

Qualification Pack



Refinery Production Technician (O&M)

QP Code: HYC/Q 3801

NSQF Level: 4

Hydrocarbon Sector Skill Council
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HYC/Q3801 Refinery Production Technician (O&M)

Brief Job Description

Individual at this job is responsible for maintenance or repair of instruments such as hoses, pumps, filters, or screens to maintain processing equipment. The person at this job assembles fittings, valves, bowls, plates, disks, impeller shafts, or other parts to prepare equipment for smooth operation of refinery.

Personal Attributes

The individual should have good sense of responsibility, a good organizer and time keeper. The person should have the ability to work individually / team in different shift.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. HYC/N3801 Prepare tools and instruments for testing and maintenance activity
2. HYC/N3802 Carry out testing and maintenance/repair at refinery
3. HYC/N9301 Working effectively in a team
4. HYC/N9302 Maintain health, safety and security procedures

Qualification Pack (QP) Parameters

Sector	Hydrocarbon
Sub-Sector	Downstream
Occupation	Refinery Operation
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO/ 2015 3134, NCO/2015 7233.1100
Minimum Educational Qualification & Experience	Completed 2nd year of the 3-year Diploma (after 10th) in engineering trade OR 10th Grade Pass plus 2-year of National Trade Certificate (NTC) in engineering trade OR 8th Grade pass plus 2-years of NTC plus 1-year NAC in relevant trade OR 12th Grade Pass (Science) OR
Minimum Level of Education for Training in School	NA

Qualification Pack

Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 years
Last Reviewed On	3-May-2023
Next Review Date	2-May-2026
NSQC Approval Date	3-May-2023
Version	1.0

HYC/N3801 Prepare tools and instruments for testing and maintenance activity

Description

This unit is about Preparing tools and instruments for testing and maintenance of various processing equipment.

Scope

This unit/task covers the following:

- Check readiness of the operating units
- perform refinery operation

Elements and Performance Criteria

Prepare for operational and maintenance activities

To be competent, the user/individual on the job must be able to;

- PC1. obtain maintenance or repair job from the supervisor/ manager
- PC2. arrange tools and instruments for the identify problem
- PC3. check the readiness and calibration for error-free functioning of tools and instruments
- PC4. cut off the maintenance or repair section from the plant
- PC5. install maintenance and repair signages at the site
- PC6. report maintenance and repair activity and timing to the concerns

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. the basic principle of refinery operation
- KU2. standard operating procedures for refinery operation
- KU3. importance of calibration of tools and instruments
- KU4. relevant health and safety requirements applicable to the work place
- KU5. potential hazards, risks and threats based on the nature of work
- KU6. the importance of personal protective equipment used during welding operation
- KU7. ways of efficiently managing material and water in the process
- KU8. the difference between recyclable/reusable and waste material

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. read and interpret refinery operation blueprint
- GS2. assess complexity and criticality of task
- GS3. communicate effectively with team members
- GS4. complete tasks efficiently and accurately within stipulated time
- GS5. work with supervisors/team members to carry out work related tasks
- GS6. perform basic mathematical calculation
- GS7. plan and organize the marketing activity

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1. obtain maintenance or repair job from the supervisor/ manager	3	5		
PC2. arrange tools and instruments for the identify problem	4	5		
PC3. check the readiness and calibration for error-free functioning of tools and instruments	3	5		
PC4. cut off the maintenance or repair section from the plant	3	5		
PC5. install maintenance and repair signages at the site	4	5		
PC6. report maintenance and repair activity and timing to the concerns	3	5		
NOS Total	20	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HYC/N3801
NOS Name	Prepare tools and instruments for testing and maintenance activity
Sector	Hydrocarbon
Sub-Sector	Downstream
Occupation	Refinery Operation
NSQF Level	4
Credits	4.5
Version	1.0
Last Reviewed Date	3-May-2023
Next Review Date	2-May-2026
NSQC Clearance Date	3-May-2023

HYC/N3802 Carry our testing and maintenance/repair at refinery

Description

This unit is about identifying and conduct testing and maintenance/repair activity at refinery.

Scope

This unit/task covers the following:

- Testing and identification of fault
- Repair and maintenance of the site

Elements and Performance Criteria

Testing and identification of fault

To be competent, the user/individual on the job must be able to;

- PC1. check the condition of hoses, pumps, filters, or screens, fittings, valves, bowls, plates, disks, impeller shafts, or other parts.
- PC2. check material flow or instruments, such as temperature or pressure gauges, indicators or meters using appropriate tools or instruments
- PC3. inspect machines or equipment for hazards, operating efficiency, malfunctions, wear, or leaks
- PC4. identify the type of fault such as instrument control fault, electrical fault or mechanical fault
- PC5. report identified fault to the supervisor/manager

Repair and maintenance of the site

To be competent, the user/individual on the job must be able to;

- PC6. carryout preventive and breakdown maintenance as per maintenance manual
- PC7. remove the faulty part from the system
- PC8. carry out adjustment in machine controls to regulate conditions such as material flow, temperature, pressure, etc.
- PC9. apply appropriate solution for maintenance/repair on faulty instrument control system/electrical system/ mechanical system
- PC10. check all the inspection points as per maintenance/repair checklist
- PC11. carry out visual inspection of the repaired instrument or equipment after maintenance/repair
- PC12. carry out inspection using calibration instruments and tools
- PC13. utilize the material required during repair and maintenance activity efficiently to minimize the waste and store the unused or reusable material
- PC14. clean the site and remove the maintenance /repair signages from the site
- PC15. inform all concerns about site readiness
- PC16. maintain/prepare maintenance/repair log as per the SOP
- PC17. report maintenance/repair completion to supervisor/manager

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU9.** the basic principle of refinery operation
- KU10.** standard operating procedures for refinery operation
- KU11.** importance of calibration of tools and instruments

- KU12. relevant health and safety requirements applicable to the work place
- KU13. the importance of personal protective equipment used during welding operation
- KU14. ways of efficiently managing material and water in the process
- KU15. the difference between recyclable/reusable and waste material

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS8. read and interpret readings of different measuring and calibration instruments
- GS9. assess complexity and criticality of task
- GS10. communicate effectively with team members
- GS11. perform basic mathematical calculation
- GS12. plan and organize the maintenance/repair activity

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1. check the condition of hoses, pumps, filters, or screens, fittings, valves, bowls, plates, disks, impeller shafts, or other parts.	1	2		
PC2. check material flow or instruments, such as temperature or pressure gauges, indicators or meters using appropriate tools or instruments	2	1		
PC3. inspect machines or equipment for hazards, operating efficiency, malfunctions, wear, or leaks	1	2		
PC4. identify the type of fault such as instrument control fault, electrical fault or mechanical fault	1	2		
PC5. report identified fault to the supervisor/manager	1	2		
PC6. carryout preventive and breakdown maintenance as per maintenance manual	1	2		
PC7. remove the faulty part from the system	1	2		
PC8. carry out adjustment in machine controls to regulate conditions such as material flow, temperature, pressure, etc.	1	2		
PC9. apply appropriate solution for maintenance/repair on faulty instrument control system/electrical system/ mechanical system	2	2		
PC10. check all the inspection points as per maintenance/repair checklist	1	1		
PC11. carry out visual inspection of the repaired instrument or equipment after maintenance/repair	1	2		
PC12. carry out inspection using calibration instruments and tools	1	2		
PC13. utilize the material required during repair and maintenance activity efficiently to minimize the waste and store the unused or reusable material	2	2		
PC14. clean the site and remove the maintenance /repair signages from the site	1	2		
PC15. inform all concerns about site readiness	1	1		
PC16. maintain/prepare maintenance/repair log as per the SOP	1	2		
PC17. report maintenance/repair completion to supervisor/manager	1	1		
NOS Total	20	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HYC/N3802
NOS Name	Carry out testing and maintenance/repair at refinery
Sector	Hydrocarbon
Sub-Sector	Downstream
Occupation	Refinery Operation
NSQF Level	4
Credits	4.5
Version	1.0
Last Reviewed Date	3-May-2023
Next Review Date	2-May-2026
NSQC Clearance Date	3-May-2023

HYC/N9301 Working effectively in a team

Description

This unit covers basic practices that improve effectiveness of working in a team in an organizational set-up

Scope

This unit/task covers the following:

- Effective team work

Elements and Performance Criteria

Effective team work

To be competent, the user/individual on the job must be able to:

- PC1. maintain clear communication with colleagues
- PC2. pass on information to colleagues in line with organisational requirements
- PC3. work in a team and support the team members
- PC4. work in ways that show respect to colleagues
- PC5. fulfil commitments made to colleagues
- PC6. inform team members timely, if timelines can't be met
- PC7. take the necessary initiatives to resolve the issues while working in team

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. the organization's policies and procedures related to team work in workplace
- KU2. the importance of effective communication and establishing good working relationships with colleagues
- KU3. Knowledge of gender concepts, issues & legislation
- KU4. the importance of creating an environment of trust and mutual respect
- KU5. the implications of own work on the work and schedule of others
- KU6. the standard practice in organisation w.r.t communication at various levels
- KU7. the instructions at individual level or at group level
- KU8. individual work responsibility and corrective measures required to complete task in time
- KU9. the importance of personal qualities like discipline and confidence to achieve success in work assigned

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. communicate effectively in writing
- GS2. read instructions, guidelines/procedures
- GS3. communicate information effectively
- GS4. make decisions on a suitable course of action or response keeping in view resource utilization while meeting commitments
- GS5. how to plan the work to meet the deadline

- GS6. the importance of consistent and reliable services for customer satisfaction
- GS7. apply problem solving approaches in different situations
- GS8. apply balanced judgments to different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Effective teamwork</i>	20	30		
PC1. maintain clear communication with colleagues	2	4	-	-
PC2. pass on information to colleagues in line with organisational requirements	3	5	-	-
PC3. work in a team and support the team members	3	4	-	-
PC4. work in ways that show respect to colleagues	3	4	-	-
PC5. fulfil commitments made to colleagues	3	5	-	-
PC6. inform team members timely, if timelines can't be met	3	4	-	-
PC7. take the necessary initiatives to resolve the issues while working in team	3	4	-	-
NOS Total	20	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HYC/N9301
NOS Name	Working effectively in a team
Sector	Hydrocarbon
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	2.5
Version	3.0
Last Reviewed Date	3-May-2023
Next Review Date	2-May-2026
NSQC Clearance Date	3-May-2023

HYC/N9302: Maintain health, safety and security procedures

Description

This unit covers maintaining health, safety and security procedures at the workplace. This includes procedures and practices that candidates need to follow to help maintain a healthy, safe and secure work environment

Scope

This unit/task covers the following:

- Practice health and safety measures
- Follow fire safety procedures
- Follow emergencies, rescue and first-aid procedures

Elements and Performance Criteria

Practice health and safety measures

To be competent, the user/individual on the job must be able to:

- PC1.** use protective clothing/equipment for specific tasks and work conditions
- PC2.** identify documents, location and people responsible for health and safety in the workplace
- PC3.** identify possible causes of risk or accident in the workplace
- PC4.** carry out safe working practices while dealing with hazards to ensure the safety of self and others
- PC5.** lift heavy objects safely using correct procedures
- PC6.** identify common safety signs, displayed in various areas

Follow fire safety procedures

To be competent, the user/individual on the job must be able to:

- PC7.** use the various appropriate fire extinguishers on different types of fires correctly
- PC8.** follow rescue techniques applied during fire hazard
- PC9.** follow good housekeeping practice in order to prevent fire hazards
- PC10.** list issues concerning the safety in work place
- PC11.** inform fire safety department about any near-miss incidents in the work place
- PC12.** follow the applicable laws, regulations and codes as per safety standard
- PC13.** prepare written accident/incident report and share with the concerned officer/department

Follow emergencies, rescue and first-aid procedures

To be competent, the user/individual on the job must be able to:

- PC14.** provide appropriate first aid to victims in emergency situation
- PC15.** demonstrate basic techniques of bandaging
- PC16.** respond promptly and appropriately to an accident
- PC17.** perform rescue activity during an accident in real or simulated environments
- PC18.** demonstrate correct method to rescue injured people and others during an emergency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. company's policies on personnel management and duty reporting procedure
- KU2. reporting structure within organization
- KU3. how to escalate problem
- KU4. concept of "hazards" and "risks"
- KU5. health and safety hazards commonly affecting the work environment and related precautions
- KU6. preventative and remedial actions to be taken in the case of exposure to toxic materials
- KU7. importance of using protective clothing/equipment while working
- KU8. various causes of fire
- KU9. techniques of using different types of fire extinguishers
- KU10. different materials used for extinguishing fire
- KU11. various types of safety signs and their significance

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1. communicate by writing
- GS2. read instructions, guidelines/procedures and reports
- GS3. communicate effectively and share the information efficiently
- GS4. identify and report potential sources of danger
- GS5. how to plan the work to meet the deadline
- GS6. the importance of on time services
- GS7. apply problem solving approaches in different situations
- GS8. apply balanced judgments to different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Practice health and safety measures</i>	9	15		
PC1. use protective clothing/equipment for specific tasks and work conditions	1	4	-	-
PC2. identify documents, location and people responsible for health and safety in the workplace	2	1	-	-
PC3. identify possible causes of risk or accident in the workplace	1	3	-	-
PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others	2	2	-	-
PC5. lift heavy objects safely using correct procedures	1	3	-	-
PC6. identify common safety signs, displayed in various areas	2	2	-	-
<i>Follow fire safety procedures</i>	12	16		
PC7. use the various appropriate fire extinguishers on different types of fires correctly	2	2	-	-
PC8. follow rescue techniques applied during fire hazard	2	2	-	-
PC9. follow good housekeeping practice in order to prevent fire hazards	2	2	-	-
PC10. list issues concerning the safety in work place	1	3	-	-
PC11. inform fire safety department about any near-miss incidents in the work place	2	2	-	-
PC12. follow the applicable laws, regulations and codes as per safety standard	1	3	-	-
PC13. prepare written accident/incident report and share with the concerned officer/department	2	2	-	-
<i>Follow emergencies, rescue and first-aid procedures</i>	4	19		
PC14. provide appropriate first aid to victims in emergency situation	1	4	-	-

PC15. demonstrate basic techniques of bandaging	1	4	-	-
PC16. respond promptly and appropriately to an accident	0	3	-	-
PC17. perform rescue activity during an accident in real or simulated environments	1	4	-	-
PC18. demonstrate correct method to rescue injured people and others during an emergency	1	4	-	-
NOS Total	25	50		

National Occupational Standards (NOS) Parameters

NOS Code	HYC/N9302
NOS Name	Maintain health, safety and security procedures
Sector	Hydrocarbon
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	2.5
Version	3.0
Last Reviewed Date	3-May-2023
Next Review Date	2-May-2026
NSQC Clearance Date	3-May-2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % aggregate for QP: 70

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HYC/N 3801 Prepare tools and instruments for testing and maintenance activity	20	30	-	-	50	30
HYC/N 3802 Carry out testing and maintenance/repair at refinery	20	30	-	-	50	30
HYC/N9301 Working effectively in a team	20	30	-	-	50	20
HYC/N9302 Maintain health, safety and security procedures	25	50			75	20
Total	85	140	-	-	225	100

Acronyms

NOS – National Occupational Standard(s)

OS – Occupational Standard(s)

NSQF – National Skills Qualifications Framework

QP – Qualifications Pack

KU – Knowledge and Understanding

GS – Generic Skills

SOP- Standard operating procedure

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards(OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria(PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards(NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack(QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements that together specify the technical, generic, professional and organisational specific knowledge that an individual need in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills(GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today’s world. These skills are typically needed in any work environment in today’s world. These skills are typically needed in any work environment. In the context of the OS, these include communication-related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.