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| **Project Title**On the Job Training |
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| A | XX.XX.XXX | Issued for review | XX | XX | XX |
| Rev. | Date | Description | Prepared | Verified | Approved |
|  |  |  |  |  |  |
| Logo | Document Title |
| On the Job Training - OJTSystem XX XXXX  |
| Document Number |
| XXXX-XX |

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OBJECTIVES/PURPOSE

To ensure and document that the candidate has the necessary knowledge and competence to perform safe and efficient operation of the System XX XXX.

TRAINING

KNOWLEDGE AND COMPETENCE

| **Step** | **Action** | **Notes** | **Reference** | **Remarks** | **Sign** |
| --- | --- | --- | --- | --- | --- |
| Knowledge and competence |
|  | **In CCR:** Use the Operator Workstation to explain the functionality and operation of the system including:* Overall purpose and functionality
* Main equipment’s purpose and functionality
* Key technical barriers (system protection) to prevent undesirable incidents
* Main control loops
* Utilities and chemical requirements
* Analysis and sampling
 | Learn about system/equipment function and purpose through system manual and associated documentation.  |  |  |  |
|  | **In Process Area:** Show the location of xxx | Obtain competence related to equipment location and operation through system manual and associated documentation. |  |  |  |
|  | xxx |  |  |  |  |

CONTROL QUESTIONS

| **Step** | **Action** | **Notes** | **Reference** | **Remarks** | **Sign** |
| --- | --- | --- | --- | --- | --- |
| Control questions |
|  | What is the purpose of xxx |  |  |  |  |
|  | xxx |  |  |  |  |
|  | xxx |  |  |  |  |

SIGNATURES

|  |  |  |
| --- | --- | --- |
| **Employee No** | **Candidate** | **Date / Sign** |
|  |  |  |
| **Employee No** | **Confirmed by experienced person** | **Date / Sign** |
|  |  |  |
| **Employee No** | **Approved by manager** | **Date / Sign** |
|  |  |  |