

TRAINING TITLE

OPERATING PROCEDURES AND STANDING INSTRUCTIONS IN PETROCHEMICAL OPERATIONS

Training Duration

5 day

Training Venue and Dates

Ref. No. PE209	Operating Procedures and Standing Instructions in Petrochemical Operations	5	01-05 Sep. 2025	\$5,500	Dubai, UAE
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In any of the 4 or 5-star hotels. The exact venue will be informed later.

Training Fees

- **\$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch**

Training Certificate

Define Management Consultants Certificate of course completion will be issued to all attendees.

TRAINING DESCRIPTION

In the petrochemical industry, operating procedures and standing instructions are crucial tools for ensuring safe, efficient, and compliant operations. They serve as guidelines for day-to-day activities, emergency responses, equipment handling, and safety protocols. This 5-day course will provide participants with the essential knowledge and skills needed to develop, implement, and maintain effective operating procedures and standing instructions that support operational excellence, enhance safety, and ensure regulatory compliance.

TRAINING OBJECTIVES

At the end of this course the delegates should be able to:

1. Understand the key components and structure of operating procedures and standing instructions.
2. Learn how to develop clear and concise procedures that align with industry standards and best practices.
3. Gain knowledge of implementing and training operators on the procedures effectively.
4. Be able to monitor compliance and conduct audits for continuous improvement.
5. Develop skills to integrate risk management and emergency preparedness into procedures.

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WHO SHOULD ATTEND?

This course is ideal for professionals involved in the development, implementation, and management of operating procedures and instructions within petrochemical facilities.

It is particularly suited for:

- Operations Engineers and Technicians
- Process Safety Engineers
- Production Managers and Supervisors
- HSE (Health, Safety, and Environmental) Managers
- Maintenance Personnel
- Quality Assurance and Control Teams
- Training Coordinators
- Compliance and Regulatory Specialists

TRAINING METHODOLOGY

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

COURSE PROGRAM: www.definettraining.com

Day 1: Fundamentals of Operating Procedures and Standing Instructions

- Overview of the role of operating procedures and standing instructions in petrochemical operations.
- Key elements of effective operating procedures: structure, clarity, and purpose.
- Regulatory requirements and industry standards (e.g., OSHA, API, ISO).
- Types of procedures: startup, shutdown, emergency, and routine operations.
- Difference between operating procedures and standing instructions.

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Day 2: Developing and Writing Effective Operating Procedures

- Best practices for drafting clear, concise, and actionable operating procedures.
- Understanding process flow diagrams (PFDs) and piping and instrumentation diagrams (P&IDs).
- Integration of safety and risk assessments into procedures.
- Workshop: Writing a sample operating procedure for a common petrochemical operation.
- Validation and approval processes for operating procedures.
- Ensuring compliance with regulatory and company-specific standards.

Day 3: Implementation and Training

- Effective communication and dissemination of operating procedures and standing instructions.
- Training methodologies for operators and technicians on following procedures.
- Importance of procedural adherence in maintaining operational integrity.
- Using technology to enhance access to and implementation of procedures (e.g., digital platforms).
- Addressing challenges in procedural compliance and overcoming resistance.

Day 4: Monitoring, Auditing, and Revising Procedures

- Techniques for monitoring adherence to operating procedures and standing instructions.
- Conducting audits to ensure accuracy, relevance, and compliance.
- Identifying gaps and weaknesses in existing procedures.
- Updating procedures to reflect process changes, equipment upgrades, or new regulations.
- Lessons learned from incident investigations: Revising procedures to prevent recurrence.
- Reviewing and updating a sample operating procedure.

Day 5: Risk Management and Emergency Preparedness

- Incorporating risk management into operating procedures and standing instructions.

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- Developing robust emergency procedures for fire, explosion, chemical release, and other incidents.
- Importance of clear instructions for effective crisis management.
- Course review, Q&A, and final assessment.
- Certification distribution and closing remarks.

NOTE:

Pre-& Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day reviews, and assessments will be carried out.



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