



OPERATIONS DEPARTMENT INSTRUCTION

N2-ODI-5.16
Rev 0
(TCN-1)

SKILLS OF THE TRADE

Approved: [Signature] **OPERATION ONLY**

1.0 INTRODUCTION

The intention of this O.D.I. is to identify some of the many practices and duties that are skills of the trade for Operations Department Personnel.

Skills of the trade are those actions, practices, event identifications or problem solving techniques that an operator takes without needing an approved procedure to follow as a guide. (Ref. AP-4.0, Section 5.7.2)

2.0 DISCUSSION

During the course of many plant situations, the identification and correcting of problems might require an operator to use his/her "Skills of the Trade". Skills of the trade are acquired by many different ways: training, prior operating experience, working with and talking to knowledgeable experienced operators.

Skills of the trade are hard to formally put into a procedure due to the many different situations that arise. General topics or areas of problems can be identified and listed with some of the many possible solutions. In no way is this Operating Department Instruction meant to take the place of an operator from thinking, or using his/her "skills of the trade" to combat a problem.

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"SKILLS OF THE TRADE" TOPICS

The following is a list of what is considered "skill of the trade" topics that do not require an approved procedure for an operator to perform.

1. Changing/replacing light bulbs
2. Changing/replacing chart paper
3. Changing/replacing recorder ink pens
4. Use of portable pumps
5. Use of hydro pumps
6. Use of portable fans
7. Use of portable heaters
8. Operation of a fluke
9. Use of test gages
10. Operation of temperature probes
11. Operation of vibration probes
12. Operation of pressure reducing valves
13. Operation of valve controllers
14. Operation of temperature control valves
15. Operation of flow control valves
16. Operation of level control valves
17. Operation of overhead doors
18. Operation of safety equipment
 - a. Showers
 - b. Eye wash stations
 - c. Acid clothes
 - d. Castic clothes

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(Cont)

19. Operation of portable lifting equipment
 - a. Barrel lifts
 - b. Barrel charts
 - c. Chain falls
 - d. Lift-a-lofts
20. Removal, installation and tightening of flanges, access covers, etc.
21. Tightening of fittings, etc, to stop leakage
22. Operation of getars
23. Blowing down steam traps
24. Filling of loop seals
25. Blowing down air tanks
26. Blowing down transmitters
27. Use of portable communication equipment
28. Flushing of systems and or components
29. Seating valves
30. Unseating stuck valves
31. Centrafuging oil

4.0

DOCUMENTATION

4.1

Activities which are performed on specific systems as "Skills of the Trade" to correct repetitive problems should be incorporated into appropriate procedures or corrected per problem reports, work requests, or other appropriate documents.

