

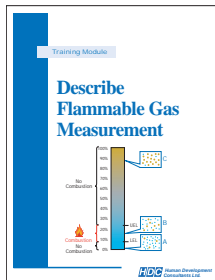
Training Kits

Improving Corporate, Job, and Employee Performance



Competency-based Training Kits

Use with a computer or print paper copies. A detailed list of training objectives and the table of contents for each of the following kits is posted at HDC's web site www.hdc.ca

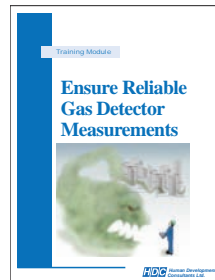


Total Pages: 33

Describe Flammable Gas Measurement

Audience:

Anyone who takes, monitors, or responds to combustible gas readings.

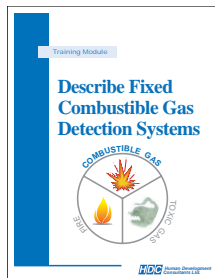


Total Pages: 68

Ensure Reliable Gas Detector Measurements

Audience:

This training kit provides advanced training for employees who take flammable and toxic gas measurements and oxygen concentration readings.

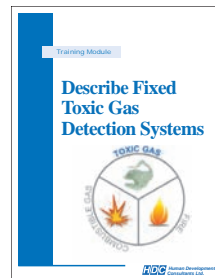


Total Pages: 70

Describe Fixed Combustible Gas Detection Systems

Audience:

Anyone who works in an area protected by a fixed combustible gas detection system.

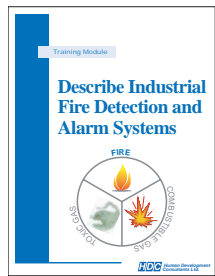


Total Pages: 100

Describe Fixed Toxic Gas Detection Systems

Audience:

Anyone who works in an area protected by a fixed toxic gas detection system.

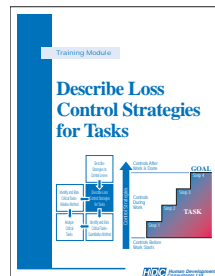


Total Pages: 118

Describe Industrial Fire Detection and Alarm Systems

Audience:

Anyone who works in an area protected by a fire alarm system. The Module describes system components, operation, and maintenance. The Checklist is excellent for orienting workers to protected areas.

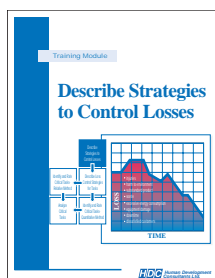


Total Pages: 50

Describe Loss Control Strategies for Tasks

Audience:

This kit is for anyone who has an interest in applying loss control concepts to tasks. Methods for analyzing task-related risk are briefly explained. Task related controls are also identified.

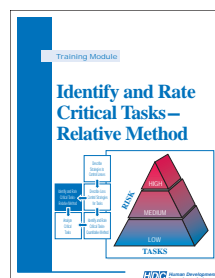


Total Pages: 49

Describe Strategies to Control Losses

Audience:

This kit is for anyone who has an interest in risk management and loss control concepts. This introductory kit describes methods to analyze risk and elements common to many loss management programs.

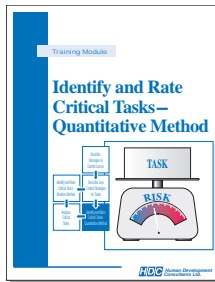


Total Pages: 51

Identify and Rate Critical Tasks—Relative Method

Audience:

Anyone who participates in identifying and rating critical tasks for risk of loss. Tasks are compared with each other for their degree of risk and ranked accordingly

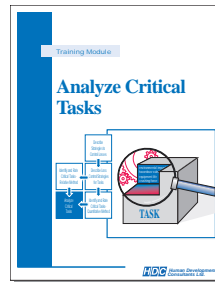


Total Pages: 62

Identify and Rate Critical Tasks—Quantitative Method

Audience:

Anyone who participates in identifying and rating critical tasks for risk of loss. The quantitative method uses a critical task risk matrix to rate tasks for risk.



Total Pages: 66

Analyze Critical Tasks

Audience:

Anyone who analyzes tasks to identify specific loss and optimization issues and suitable controls. Analyzing tasks is an important step for developing rigorous procedures.

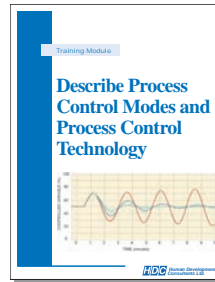


Total Pages: 64

Describe Basic Instrumentation and Control Strategies

Audience:

Operators and maintenance people who have minimal knowledge about instrumentation and process control.

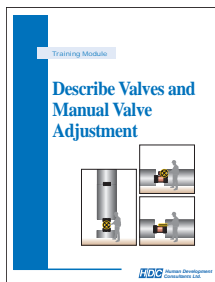


Total Pages: 65

Describe Process Control Modes and Process Control Technology

Audience:

Operators and maintenance people who have minimal knowledge about the responses of feedback process control loops or about process control technology.

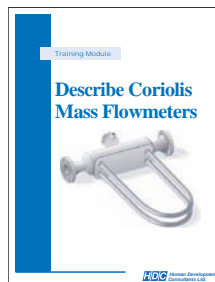


Total Pages: 77

Describe Valves and Manual Valve Adjustment

Audience:

Operators and maintenance personnel who manually adjust valves and perform routine maintenance.

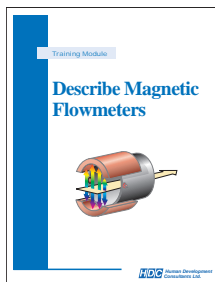


Total Pages: 55

Describe Coriolis Mass Flowmeters

Audience:

Operators and maintenance personnel who monitor, prove, maintain, and troubleshoot Coriolis mass flowmeters.

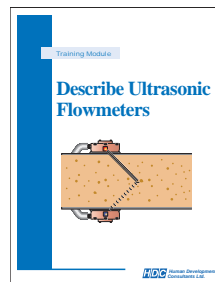


Total Pages: 58

Describe Magnetic Flowmeters

Audience:

Operators and maintenance personnel who monitor, prove, maintain, and troubleshoot magnetic flowmeters.

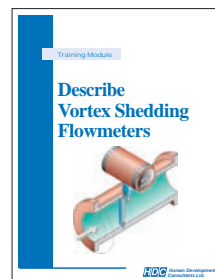


Total Pages: 54

Describe Ultrasonic Flowmeters

Audience:

Operators and maintenance personnel who monitor, prove, maintain, and troubleshoot ultrasonic flowmeters.

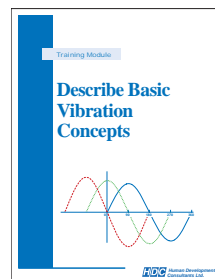


Total Pages: 49

Describe Vortex Shedding Flowmeters

Audience:

Operators and maintenance personnel who monitor, prove, maintain, and troubleshoot vortex flowmeters.

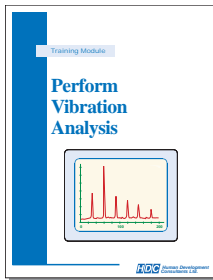


Total Pages: 76

Describe Basic Vibration Concepts

Audience:

Operators and maintenance people who have minimal knowledge about vibration as it relates to equipment condition.

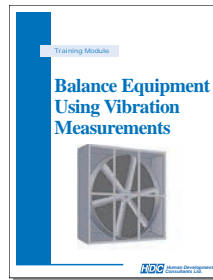


Total Pages: 87

Perform Vibration Analysis

Audience:

Operators and maintenance people who are involved in assessing equipment condition, identifying causes for excessive equipment vibration, or learning to be vibration specialists.

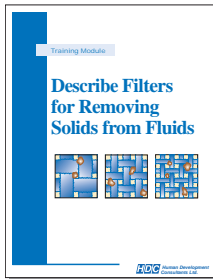


Total Pages: 38

Balance Equipment Using Vibration Measurements

Audience:

Employees learning to do single-plane balancing of rotating equipment on site.

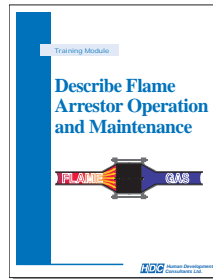


Total Pages: 50

Describe Filters for Removing Solids from Fluids

Audience:

Operators, maintenance personnel, and warehouse personnel who select, monitor, change, or dispose of filters used on equipment and in process streams.

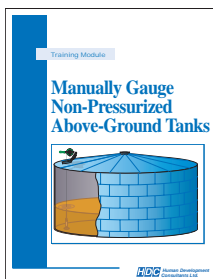


Total Pages: 51

Describe Flame Arrestor Operation and Maintenance

Audience:

Operators and maintenance personnel who select, install, monitor, and maintain flame arrestors.

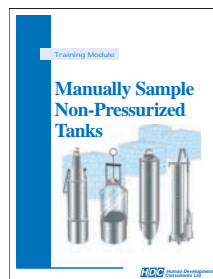


Total Pages: 69

Manually Gauge Non-Pressurized Above-Ground Tanks

Audience:

Anyone who manually gauges petroleum product lease and terminal tanks. A brief description of manual portable gauges is also provided.

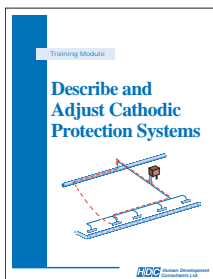


Total Pages: 79

Manually Sample Non-Pressurized Tanks

Audience:

This manually sample non-pressurized tanks training kit is for operators who work in oil, gas, and petrochemical industries. This kit includes procedures for four types of samplers.

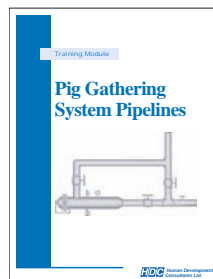


Total Pages: 78

Describe and Adjust Cathodic Protection Systems

Audience:

Anyone who monitors and adjusts cathodic protection systems; electricians who troubleshoot impressed current rectifiers.

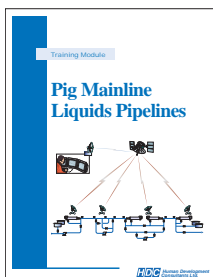


Total Pages: 101

Pig Gathering System Pipelines

Audience:

Anyone who sends and retrieves pigs on oil and gas gathering systems.

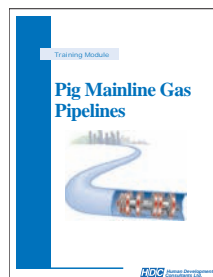


Total Pages: 92

Pig Mainline Liquids Pipelines

Audience:

Anyone who sends and retrieves pigs on mainline liquids pipelines using barrel-type launchers and receivers.

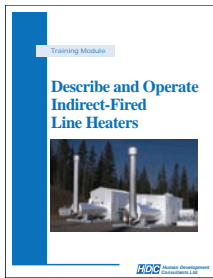


Total Pages: 104

Pig Mainline Gas Pipelines

Audience:

Anyone who sends and retrieves pigs on mainline gas pipelines.

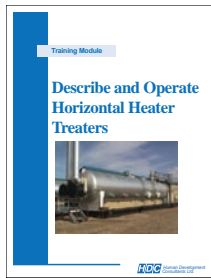


Total Pages: 78

Describe and Operate Indirect-Fired Line Heaters

Audience:

This gas line heater training kit is for operators who start, monitor, adjust, and shut down indirect-fired gas line heaters.

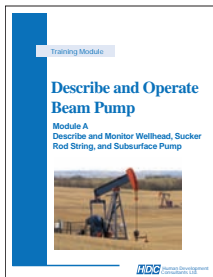


Total Pages: 140

Describe and Operate Horizontal Heater Treater

Audience:

Operators who start, monitor, adjust, and shut down horizontal heater treaters.

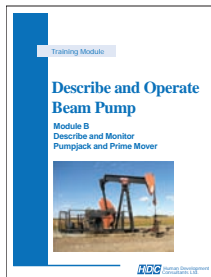


Total Pages: 85

DESCRIBE AND OPERATE BEAM PUMP (SERIES) Module A—Describe and Monitor Wellhead, Sucker Rod String, and Subsurface Pump

Audience:

Operators who start, adjust, and shut down beam pumps (pumpjacks).

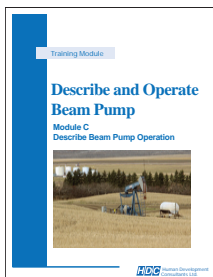


Total Pages: 74

DESCRIBE AND OPERATE BEAM PUMP (SERIES) Module B—Describe and Monitor Beam Pump and Prime Mover

Audience:

Operators who start, adjust, and shut down beam pumps (pumpjacks).

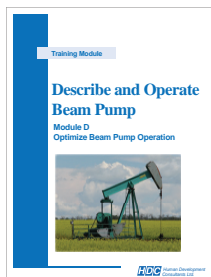


Total Pages: 136

DESCRIBE AND OPERATE BEAM PUMP (SERIES) Module C—Describe Beam Pump Operation

Audience:

Operators who start, adjust, shut down, and maintain beam pumps (pumpjacks).

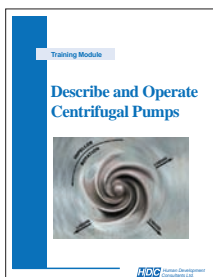


Total Pages: 97

DESCRIBE AND OPERATE BEAM PUMP (SERIES) Module D—Optimize Beam Pump Operation

Audience:

Operators who start, adjust, and shut down beam pumps (pumpjacks).



Total Pages: 185

Describe and Operate Centrifugal Pumps

Audience:

Operators who start, adjust, shut down, and troubleshoot centrifugal pumps.

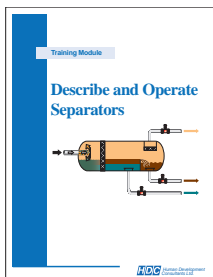


Total Pages: 191

Describe and Operate Reciprocating Compressors

Audience:

Operators who start, adjust, shut down, and troubleshoot reciprocating compressors.



Total Pages: 104

Describe and Operate Separators

Audience:

Operators who start, monitor, adjust, shut down, and troubleshoot separators.