

OPS Assessment Record

Vacuum Drying Operations



Operators name _____ Date _____

Vantage card No _____ Location _____

Please select the applicable method for answering each question
Qu - Questioning
Ob - Observation

Qu	Ob
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Section 1	Pre-job and Rig-up	Ref	YES YES NO		
			YES	YES	NO
1	Has the operator complied with the relevant Permit to Work and played an active part in the planning and safety meeting (TBT)?	HSE1,a1b5			
2	Did the operator establish a good working relationships with 3rd party personnel?	a2			
3	Can you confirm the operator has checked the availability of 3rd party utilities?	a3			
4	Did the operator ensure there was sufficient consumables for the operation?	a4			
5	Did the operator function test equipment and report any defects?	a5,a6			
6	Does the operator understand the current legislation and working practices?	HSE2,a7			
7	Did the operator run up the vacuum pumps check for faults and check fluid levels?	b1			
8	Did the operator set up the instrumentation package as per procedures?	b2			
9	Can the operator carry out basic fault finding on the instrumentation packages?	b3			
10	Did the operator connect the vacuum pump to the system as per procedure?	b4			

Section 2	Prepare for Operation				
1	Did the operator ensured the system was properly lined up and isolations in place?	c1			
2	Did the operator evacuate the temporary system and calculated the leak rate?	c2			
3	Did the operator ensure the instrumentation started recording as required?	c3			

Section 3	Vacuum Dry System				
1	Did the operator engage the vacuum pump properly to reduce system pressure?	d1			
2	Did the operator engage the vacuum booster pump at the predetermined pressure?	d2			
3	Did the operator install the Dewpoint probe at the predetermined pressure?	d3			
4	Did the operator reduce system pressure to saturation vapour pressure?	d4			
5	Did the operator complete the evaporation phase as per operational procedure?	d5			
6	Was the system pulled down to required dewpoint as per operational instructions?	d6			
7	If required did the operator purge the system with air and resume pulldown?	d7			
8	Did the operator complete soak test as per operational requirements?	d8			
9	Did the operator confirm acceptance of the drying operation, allowing for "in leak"?	d9			
10	Did the operator ensure the system was purged/packed with dry gas?	d10			
11	Can you confirm operation was conducted within operating parameters?	d11			
12	If the operator observed deviations from job parameters did he take remedial action?	d12			

Section 4	Rig down Equipment				
1	Did the operator dismantle equipment in a safe and logical manner?	e1			
2	Has the operator reported defects to the appropriate authority?	e2			
3	Does the operator ensure equipment is correctly stowed and secured?	e3			
4	Does the operator ensure equipment is correctly manifested and backloaded?	e4			
5	Does the operator ensure all unused chemicals are safety returned for disposal?	e5			
6	Did the operator complete all necessary reports as required?	e6			

Section 5	Abnormal Operating Conditions				
1	Was the operator present at critical situations or have to deal with them?	f1			
2	Did the operator take appropriate action as per operational requirements?	f2			
3	Did the operator monitor the critical situation and minimise risk to personnel?	f3			
4	Did the operator follow the agreed emergency procedures?	f4			
5	Was the operator able to advise people what to do and pass on information?	f5,f6			

Assessors Name _____ Signature _____ Date _____

Comments section can be found overleaf

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Vacuum Drying Operations

Operators Name _____

Section 1 Comments	Pre-job and Rig-up
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Section 2 Comments	Prepare for operation
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Section 3 Comments	Vacuum Dry System
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Section 4 Comments	Rig Down Equipment
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Section 5 Comments	Abnormal Operating Conditions
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Assessors Name

Signature

Date