

PRACTICE SHARING

Shift Handover Checklist for FCC While in Non-Routine Operations

Purpose and Use:

The purpose of this document is to share the practice of generating and using a Shift Handover Checklist specific to Fluidized Catalytic Cracking (FCC) units when in non-routine operations at shift change. When in non-routine operations, protective systems (e.g., Safety Instrumented Systems [SIS]) may be bypassed and other safeguards are put into place that are monitored and maintained by either the console or field operator or both. The checklist in this Practice Sharing document in conjunction with an FCC Non-routine Operations Checklist and an FCC Simplified DCS screen for unit monitoring may assist Operations personnel in maintaining these safeguards with less confusion and potential for error.

Practice Sharing Documents are meant to share information on process safety practices in order to help improve process safety performance and awareness throughout industry. The goal is to capture and share knowledge that could be used by other companies or sites when developing new process safety practices or improving existing ones. The Practice being shared has been used by an industry member, but this does not mean it should be used or that it will produce similar results at any other site. Rather, it is an option to consider when implementing or adjusting programs and practices at a site.

BY THEMSELVES, THE PRACTICE SHARING DOCUMENTS ARE NOT STANDARDS OR RECOMMENDED PRACTICES. THEY ARE NOT INTENDED TO REPLACE SOUND ENGINEERING JUDGMENT. THEY DO NOT PRECLUDE THE USE OF ALTERNATIVE METHODS THAT COMPLY WITH LEGAL REQUIREMENTS. A SUBJECT MATTER EXPERT SHOULD BE CONSULTED PRIOR TO DETERMINING WHETHER A PRACTICE SHARING DOCUMENT CAN BE USED IN ANY SPECIFIC SITUATION.

Scope:

This Practice Share document applies to FCC units when in non-routine operations. It provides checklists for use by the console and field operators that prompt communication of the status of safeguards in place during non-routine operations, maintenance activities, and operating conditions to be discussed as a part of the shift handover process. The practice shared in this document is most effective when used in conjunction with those contained in two other practices shared on the Safety portal, which are:

The FCC Non-routine Operations Standby Checklist available at <https://safetyportal.afpm.org/File/1714/1>, and The Simplified DCS Screen for FCC Non-routine Operations available at <https://safetyportal.afpm.org/File/1676/1>.

Description and Implementation:

A checklist is provided for FCC console and field operators to prompt communication of the status of safeguards in place during non-routine operations, maintenance activities and operating conditions to be discussed as a part of the shift handover process. The example checklists provided below are intended to prompt discussion of key items that may not be covered during shift handover during normal operations. Those responsible for implementing an FCC Shift Handover Checklist for Non-Routine Operations may consider using the Walk The Line video on Operational Continuity (Chapter 6) available at the Safety portal at <https://safetyportal.afpm.org/initiatives/> and a Walk The Line on Effective Shift Handover in the "Videos" tab at <https://safetyportal.afpm.org/initiatives/> in conjunction with implementing the practice shared in this document.

Note: This practice sharing document in no way alters any legal requirements. It is not intended to replace sound engineering analysis or judgment.

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Shift Handover Checklist for FCC While in Standby Operations

Console FCC Operator	Yes	No	Comments
SIS status changes			
Downstream equipment changes			
Any operating procedure variances			
Any steam or N2 purge changes			
Any changes in the pressure balances between regen/reactor/fractionator/flare			
Any new instrument malfunctions			
Any change in Rx - MF block valve, if applicable			
Any catalyst level changes in Rx, Regen or Stripper			
Any new FCC unit alarms disabled			
Any safety or environmental incidents			

Outside FCC Operator	Yes	No	Comments
Any new mechanical work started			
Any new Hot work permits issued			
Changes in any control valve bypasses			
Any confined space work			
Any change in Rx - MF block valve if applicable			
Any new contractors in FCC area doing work			
Any equipment venting to atmosphere			
Any safety or environmental incidents			

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References:

FCC Non-routine Operations Checklist available at <https://safetyportal.afpm.org/File/1714/1>.

Simplified DCS Screen for FCC Non-routine Operations available at <https://safetyportal.afpm.org/File/1676/1>.

Walk The Line video on Operational Continuity (Chapter 6) available at the Safety portal at <https://safetyportal.afpm.org/initiatives/>.

Walk The Line video on Effective Shift Handover available at the Safety portal on the “Videos” tab <https://safetyportal.afpm.org/initiatives/>.

Revision	Date	Summary of Changes
Initial Draft	August 2021	Initial Version
Revision	November 2021	HIPS Review
Revision	January 2022	PSW Review
Legal Review	April 2022	AFPM Legal Review
Final	April 2022	Published

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