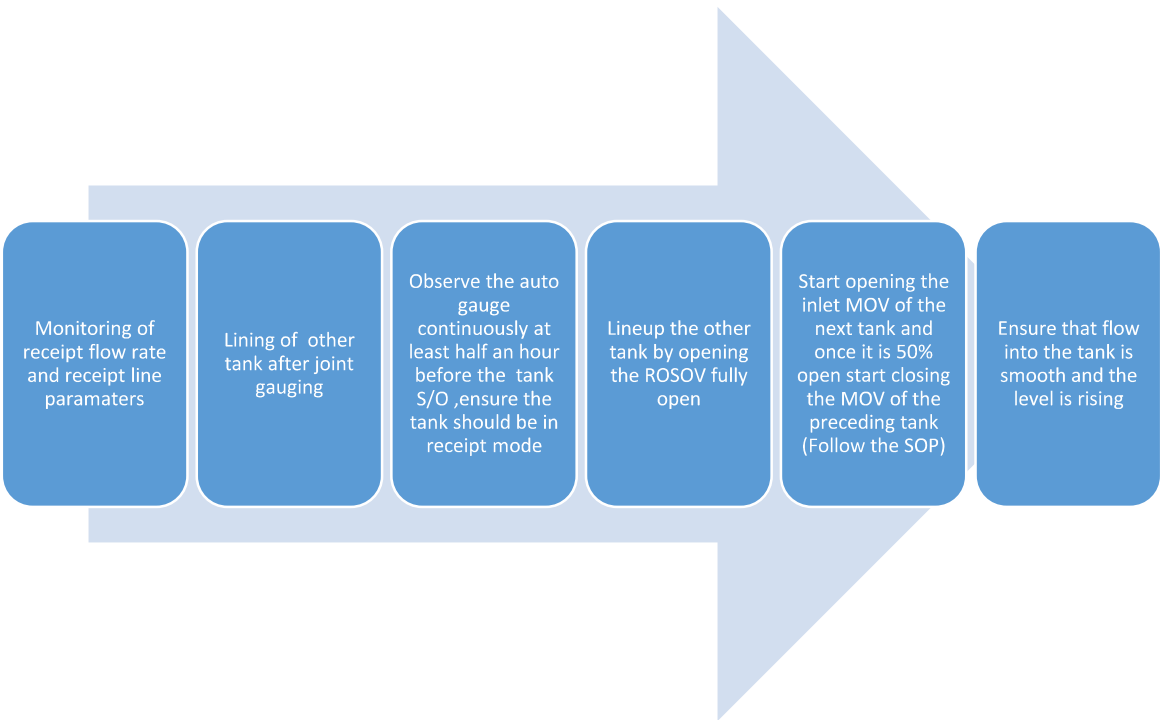
	HINDUSTAN PETROLEUM CORPORATION LIMITED VISAKHA- VIJAYAWADA- SECUNDERABAD PIPELINE	ISSUE NO: 2 REVISION NO.: 00 EFFECTIVE DATE: 01/01/2018 SHEET: 1 of 3
INTEGRATED MANAGEMENT INSTRUCTION		DOCUMENT NO.: IMI/OSP/05
TITLE	SWITCH OVER OF TANK FOR THE SAME PRODUCT	

Process: To provide guidelines for switch over of tank for the same product at Suryapet station.

Existing IMS Document no: QMI/OSP/05

Clause	Elements
4.4.1 a	Inputs to perform the process PLC regarding the tank dips and Status of manifold and ROSOV, Status report from electrician, Monitoring of receipt line and mainline parameters, man power, SOP for tank S/O, status reports from field. Output of the process: Switch over of tank for the same product.
4.4.1 b	Process activities: Activity involved to perform the process  <pre> graph LR A[Monitoring of receipt flow rate and receipt line parameters] --> B[Lining of other tank after joint gauging] B --> C[Observe the auto gauge continuously at least half an hour before the tank S/O, ensure the tank should be in receipt mode] C --> D[Lineup the other tank by opening the ROSOV fully open] D --> E[Start opening the inlet MOV of the next tank and once it is 50% open start closing the MOV of the preceding tank (Follow the SOP)] E --> F[Ensure that flow into the tank is smooth and the level is rising] </pre>
4.4.1 c	Criteria & methods: <ol style="list-style-type: none"> Line up the other tank for switch over after joint gauging. Observe the Auto gauge continuously at least half an hour before the expected time of desired level. Ensure the tank is in receipt mode Line-up the other tank by opening the ROSOV fully open

Approved By	Issued By
OPERATIONS INCHARGE	IMS COORDINATOR



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TITLE

SWITCH OVER OF TANK FOR THE SAME PRODUCT

5. Start opening the inlet MOV of the next tank and once it is 50% open start closing the MOV of the preceding tank (Follow the SOP)
6. Keep monitoring the receipt flow and auto gauge of following tank.
7. Record the tank S/O time in shift log book.

Performance indicators:

Safe and smooth tank switch.

4.4.1 d

Resource:

Manpower, Station PLC, Power

4.4.1 e

Roles and Responsibilities:

Shift In Charge

4.4.1 f

Risks:

1. Improper coordination during tank switch over
2. Improper monitoring of receipt line parameters
3. Accident & Incident due to not use of proper PPE

Opportunities:

1. Proper utilization of tank capacity
2. Innovation in operations
3. Close monitoring of all receipt line parameters
4. Strict follow of all SOPs

4.4.1 g

Review of the performance on the parameters identified in 4.4.1 c if required

4.4.1 h

Action planning for the negative deviation of the performance parameters identified in 4.4.1 c if required

4.4.2 a

Documents to be maintained:

1. Shift Log Book (IMF/OPN/01)
2. Operations Log Book (IMF/OSP/01)
3. Tank gauge cum check list IMF/OSP/03

4.4.2 b

Documents to be retained:

1. Shift Log Book (IMF/OPN/01)
2. Operations Log Book (IMF/OSP/01)
3. Tank gauge cum check list IMF/OSP/03

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TITLE

SWITCH OVER OF TANK FOR THE SAME PRODUCT

Risk	Risk rating	Action Plan
Improper Co-ordination	H	<ul style="list-style-type: none">Shift in charge to ensure proper co-ordination with man power.
Improper monitoring of receipt line parameters	H	<ul style="list-style-type: none">Shift in-charge to ensure all safety measures before tank switch over
Accident & Incident due to not use of proper PPE	H	<ul style="list-style-type: none">Safety training to be given to all Contractor & Contract workmen

How to find the RISK/ opportunity for individual process

a) Analysis of individual interested party

Interested party involved in process	Expectation of the parties	Risk/ opportunity	Seriousness of Risk (RATE H- High, M=Medium, L-Low)	Is Risk has taken care in earlier version?	If yes, reference?	If not include here or Improvement required	Action Plan
Shift- In-charge	Safe Operations	Improper monitoring of receipt parameters, tank status	H	YES	Vigilant Shift in charge	NA	NA
Contract workmen	Safe Operations	Accident & Incident due to not use of proper PPE	H	YES	inspection by Officer In-charge	NA	NA

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OPERATIONS INCHARGE	IMS COORDINATOR