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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 - OJT  System 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** |
|  |  |  |