

### Tips for Managers:

Discuss walk the line issues with front-line workers and follow up on concerns raised.

**Additional guidance:**

- Center for Chemical Process Safety Beacon (August 2015):  
Operational Readiness

- Material Transfers
- Equipment changes
- Handover from another work group
- Manual change in operational state - equipment idled on another shift
- Start-up after prolonged outage
- Changing direction of flow
- Return to operation after maintenance or turnaround.
- Changeover of equipment (e.g. relief valves, filters, pumps, compressors)
- Batch operations (e.g., pigging, bed regeneration)
- Temporary pipework in wells operations

- P&IDs and other relevant information are consulted.
- Equipment and safeguards are installed correctly and functioning.
- Plugs, drain valves, blinds and spades are installed.
- Locked open/closed valves are in correct position.
- Relief routes are not blocked.
- Unintended routes to atmosphere are isolated.
- Pressure is verified.
- If necessary, clear communication between the control room and the field is maintained (e.g. confirming equipment tags before performing an operation).