

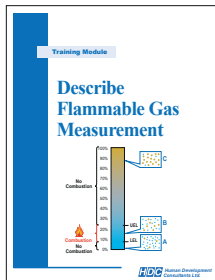
## Training Courses/Kits

# Improving Corporate, Job, and Employee Performance



## Competency-based Training Courses/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 courses/kits is posted at HDC's web site [www.hdc.ca](http://www.hdc.ca)

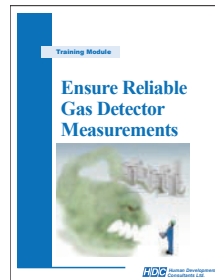


Total Pages: 33

### Describe Flammable Gas Measurement

**Audience:**

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

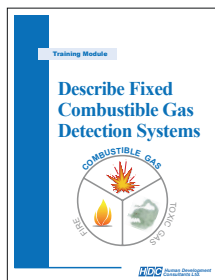


Total Pages: 68

### 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.

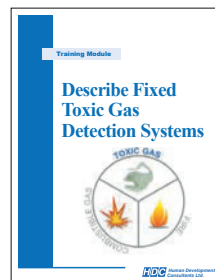


Total Pages: 70

### Describe Fixed Combustible Gas Detection Systems

**Audience:**

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

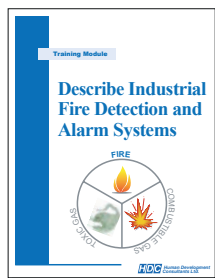


Total Pages: 100

### Describe Fixed Toxic Gas Detection Systems

**Audience:**

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

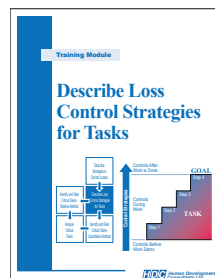


Total Pages: 118

### 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.

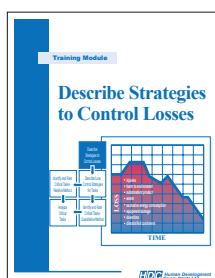


Total Pages: 50

### 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.

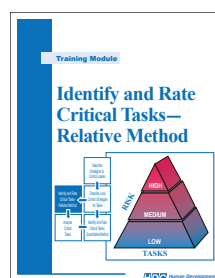


Total Pages: 49

### 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.

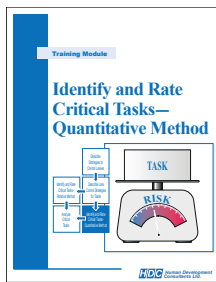


Total Pages: 51

### Identify and Rate Critical Tasks—Relative Method

**Audience:**

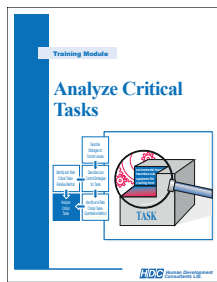
Anyone who participates in identifying and rating critical tasks for risk of loss. Tasks are compared with each other for their degree of risk and ranked accordingly



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**

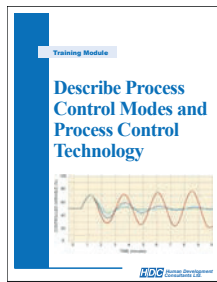
**Audience:** Anyone who analyzes tasks to identify specific loss and optimization issues and suitable controls. Analyzing tasks is an important step for developing rigorous procedures.



Total Pages: 64

**Describe Basic Instrumentation and Control Strategies**

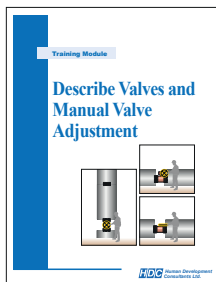
**Audience:** Operators and maintenance people who have minimal knowledge about instrumentation and process control.



Total Pages: 65

**Describe Process Control Modes and Process Control Technology**

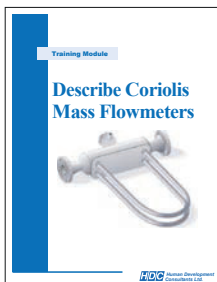
**Audience:** Operators and maintenance people who have minimal knowledge about the responses of feedback process control loops or about process control technology.



Total Pages: 77

**Describe Valves and Manual Valve Adjustment**

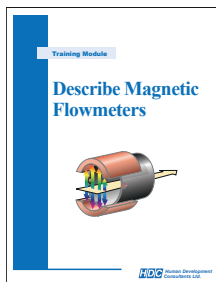
**Audience:** Operators and maintenance personnel who manually adjust valves and perform routine maintenance.



Total Pages: 55

**Describe Coriolis Mass Flowmeters**

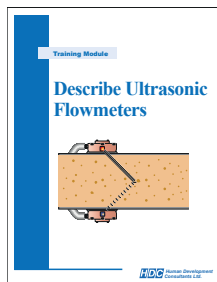
**Audience:** Operators and maintenance personnel who monitor, prove, maintain, and troubleshoot Coriolis mass flowmeters.



Total Pages: 58

**Describe Magnetic Flowmeters**

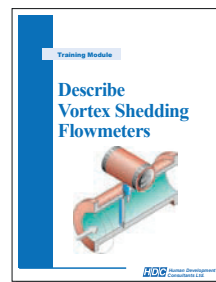
**Audience:** Operators and maintenance personnel who monitor, prove, maintain, and troubleshoot magnetic flowmeters.



Total Pages: 54

**Describe Ultrasonic Flowmeters**

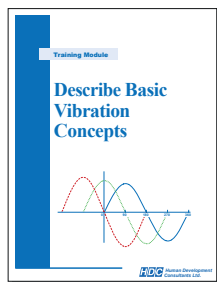
**Audience:** Operators and maintenance personnel who monitor, prove, maintain, and troubleshoot ultrasonic flowmeters.



Total Pages: 49

**Describe Vortex Shedding Flowmeters**

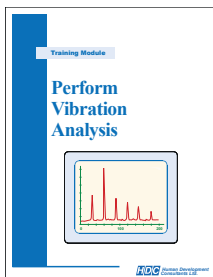
**Audience:** Operators and maintenance personnel who monitor, prove, maintain, and troubleshoot vortex flowmeters.



Total Pages: 76

**Describe Basic Vibration Concepts**

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

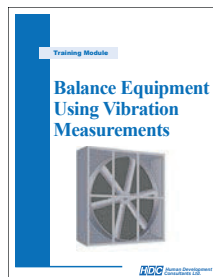


Total Pages: 87

### 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.

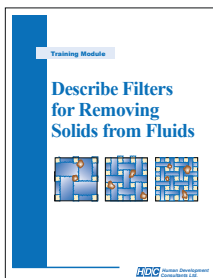


Total Pages: 38

### Balance Equipment Using Vibration Measurements

**Audience:**

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

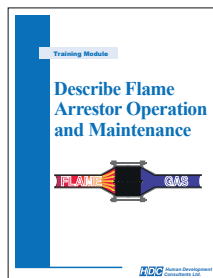


Total Pages: 50

### 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.

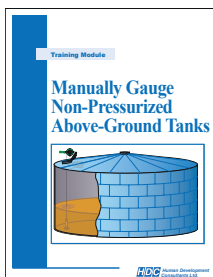


Total Pages: 51

### Describe Flame Arrestor Operation and Maintenance

**Audience:**

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

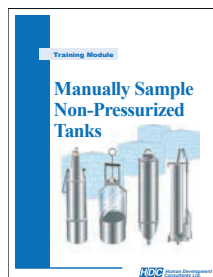


Total Pages: 69

### 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.

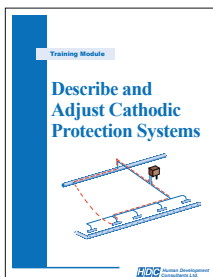


Total Pages: 79

### 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.

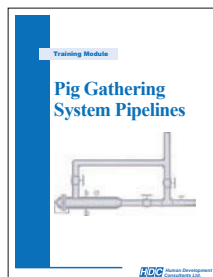


Total Pages: 78

### Describe and Adjust Cathodic Protection Systems

**Audience:**

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

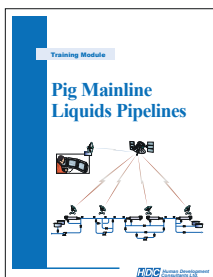


Total Pages: 101

### Pig Gathering System Pipelines

**Audience:**

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

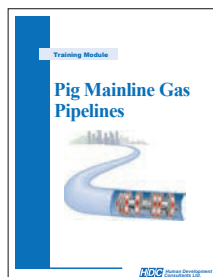


Total Pages: 92

### Pig Mainline Liquids Pipelines

**Audience:**

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

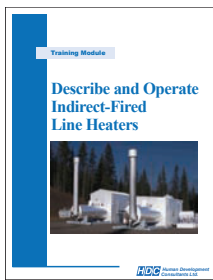


Total Pages: 104

### Pig Mainline Gas Pipelines

**Audience:**

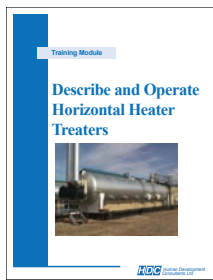
Anyone who sends and retrieves pigs on mainline gas pipelines.



Total Pages: 78

**Describe and Operate Indirect-Fired Line Heaters**

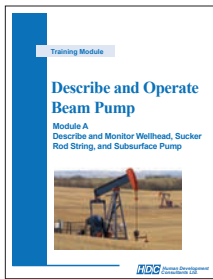
**Audience:**  
This gas line heater training kit is for operators who start, monitor, adjust, and shut down indirect-fired gas line heaters.



Total Pages: 140

**Describe and Operate Horizontal Heater Treater**

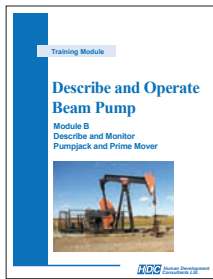
**Audience:**  
Operators who start, monitor, adjust, and shut down horizontal heater treaters.



Total Pages: 85

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

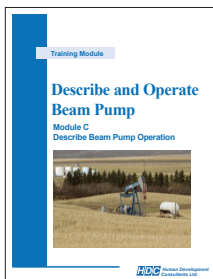
**Audience:**  
Operators who start, adjust, and shut down beam pumps (pumpjacks).



Total Pages: 74

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

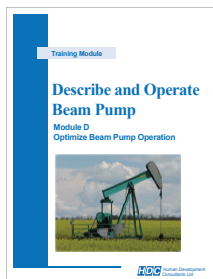
**Audience:**  
Operators who start, adjust, and shut down beam pumps (pumpjacks).



Total Pages: 136

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

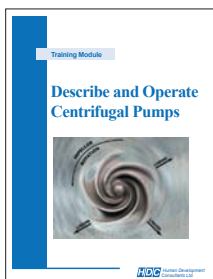
**Audience:**  
Operators who start, adjust, shut down, and maintain beam pumps (pumpjacks).



Total Pages: 97

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

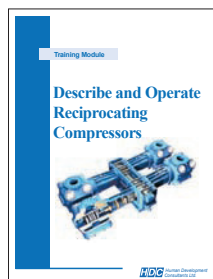
**Audience:**  
Operators who start, adjust, and shut down beam pumps (pumpjacks).



Total Pages: 185

**Describe and Operate Centrifugal Pumps**

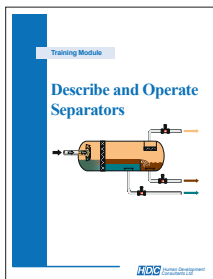
**Audience:**  
Operators who start, monitor, adjust, shut down, and troubleshoot centrifugal pumps.



Total Pages: 191

**Describe and Operate Reciprocating Compressors**

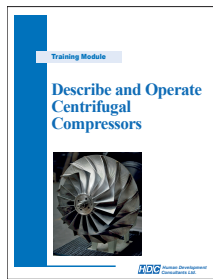
**Audience:**  
Operators who start, monitor, adjust, shut down, and troubleshoot reciprocating compressors.



Total Pages: 104

**Describe and Operate Separators**

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



Total Pages: 178

**Describe and Operate Centrifugal Compressors**

**Audience:**  
Operators who start, monitor, adjust, shut down, and troubleshoot centrifugal compressors.