



Electrical Power Station Operator Occupational Standards





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The Electricity Sector Council provides support to this dedicated team by working with industry employers and other stakeholders to research and resolve human resource and workplace development issues.

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Electrical Power Station Operator Occupational Analysis Profile

Disclaimer: Please note that some of the tasks detailed in this document will require the services of a registered trades-person depending upon the province of work. Provincial regulations change from time to time, employers and employees should consult your provincial appropriate licensing authority for clarification regarding which tasks may be affected. It is the responsibility of the individual employer/employee to ensure they act within the regulation for their jurisdiction.

A Operate Safely	A.1	A.2	A.3	A.4	A.5	A.6
	Commit to a safety culture	Recognize workplace hazards	Maintain safety certifications	Respond to safety-related incidents	Support field activities	Maintain public and environmental safety
	A.7	A.8	A.9	A.10	A.11	
	Administer work protection procedures	Respond to electrical emergencies	Respond to non-electrical emergencies	Practice emergency drills	Participate in cause of event analysis	
B Operate Environmental Protection Systems	B.1	B.2	B.3	B.4	B.5	B.6
	Monitor and operate station exhaust system	Monitor and operate lagoons	Monitor and operate separation systems	Identify and respond to chemical spills and leaks	Monitor and operate waste water system	Monitor and operate sump and dewatering systems
	B.7					
	Monitor fish impingement					

C Perform Routine Operating Tasks	C.1	C.2	C.3	C.4	C.5	C.6
	Perform routine checks	Perform routine testing and plant changeovers	Troubleshoot	Support maintenance process	Oversee commissioning of new or modified equipment	Participate in scheduled maintenance planning
	C.7	C.8				
	Plan and coordinate equipment outages	Co-ordinate daily activities				
D Control and Operate Major Plant Components	D.1	D.2	D.3	D.4	D.5	D.6
	Monitor and operate processes from main control room	Operate turbines/internal combustion engines and auxiliary equipment	Operate generators and auxiliary equipment	Operate fired boilers and auxiliary equipment	Operate nuclear reactors and auxiliary equipment	Operate hydro/river systems and auxiliary equipment
E Operate Auxiliary Systems and Equipment	E.1	E.2	E.3	E.4	E.5	E.6
	Operate station service electrical system	Monitor and operate safety systems	Monitor and operate pressurized systems	Monitor and operate water systems	Monitor and operate chemical systems	Monitor and operate heating, ventilation and air conditioning systems (HVAC)
F Communicate	F.1	F.2	F.3	F.4	F.5	F.6
	Speak clearly and concisely	Apply industry terminology	Use communication tools	Review operating instructions	Write clearly and concisely	Listen

G Manage Personal Development

F.7	F.8	F.9	F.10	F.11	F.12
Use three-way communication	Use workplace software and hardware	Maintain logs	Communicate shift conditions and equipment status for shift change	Train staff	Draft and use technical documentation

F.13
Communicate with stakeholders

G.1	G.2	G.3	G.4	G.5	G.6
Follow policies and procedures	Provide and take direction	Demonstrate leadership	Problem-solve	Manage tasks and time	Respond under stress

G.7	G.8	G.9	G.10	G.11	G.12
Demonstrate professionalism	Maintain physical and mental well-being	Participate in continuous learning	Mentor others	Work independently	Work as a member of a team

G.13
Adapt to shift work environment

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Area of Competence A: Operate Safely

Task A.1: Commit to a safety culture

Sub-task:	Supporting Knowledge and Abilities:
a) Incorporate safety in all work activities	<ul style="list-style-type: none"> • Participate in safety training • Consider safety in pre- and post-job briefings • Incorporate safety into written and recorded procedures • Participate in safe work planning • Always use safety procedures • Apply applicable safety programs; for example, Stop, Think, Act, Review (STAR) and SafeStart
b) Use safe operating practices and procedures	<ul style="list-style-type: none"> • Adhere to procedural compliance standards • Follow step-by-step and reference procedures
c) Facilitate/participate in regular safety meetings	<ul style="list-style-type: none"> • Follow safety reporting policies (i.e., always report observations of unsafe conditions)
d) Comply with occupational health and safety procedures, rules and regulations	<ul style="list-style-type: none"> • e.g., provincial/territorial and national occupational health and safety acts, corporate safety manuals

Task A.2: Recognize workplace hazards

Sub-task:	Supporting Knowledge and Abilities:
a) Deal with hazards and potentially hazardous conditions	<ul style="list-style-type: none"> • Types of hazards may include mechanical, electrical, thermal, chemical, radioactive, tripping, confined spaces, working at heights, and others • Monitor weather conditions (e.g., blizzards, floods, etc.) • Take immediate corrective action as appropriate; for example, erect barriers and warning signs
b) Select and use appropriate personal protective equipment	<ul style="list-style-type: none"> • Personal protective equipment may include hard hats, gloves, fire retardant clothing, electrical, safety boots, glasses, respirators, fall arrest systems, face shields (for flash protection and chemical protection), and others
c) Select and use appropriate procedures	<ul style="list-style-type: none"> • e.g., use confined space procedures, safe physical switching procedures, and others
d) Select and use equipment and tools	<ul style="list-style-type: none"> • Read and obey signage, instructions and directions, corporate safety manuals, procedures and rules • Apply proper use, functions and limits of tools and equipment • Apply Occupational Health and Safety Act and regulations
e) Recognize and remove distractions	<ul style="list-style-type: none"> • e.g., non-essential personnel, excessive noise, spurious alarms
f) Report hazards and potentially hazardous conditions	<ul style="list-style-type: none"> • Log and report hazardous conditions and any corrective actions • Follow emergency response plans

Task A.3: Maintain safety certifications

Sub-task:	Supporting Knowledge and Abilities:
a) Participate in ongoing safety training	<ul style="list-style-type: none"> • Ongoing safety training may include electrical awareness training, self-contained breathing apparatus and respirators, work protection certification, lock out procedures, radioactive hazard training, fire fighting training, WHMIS, CPR and First Aid, AED (automatic electronic defibrillator) training, forklift training, dam safety training, fall protection training, abnormal incidence response training, Joint Health and Safety Committee training, confined space training, and others • Observe mandatory safety training requirements
b) Establish levels of responsibility and authority	<ul style="list-style-type: none"> • Perform work to the level allowed by your level of qualification • Obtain and maintain certifications as required

Task A.4: Respond to safety-related incidents

Sub-task:	Supporting Knowledge and Abilities:
a) Recognize incident has occurred	
b) Initiate incident response	
c) Report as required	<ul style="list-style-type: none"> • Initiate and coordinate reports as required (e.g., spill reports)
d) Participate in follow-up activities	<ul style="list-style-type: none"> • e.g., investigations, clean-up, etc.

Task A.5: Support field activities

Sub-task:	Supporting Knowledge and Abilities:
a) Monitor activities and maintain contact protocols	<ul style="list-style-type: none"> • e.g., location of operations and maintenance crews, personnel working alone
b) Maintain communication with field personnel, as required	<ul style="list-style-type: none"> • Refer to requirements in work protection documentation (e.g., policies for working in pairs ('buddy system'), working alone, etc.)
c) Respond to personnel safety situations	
d) Support and/or coordinate safety response and protocols	

Task A.6: Maintain public and environmental safety

Sub-task:	Supporting Knowledge and Abilities:
a) Comply with corporate and regulatory requirements	<ul style="list-style-type: none"> • e.g., apply regulations for water and air management • Apply applicable regulations, for example the Occupational Health and Safety Act and regulations, municipal, provincial and federal environmental legislation
b) Adhere to standards	<ul style="list-style-type: none"> • e.g., ISO standards like International Standards Organization (ISO) 14000, etc.
c) Control and monitor releases	<ul style="list-style-type: none"> • Control releases of air, water, and emissions • Follow appropriate policies and procedures • Comply with station licences for emissions
d) Participate in co-ordinated drills with public agencies	<ul style="list-style-type: none"> • Flooding, fire, grid disturbances, off-site radiation emergencies, restoration plans
e) Participate in public relations initiatives	<ul style="list-style-type: none"> • Seminars, school presentations • Special interest groups (e.g., river regulating committees, Aboriginal groups) associations • Governmental groups and departments (e.g., Environment Canada, DFO, ministry of natural resources) • Communicate information via notification process

Task A.7: Administer work protection procedures

Sub-task:	Supporting Knowledge and Abilities:
a) Follow lockout and tag procedures	<ul style="list-style-type: none"> • Ensure equipment is isolated and de-energized for worker safety • Complete lock-out/tag-out training • Complete station specific and electrical training • Provide verification of isolation • Complete lockout/tag-out interruptions to facilitate testing of equipment
b) Direct and/or perform work protection protocols	<ul style="list-style-type: none"> • e.g., work permits, condition guarantees, apply hold-offs, information tags • Follow specified documentation protocols • Recognize role of Controlling Authority • Approve work and construction procedures
c) Assess work scope	<ul style="list-style-type: none"> • Identify hazards and assess what needs to be isolated
d) Create work protection	<ul style="list-style-type: none"> • Use flow sheets, work protection documentation, power supply lists, air supply lists, station prints • Determine isolation points and de-energization requirements
e) Check work protection	<ul style="list-style-type: none"> • Have protection checked by other operator
f) Apply work protection	<ul style="list-style-type: none"> • e.g., open and close breakers, hang tags
g) Verify work protection	<ul style="list-style-type: none"> • e.g., double check that proper action was taken on appropriate piece of equipment
h) Issue work protection	
i) Follow procedures for related activities	<ul style="list-style-type: none"> • e.g., confined spaces, limits of approach

Task A.8: Respond to electrical emergencies

Sub-task:	Supporting Knowledge and Abilities:
a) Apply operating capacity procedures	<ul style="list-style-type: none"> • Apply voltage reduction procedures • Apply load shedding and restoration operations • Respond to over-frequency and under-frequency conditions
b) Apply contingency/system restoration procedures	<ul style="list-style-type: none"> • Apply 'black start' procedures • Evaluate extent of outage or disturbance • Implement contingency plans • Allocate manpower and equipment for restoration • Return system to reliable state • Operate equipment safely and economically • Respond to minimize damage and extend the life of equipment and assets
c) Respond to unplanned contingencies	<ul style="list-style-type: none"> • Interpret and apply relay target reporting • Access/interpret system event recorder (SER), alarms and fault recorder information • Apply line restoration procedures (all voltage levels)
d) Report electrical system outages and malfunctions	<ul style="list-style-type: none"> • Follow policies and procedures

Task A.9: Respond to non-electrical emergencies

Sub-task:	Supporting Knowledge and Abilities:
a) Apply evacuation procedures	<ul style="list-style-type: none"> • Operate backup control centre, if available • Evacuate control room and station, as required • Coordinate activities of staff to enable operation of backup facilities
b) Classify emergency and initiate response	<ul style="list-style-type: none"> • e.g., unit, station, site, external, emergency field operations
c) Respond to environmental emergencies	<ul style="list-style-type: none"> • e.g., oil spills, hydro emergencies, fires, • Pandemics • Apply EMO procedures, as required
d) Apply bomb threat and sabotage response procedures	
e) Respond to emergency calls	<ul style="list-style-type: none"> • e.g., two-way radio, cell phones, Mayday, etc.

Task A.10: Practice emergency drills

Sub-task:	Supporting Knowledge and Abilities:
a) Participate in internal and external electrical restoration drills	<ul style="list-style-type: none"> • For your own utility and other utilities as required
b) Participate in sabotage/terrorist/bomb threat drills	<ul style="list-style-type: none"> • Liaise with police and safety organizations, i.e., Emergency Measures Organization • Follow workplace procedures for public notification
c) Participate in emergency drills	<ul style="list-style-type: none"> • Follow workplace procedures for public notification • Examples include: evacuation, fire, major medical, environmental, e.g., move to backup control centre • Liaison with police and safety organizations, i.e., Emergency Measures Organization
d) Document/debrief outcomes of drills	<ul style="list-style-type: none"> • Complete logs and other reporting

Task A.11: Participate in cause of event analysis

Sub-task:	Supporting Knowledge and Abilities:
a) Meet with stakeholder groups	<ul style="list-style-type: none"> • Includes internal and external groups
b) Compare feedback	
c) Determine causes	
d) Implement corrective plans and procedure modifications	<ul style="list-style-type: none"> • Provide input to recommendations • Refer to documentation (e.g., OPEX)

Area of Competence B: Operate Environmental Protection Systems

Task B.1: Monitor and operate station exhaust system

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Types of station exhaust systems include: combustion gases (stack, diesel stacks), powerhouse ventilation (contaminated exhaust, emergency filtered air discharge system (nuclear)) • Components include: electrostatic precipitator, bag filter separation • Conduct sampling (e.g, water sampling) • Parameters include: opacity, SO₂, nitrogen oxides (NO_x), excess O₂, • Monitor for contaminants (noble gases, radioiodine, tritium, radioactive particulates) • Log results
b) Follow approved procedures	<ul style="list-style-type: none"> • e.g., read operating manuals
c) Report any deficiencies	
d) Troubleshoot deficiencies	
e) Initiate maintenance as required	

Task B.2: Monitor and operate lagoons

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Types of lagoons include: ash, sewage, storm drain, waste water, cooling water • Monitor pH levels, effluent, etc.
b) Follow approved procedures	<ul style="list-style-type: none"> • e.g., read operating manuals
c) Report any deficiencies	<ul style="list-style-type: none"> • e.g., log results
d) Troubleshoot deficiencies	
e) Initiate maintenance as required	

Task B.3: Monitor and operate separation systems

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Types of separation systems include: lube and fuel oil purifiers, seal oil purifiers, separator tanks, coalescers, oil skimmers, • Parameters include: temperatures, pressures, flows, purity, levels
b) Follow approved procedures	<ul style="list-style-type: none"> • e.g., read operating manuals
c) Report any deficiencies	<ul style="list-style-type: none"> • e.g., log results • Contain/report minor oil spills
d) Troubleshoot deficiencies	
e) Perform or initiate maintenance as required	<ul style="list-style-type: none"> • Follow lock-out and tag-out procedures

Task B.4: Identify and respond to chemical spills and leaks

Sub-task:	Supporting Knowledge and Abilities:
a) Contain spills and leaks	<ul style="list-style-type: none"> • e.g., chemicals, oil, heavy water, demineralised water, chlorine • Implement spill contingency plan (e.g., dispatch hazardous materials team)
b) Initiate emergency response plan, if required	<ul style="list-style-type: none"> • Notify appropriate internal and external authorities (e.g. department of environment) • Coordinate activities • Follow policies and procedures (e.g., TDG, WHMIS)
c) Perform or initiate clean-up	<ul style="list-style-type: none"> • Wear appropriate PPE
d) Report spills and leaks	<ul style="list-style-type: none"> • Report to appropriate authorities (e.g., ministry of environment) • Log spills and leaks

Task B.5: Monitor and operate waste water system

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Types of waste water systems include: sewage treatment, effluent treatment, active liquid waste systems (nuclear) • Parameters include: temperatures, pressures, flows, purity, levels, chemistry
b) Treat waste water	<ul style="list-style-type: none"> • Follow approved procedures and licensing requirements • e.g., read operating manuals
c) Report as required	<ul style="list-style-type: none"> • e.g., to internal and external authorities
d) Troubleshoot deficiencies	
e) Perform or initiate maintenance as required	<ul style="list-style-type: none"> • Follow lock-out and tag-out procedures

Task B.6: Monitor and operate sump and dewatering systems

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Types of sump and dewatering systems include: dewatering turbines, oil containment, • Parameters include: levels, oil/water alarms, flows, purity
b) Follow approved procedures	<ul style="list-style-type: none"> • e.g., read operating manuals
c) Report any deficiencies	<ul style="list-style-type: none"> • e.g., log results
d) Troubleshoot deficiencies	
e) Perform or initiate maintenance as required	<ul style="list-style-type: none"> • Follow lock-out and tag-out procedures • Follow policies for working within confined spaces (e.g., have a rescue plan in place, ensure air monitoring plan)

Task B.7: Monitor fish impingement

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Types of equipment and components include: fish ladders, fish baskets, troughs, weirs • Adjust flows
b) Follow approved procedures	<ul style="list-style-type: none"> • e.g., read operating manuals • Count fish
c) Report fish counts	
d) Perform or initiate maintenance as required	<ul style="list-style-type: none"> • Operate seasonally • Install screens, as required

Area of Competence C: Perform Routine Operating Tasks

Task C.1: Perform routine checks

Sub-task:	Supporting Knowledge and Abilities:
a) Perform sensory inspections on all operating / standby equipment	<ul style="list-style-type: none"> • Types of equipment include: vents and drains, electric motors, pumps, compressors and receivers, dryers, fans, batteries, tanks, structures, conveyers, crushers, valves, filters, cooling water systems, oil pressure systems, standby engines (e.g., standby fire pumps, emergency gas generators) • e.g., look, listen and feel for normal operating conditions such as fluid levels, temperatures, noises, vibrations, cavitations, pressures, leaks and connections, voltages, currents, frequencies, flows
b) Inspect control room, complete field observations, and note deficiencies observed during testing	
c) Perform parameter inspections on all operating / standby equipment	<ul style="list-style-type: none"> • Operating parameters include: fluid levels, temperatures, noises, vibrations, pressures, leaks and connections, voltages, currents, frequencies, flows
d) Perform plant status / configuration checks	<ul style="list-style-type: none"> • e.g., ensure equipment is in the right positions (hand switches, valves)
e) Perform housekeeping tasks	<ul style="list-style-type: none"> • Ensure general tidiness of area, tools and equipment in right place, emergency exits clear
f) Ensure backup and standby equipment is available / poised	<ul style="list-style-type: none"> • Check for hand switches in proper positions, indicator lights
g) Identify and report defects and deficiencies	<ul style="list-style-type: none"> • Follow employers' policies and procedures
h) Conduct routine maintenance and servicing	<ul style="list-style-type: none"> • Including oil levels, filter changes, gas bottle changes, water transfer, ion exchange resin changes, desiccant changes and others

i) Initiate maintenance as required	<ul style="list-style-type: none"> • Complete reliability and defect reports • Complete logs and work orders to initiate maintenance • Troubleshoot as required
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Task C.2: Perform routine testing and plant changeovers

Sub-task:	Supporting Knowledge and Abilities:
a) Obtain documentation	• e.g., operator test procedures, flow sheet,
b) Complete pre-job briefing and coordination, as required	• e.g., communicate with control room operators, tradespeople, external agencies; implement contingency / backout plans
c) Complete visual inspections	• e.g., ensure equipment is available
d) Perform tests / changeovers	• e.g., electrical switching and grids, safety systems testing, backup systems testing, changing over pumps, compressors, HVAC
e) Record, verify and report testing results as required	• e.g., log and file results
f) Ensure system is restored	

Task C.3: Troubleshoot

Sub-task:	Supporting Knowledge and Abilities:
a) Obtain documentation / research	<ul style="list-style-type: none"> • e.g., system diagrams, operating manuals, vendors' manuals, manufacturers' recommendations, training materials, documentation (i.e., flow sheets and manuals)
b) Create troubleshooting plans, if required	<ul style="list-style-type: none"> • e.g., for more complex troubleshooting issues
c) Complete appropriate testing and investigation to diagnose faults	<ul style="list-style-type: none"> • e.g., collaborate with other resources, for example technical, documentation (i.e., flow sheets and manuals) • Perform sectionalisation
d) Initiate maintenance as required	<ul style="list-style-type: none"> • Complete reliability and defect reports • Complete logs and work orders to initiate maintenance • Describe deficiencies clearly and completely

Task C.4: Support maintenance process

Sub-task:	Supporting Knowledge and Abilities:
a) Assess maintenance needs	
b) Obtain /give appropriate approvals, as required	
c) Isolate components for safe work and apply work protection	<ul style="list-style-type: none"> • Use isolation and switching procedures like lockout/tagout procedures for steam, water, electrical and pressurized gases • Ensure venting and grounding for de-energization • Prepare, check, verify, order, approve, apply and issue work protection permits • Follow policies and procedures
d) Remove isolation and test as required	
e) Place in service	<ul style="list-style-type: none"> • Test components as appropriate

Task C.5: Oversee commissioning of new or modified equipment

Sub-task:	Supporting Knowledge and Abilities:
a) Review / complete supporting documentation	<ul style="list-style-type: none"> • e.g., owner and operating manuals, flow sheets and load verifications • e.g., transfer of control documents, in-service reports, and acceptance reports, update prints, instructions, alarm cards, operating procedures • Includes planned and scheduled maintenance • Conduct routine surveillance • Review training materials
b) Liaise with technical support as required	<ul style="list-style-type: none"> • e.g., with engineering and maintenance departments
c) Conduct field verification	<ul style="list-style-type: none"> • e.g., tagging and flow sheet review
d) Complete change control process	<ul style="list-style-type: none"> • e.g., flow sheets, operating manuals, ongoing testing as required
e) Place in service	<ul style="list-style-type: none"> • Test new or modified equipment as appropriate

Task C.6: Participate in scheduled maintenance planning

Sub-task:	Supporting Knowledge and Abilities:
a) Review maintenance plan	<ul style="list-style-type: none"> • Assess the plan to ensure appropriateness, i.e., leaving maintenance for outages, maintenance recall times • Ensure maintenance/ electrical personnel are available for the work • Complete prep work
b) Ensure redundant systems are available prior to maintenance	<ul style="list-style-type: none"> • Ensure system reliability during maintenance
c) Communicate maintenance plan with all stakeholders	<ul style="list-style-type: none"> • Mechanics, electricians, instrumentation technicians, electrical technicians, power protection and control technicians

Task C.7: Plan and coordinate equipment outages

Sub-task:	Supporting Knowledge and Abilities:
a) Receive maintenance / outage requests	<ul style="list-style-type: none"> • Submit outage request to proper authorities
b) Determine what work needs to be deferred to an outage	<ul style="list-style-type: none"> • Scheduled or forced outages • Determine scope of the work with other work groups (contingency analysis) • Prioritize activities • Assess the work and develop work plans
c) Maintain business obligations during outages	<ul style="list-style-type: none"> • Make real-time decisions as to the best time to complete maintenance
d) Communicate outages to internal and external stakeholders	<ul style="list-style-type: none"> • Follow reporting procedures

Task C.8: Co-ordinate daily activities

Sub-task:	Supporting Knowledge and Abilities:
a) Review daily work plan	<ul style="list-style-type: none"> • Ensure maintenance resources are available (e.g., mechanical, electrical, instrumentation, and safety) • Ensure equipment is available • Perform contingency analysis
b) Set work priorities	<ul style="list-style-type: none"> • Evaluate impact of decisions
c) Co-ordinate activities	<ul style="list-style-type: none"> • Consider resource requirements and availability (e.g., staff skills and expertise) • Consider timing and logical order in execution of activities

Area of Competence D: Control and Operate Major Plant Components

Task D.1: Monitor and operate processes from main control room

Sub-task:	Supporting Knowledge and Abilities:
a) Monitor panels	<ul style="list-style-type: none"> • e.g., boiler, generators, turbines, reactors, environmental systems, electrical, computers, monitor trends (e.g., charts and meters and displays) • Follow operating policies and procedures
b) Monitor relay rooms and equipment protection systems	<ul style="list-style-type: none"> • Operate AGC (automatic generation control) systems
c) Monitor computers	
d) Monitor data collection systems (HMI)	
e) Monitor annunciator systems	
f) Respond to alarms and equipment indications	<ul style="list-style-type: none"> • Refer to alarm response manual • Understand different alarms • Prioritize alarms • Maintain focus and eliminate distractions
g) Diagnose plant abnormalities	<ul style="list-style-type: none"> • As indicated by trend (e.g., charts, meters, alarms and displays) •
h) Take appropriate action	<ul style="list-style-type: none"> • Assemble and dispatch resources as required
i) Field phone calls	<ul style="list-style-type: none"> • e.g., in emergency situations
j) Log and report events	

Task D.2: Operate turbines/internal combustion engines and auxiliary equipment

Sub-task:	Supporting Knowledge and Abilities:
a) Operate turbines/internal combustion engines and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures to: <ul style="list-style-type: none"> ○ Start ○ Load ○ Shut down • Types of turbines include steam, water-driven, and gas turbines • IC engines include diesel, natural gas and propane • Types of auxiliaries include lube oil, governors (electrohydraulic control –and mechanical), turning gears, extraction steam, extraction systems, condensers, feed water and steam systems
b) Monitor operation of turbines/internal combustion engines and auxiliary equipment	<ul style="list-style-type: none"> • Monitor from both control room and from field, and includes visual observation (i.e., checking flows, temperatures, levels, pressure) • Operate within prescribed limits
c) Recognize, diagnose and respond to abnormalities	<ul style="list-style-type: none"> • Abnormalities may include: temperatures, loss of vacuum, vibration, gland leaks, pressures
d) Shut down turbines/internal combustion engines and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures

Task D.3: Operate generators and auxiliary equipment

Sub-task:	Supporting Knowledge and Abilities:
a) Operate generators and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures to: <ul style="list-style-type: none"> ○ Start ○ Synchronize ○ Load ○ Shut down • Types of auxiliaries include lube oil, hydrogen cooling, stator water, purification, purging, excitation, fire protection • Operate output transformer and switchyard • Follow approved procedures, for example: read operating manuals and orders to operate
b) Monitor operation of generators and auxiliary equipment	<ul style="list-style-type: none"> • Operate within prescribed limits • Monitor from both control room and from field, and includes visual observation (i.e., checking flows, temperatures, levels, pressure) • Report any malfunctions • Schedule maintenance when necessary • Communicate and log operational changes
c) Recognize, diagnose and respond to abnormalities	<ul style="list-style-type: none"> • Abnormalities may include: hydrogen leaks, seal oil leaks, lube oil leaks, internal faults, stator temperature
d) Shut down generators and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures

Task D.4: Operate fired boilers and auxiliary equipment

Sub-task:	Supporting Knowledge and Abilities:
a) Operate fired boilers and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures to: <ul style="list-style-type: none"> ○ Start ○ Load ○ Shut down • Types of auxiliaries include fan sets and auxiliaries, feed water system, fuel storage tanks, piping and valves, fuel delivery systems and heating sets, air/gas dampers, feeders and/or mills, burners and tilts, blowdown vent systems, thermo-probes and sootblowers
b) Monitor operation of fired boilers and auxiliary equipment	<ul style="list-style-type: none"> • Operate within prescribed limits • Monitor from both control room and from field, and includes visual observation (i.e., checking flows, temperatures, levels, pressure) • Report any malfunctions • Schedule maintenance when necessary • Communicate and log operational changes
c) Recognize, diagnose and respond to abnormalities	<ul style="list-style-type: none"> • Abnormalities may include: presence of leaks (tube leaks), pluggages, adjust water chemistry
d) Shut down fired boilers and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures

Task D.5: Operate nuclear reactors and auxiliary equipment

Sub-task:	Supporting Knowledge and Abilities:
a) Operate reactors and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures to: <ul style="list-style-type: none"> ○ Control (increase and decrease reactor power) ○ Manage criticality and reactivity • Types of auxiliaries include liquid zone, moderator, heat transport, collection, purification, annulus gas, cover gas, shield tank cooling, poison addition, steam generator, feed water systems, shut down systems, reactor regulating systems, fuelling machines, associated cooling and purification systems, fuel handling/storage, heavy water upgraders, tritium removal systems • Types of effluent systems include: interzonal air flow, off gas management, station exhaust monitoring, emergency filtered air discharge, vault vapour recovery, station containment system
b) Monitor operation of reactors and auxiliary equipment	<ul style="list-style-type: none"> • Monitor reactors from the control room • Monitor auxiliaries from the field and control room and includes visual observation (i.e., checking flows, temperatures, levels, pressure) • Operate within prescribed limits
c) Recognize, diagnose and respond to abnormalities	<ul style="list-style-type: none"> • Abnormalities may include: loss of coolant, loss of moderator, loss of regulation, failed fuel
d) Shut down reactors and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures

Task D.6: Operate hydro/river systems and auxiliary equipment

Sub-task:	Supporting Knowledge and Abilities:
a) Operate hydro/river systems and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures to: <ul style="list-style-type: none"> ○ Control river systems (e.g., spill, generate, store, pump) • Types of auxiliaries include: dams, control structures, spillways, fish ladders, weirs, sluice gates, booms. • Follow policies and procedures (treaties, corporate / government policies)
b) Monitor operation of hydro / river systems and auxiliary equipment	<ul style="list-style-type: none"> • Monitor hydro / river systems from the control room • Monitor auxiliaries from the field and control room and includes visual observation (i.e., checking flows, elevations, levels, storage, icing conditions) • Maintain public safety
c) Recognize, diagnose and respond to abnormalities	<ul style="list-style-type: none"> • Piping failures, erosions, ice jams, flooding
d) Shut down hydro / river systems and auxiliary equipment	<ul style="list-style-type: none"> • Use appropriate procedures

Area of Competence E: Operate Auxiliary Systems and Equipment

Task E.1: Operate station service electrical system

Sub-task:	Supporting Knowledge and Abilities:
a) Monitor and operate system	<ul style="list-style-type: none"> • Monitor panels, lights, alarms, meter readings, etc. • Refer to policies and procedures, limits of approach and PPE • Operate within prescribed limits and with approved documentation
b) Perform switching	<ul style="list-style-type: none"> • Monitor and operate breakers, disconnect switches, fuses
c) Monitor and operate transformers	<ul style="list-style-type: none"> • Perform routine PM (preventative maintenance) and testing
d) Monitor and operate bus systems	<ul style="list-style-type: none"> • Perform routine PM (preventative maintenance) and testing
e) Monitor and operate back up power supplies	<ul style="list-style-type: none"> • e.g., diesels, combustion turbines, natural gas • Perform routine PM (preventative maintenance) and testing
f) Monitor and operate DC distribution system	<ul style="list-style-type: none"> • e.g., converters, inverters, rectifiers, and batteries • Conduct associated battery maintenance/testing
g) Operate UPS (uninterruptible power supply) systems	<ul style="list-style-type: none"> • AC and DC
h) Monitor and operate protection systems and relaying	<ul style="list-style-type: none"> • Reset relays

Task E.2: Monitor and operate safety systems

Sub-task:	Supporting Knowledge and Abilities:
a) Complete scheduled testing of safety systems	<ul style="list-style-type: none"> Types of systems include fire protection (e.g., fire water, inert gas system, fire extinguishers, sprinklers), electrical standby/emergency power supplies Powerhouse emergency venting (PEV), Nuclear specific examples: reactor shut down systems, emergency coolant injection (NCI), negative pressure containment (NPC), containment
b) Ensure system is poised	<ul style="list-style-type: none"> e.g., backup/emergency lighting Conduct chemical sampling (nuclear)
c) Perform switching	<ul style="list-style-type: none"> For maintenance activities, power outages, etc.
d) Refer to documentation	<ul style="list-style-type: none"> e.g., emergency preparedness plan

Task E.3: Monitor and operate pressurized systems

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Types of pressurized systems include steam, compressed air, compressed gases, liquid nitrogen, carbon dioxide, hydrogen systems, lube oil, breathing air, air oil systems • Parameters include: pressures, temperatures, levels, purity, etc.
b) Follow approved procedures	<ul style="list-style-type: none"> • e.g., read operating manuals and orders to operate, Transportation of Dangerous Goods (TDG) and WHMIS policies
c) Report any deficiencies	<ul style="list-style-type: none"> • e.g., log results
d) Troubleshoot deficiencies	
e) Initiate maintenance as required	<ul style="list-style-type: none"> • Follow lock-out and tag-out procedures

Task E.4: Monitor and operate water systems

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Types of water systems include heavy water (nuclear), isotopic separation (nuclear), demineralised water, lake water, cooling water, domestic water, waste water, general services water, stator cooling water, pumping stations, distillation, reverse osmosis and ion exchange, • Parameters include pressures, temperatures, levels, purity, flow, etc.
b) Follow approved procedures	<ul style="list-style-type: none"> • e.g., read operating manuals and orders to operate, domestic water and waste water treatment guidelines
c) Report any deficiencies	<ul style="list-style-type: none"> • e.g., log results • e.g., leaks
d) Troubleshoot deficiencies	
e) Initiate maintenance as required	<ul style="list-style-type: none"> • Follow lock-out and tag-out procedures

Task E.5: Monitor and operate chemical systems

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Types of chemicals include hydrazine, ammonia, acid and caustic, sodium hypochloride, hydrogen peroxide, chlorine, lithium (nuclear), flocculants • Parameters include: levels (in tank), concentrations, dilutions, pressures, temperatures, purity, flow • Add chemicals to system as required • Wear appropriate PPE when handling chemicals
b) Follow approved procedures	<ul style="list-style-type: none"> • e.g., read operating manuals and orders to operate, Transportation of Dangerous Goods (TDG) and WHMIS policies
c) Receive chemicals	
d) Report any deficiencies	<ul style="list-style-type: none"> • e.g., log results
e) Troubleshoot deficiencies	
f) Initiate maintenance as required	<ul style="list-style-type: none"> • Follow lock-out and tag-out procedures

Task E.6: Monitor and operate heating, ventilation and air conditioning systems (HVAC)

Sub-task:	Supporting Knowledge and Abilities:
a) Check and adjust to maintain system parameters	<ul style="list-style-type: none"> • Parameters include: temperature, humidity, purity, flow, pressure • Regulate temperature, humidity and purity for human comfort, equipment and power house ventilation
b) Follow approved procedures	<ul style="list-style-type: none"> • e.g., read operating manuals and orders to operate
c) Report any deficiencies	<ul style="list-style-type: none"> • e.g., log results
d) Troubleshoot deficiencies	
e) Initiate maintenance as required	<ul style="list-style-type: none"> • Follow lock-out and tag-out procedures

Area of Competence F: Communicate

Task F.1: Speak clearly and concisely

Sub-task:	Supporting Knowledge and Abilities:
a) Organize your thoughts before speaking	<ul style="list-style-type: none"> • Take your time to gather all pertinent information before reporting
b) Keep message clear and focused	<ul style="list-style-type: none"> • Maintain consistency in your message
c) Use appropriate body language	
d) Use appropriate volume and tone of voice	<ul style="list-style-type: none"> • Speak slowly • Repeat your conversation if required
e) Use appropriate terminology and language	<ul style="list-style-type: none"> • Follow appropriate legislation and company standards, policies, and procedures • Use designated language of site • Apply phonetic alphabet
f) Confirm understanding	<ul style="list-style-type: none"> • Use active listening skills • Ask questions • Use three-way communication

Task F.2: Apply industry terminology

Sub-task:	Supporting Knowledge and Abilities:
a) Use workplace-specific vocabulary and gestures	<ul style="list-style-type: none"> • Ensure understanding of terminology and acronyms
b) Identify and use the common language of usage for the job site	<ul style="list-style-type: none"> • e.g., use terminology as per documented agreements

Task F.3: Use communication tools

Sub-task:	Supporting Knowledge and Abilities:
a) Use primary voice communication system	<ul style="list-style-type: none"> • e.g., telephone systems, cell phones, two-way radios, headsets, etc.
b) Use back up voice communication systems	<ul style="list-style-type: none"> • e.g., satellite phones
c) Use electronic communication tools	<ul style="list-style-type: none"> • e.g., e-mail, fax, websites
d) Use proper communication etiquette	<ul style="list-style-type: none"> • Limit unnecessary chatter • Use proper radio settings • Speak professionally • Recognize who may be listening • Follow public address protocols
e) Follow federal (CRTC) guidelines	

Task F.4: Review operating instructions

Sub-task:	Supporting Knowledge and Abilities:
a) Review operating instructions, procedures and policies	<ul style="list-style-type: none"> • Filter and retain relevant material that applies directly to the operator position
b) Confirm understanding	

Task F.5: Write clearly and concisely

Sub-task:	Supporting Knowledge and Abilities:
a) Follow reporting and documentation procedures	<ul style="list-style-type: none"> • Use reporting formats and templates
b) Compile information	<ul style="list-style-type: none"> • Gather and assemble facts, reference and support information
c) Write understandable documentation	<ul style="list-style-type: none"> • Use proper grammar and spelling • Employ technical writing skills as required • Employ industry approved terminology as required
d) Forward documentation to appropriate individuals	
e) File documentation according to guidelines	

Task F.6: Listen

Sub-task:	Supporting Knowledge and Abilities:
a) Give speaker undivided attention	<ul style="list-style-type: none"> • Eliminate all non pertinent distractions; e.g., alarms, phone calls, other conversations
b) Clarify and repeat information	<ul style="list-style-type: none"> • Do not assume • Repeat your understanding of any instructions you are given (e.g., use three way communication) • Ask to repeat directions if not clear

Task F.7: Use three-way communication

Sub-task:	Supporting Knowledge and Abilities:
a) Convey message to listener	<ul style="list-style-type: none"> • Use proper protocols when using communication equipment
b) Listen for receiver to repeat message	<ul style="list-style-type: none"> • Focus on task at hand
c) Confirm response	<ul style="list-style-type: none"> • Acknowledge responses, for example: “yes, that is correct”
d) Proceed with action	<ul style="list-style-type: none"> • Implement directed responses in a timely manner

Task F.8: Use workplace software and hardware

Sub-task:	Supporting Knowledge and Abilities:
a) Use only company-authorized software and hardware	<ul style="list-style-type: none"> • Follow company policies and procedures
b) Use software and hardware for work purposes only	
c) Request training in software and hardware, if required	

Task F.9: Maintain logs

Sub-task:	Supporting Knowledge and Abilities:
a) Record all pertinent shift activities and plant status in written/electronic log books	<ul style="list-style-type: none"> • Be aware that log books and electronic logs are legal documents • Follow company policies and procedures • Write and type legibly • Ensure accuracy and completeness of information (include who, what, why, when, where and how) • Include time, intent, and reporting details

Task F.10: Communicate shift conditions and equipment status for shift change/turn-over

Sub-task:	Supporting Knowledge and Abilities:
a) Record and review shift change/turn-over activities in log book	<ul style="list-style-type: none"> • Provide accurate and complete information • Ensure all critical information is passed on
b) Share verbal information	<ul style="list-style-type: none"> • Convey information about work in progress, current status of system equipment, crews, permits, etc.
c) Share information through technology	<ul style="list-style-type: none"> • e.g., using e-mail

Task F.11: Train staff

Sub-task:	Supporting Knowledge and Abilities:
a) Consider knowledge and experience of trainer and trainees	<ul style="list-style-type: none"> • Ensure trainer has adequate level of competency to instruct others
b) Demonstrate proper technique	<ul style="list-style-type: none"> • Mentor new operators in operational procedures; i.e., shift change/turn-over
c) Follow proper procedures	
d) Check for understanding	<ul style="list-style-type: none"> • Perform assessments as required
e) Observe trainees	<ul style="list-style-type: none"> • Mentor trainees
f) Provide training and development as required	<ul style="list-style-type: none"> • e.g., facilitate and/or lead business or safety meetings/presentations • Contribute to the design, development and implementation as an SME (subject matter expert)
g) Provide assistance as required	<ul style="list-style-type: none"> • Employ team concepts

Task F.12: Draft and use technical documentation

Sub-task:	Supporting Knowledge and Abilities:
a) Participate in job task analysis (JTA)	<ul style="list-style-type: none"> • Follow manufacturer's recommendations • Contribute to annual JTA requirements as required by NERC standards (station specific)
b) Identify the need for new guidelines and procedures	
c) Create short-term and long-term operating instructions	<ul style="list-style-type: none"> • e.g., minor operating procedure (MOP)
d) Create procedures for commissioning of new equipment	<ul style="list-style-type: none"> • Follow template for creating a procedure
e) Create and check documents	<ul style="list-style-type: none"> • Submit for final revision • e.g., operating graphs, block tripping diagrams, flow sheets, operating manuals, schematics, drawings, etc.
f) Develop operating agreements	
g) Initiate, review and/or provide input for technical documents	<ul style="list-style-type: none"> • e.g., update and correct operating policies and procedures, modify manufacturer's technical material for training purposes
h) Review procedures for accuracy	
i) Provide feedback on new procedures	
j) Read and interpret documents	<ul style="list-style-type: none"> • e.g., operating graphs, block tripping diagrams, flow sheets, operating manuals, schematics, drawings, etc.

Task F.13: Communicate with stakeholders

Sub-task:	Supporting Knowledge and Abilities:
a) Communicate with management personnel	<ul style="list-style-type: none"> • e.g., supervisors, managers, CEO, etc.
b) Communicate with grid/load control centers	<ul style="list-style-type: none"> • e.g., electrical system operators
c) Communicate with field personnel/contractors	<ul style="list-style-type: none"> • e.g., operators, maintenance and electrical personnel
d) Communicate with customers	
e) Communicate with union/labour personnel	
f) Communicate with service organizations	<ul style="list-style-type: none"> • e.g., EMS, police, fire, municipal works department, EMO, fisheries and oceans, DFO, CNSC (Canadian Nuclear Safety Commission) etc.

Area of Competence G: Manage Personal Development

Task G.1: Follow policies and procedures

Sub-task:	Supporting Knowledge and Abilities:
a) Review policies and procedures	
b) Apply policies and procedures to work	<ul style="list-style-type: none"> • Apply to daily routine • Ensure content is understood • Apply to emergency situations • Follow instructions pertaining to operation of equipment • Adhere to documented processes
c) Provide feedback to appropriate authorities	<ul style="list-style-type: none"> • e.g., for improvements and clarity • e.g., procedure action request (PAR)

Task G.2: Provide and take direction

Sub-task:	Supporting Knowledge and Abilities:
a) Listen to or read directions	<ul style="list-style-type: none"> • Seek clarification, if required • Recognize organizational structure and chain of command
b) Anticipate outcomes of action	
c) Take appropriate action	
d) Review results of action taken	
e) Provide direction	<ul style="list-style-type: none"> • e.g., understand and apply controlling and issuing authority responsibilities • Delegate and coordinate tasks
f) Supervise staff and activities	

Task G.3: Demonstrate leadership

Sub-task:	Supporting Knowledge and Abilities:
a) Exert leadership skills when necessary	<ul style="list-style-type: none"> • Understand the difference between leadership and support • Select appropriate response
b) Develop leadership style	<ul style="list-style-type: none"> • Pick style that best fits personality
c) Establish leadership role models	
d) Mentor others with leadership potential	
e) Apply positional authority	<ul style="list-style-type: none"> • e.g., controlling and issuing authority

Task G.4: Problem-solve

Sub-task:	Supporting Knowledge and Abilities:
a) Identify the problem	<ul style="list-style-type: none"> • Use advice of knowledgeable, competent people/co-workers (e.g., engineering) • Refer to documentation (e.g., flow sheets, procedures, training materials, OPEX database, etc.) • Ask manufacturer or supplier for help (e.g., product representatives, manuals, etc.) • Maintain a history of equipment • Don't jump to conclusions and avoid preconceptions • Use your senses: <ul style="list-style-type: none"> ○ Listen ○ Smell ○ See ○ Touch • Take steps to investigate problems: <ul style="list-style-type: none"> ○ Who ○ What ○ When ○ Where ○ Why ○ How
b) Prioritize	<ul style="list-style-type: none"> • Recognize levels of severity/importance and order of task completion
c) Coordinate solution for problem	<ul style="list-style-type: none"> • Based on results of observations
d) Solve the problem	<ul style="list-style-type: none"> • Use a systematic (or step-by-step) approach to problem solving

Task G.5: Manage tasks and time

Sub-task:	Supporting Knowledge and Abilities:
a) Identify tasks that need to be completed	<ul style="list-style-type: none"> • Prioritize tasks
b) Identify time available to complete tasks	<ul style="list-style-type: none"> • Use time management skills • Delegate tasks, when possible/required
c) Prioritize tasks according to degree of importance and urgency	<ul style="list-style-type: none"> • Do not try to complete too many tasks at once to avoid mistakes and confusion • Be aware of material and equipment availability
d) Organize a task schedule	<ul style="list-style-type: none"> • If time is afforded • Track status of task completion
e) Complete each task in phases	<ul style="list-style-type: none"> • Complete tasks in a sequential and logical order
f) Recognize limits and abilities of self and others	<ul style="list-style-type: none"> • Set realistic expectations

Task G.6: Respond under stress

Sub-task:	Supporting Knowledge and Abilities:
a) Recognize and respond to planned and unplanned disturbances	<ul style="list-style-type: none"> • Gather all appropriate information • Focus and make appropriate decisions • Rely on your training and experience • Eliminate distractions • Follow policies and procedures
b) Manage work load and priorities	<ul style="list-style-type: none"> • Coordinate work • Prioritize and re-evaluate priorities • Consult with others
c) Recognize limits and abilities of self and others	<ul style="list-style-type: none"> • Set realistic expectations • Assign and delegate tasks

Task G.7: Demonstrate professionalism

Sub-task:	Supporting Knowledge and Abilities:
a) Recognize, follow and promote company policies and procedures	<ul style="list-style-type: none"> • Follow codes of conduct
b) Dress appropriately for the job	<ul style="list-style-type: none"> • e.g., wear proper personal protection equipment when needed, wear approved uniforms
c) Use diplomacy	<ul style="list-style-type: none"> • e.g., when communicating with other work groups • Be respectful of others
d) Think critically and act when necessary	
e) Obtain and maintain appropriate and/or required certification, training and development	<ul style="list-style-type: none"> • Participate in training and certification programs offered by the company

Task G.8: Maintain physical and mental well-being

Sub-task:	Supporting Knowledge and Abilities:
a) Do not work under the influence of drugs or alcohol	<ul style="list-style-type: none"> • Follow company policies and procedures • Report fit for duty
b) Prepare for work	<ul style="list-style-type: none"> • Follow company policies and procedures • Plan meals for shifts
c) Maintain a proper level of physical and mental fitness for the job	<ul style="list-style-type: none"> • Utilize company wellness program, if available

Task G.9: Participate in continuous learning

Sub-task:	Supporting Knowledge and Abilities:
a) Identify areas requiring further learning and training	<ul style="list-style-type: none"> • As per personal development plan (e.g., develop areas of recommended improvement based on Performance Appraisals)
b) Choose appropriate courses based on needs	<ul style="list-style-type: none"> • Participate in training that is mandated by company/regulatory bodies
c) Complete in-house and off-site training	
d) Participate in training and development as dictated by corporate and industry requirements	<ul style="list-style-type: none"> • Complete mandatory safety training • Maintain certifications and training (e.g., complete requalification training, if required)
e) Provide input to training curriculum review	

Task G.10: Mentor others

Sub-task:	Supporting Knowledge and Abilities:
a) Exhibit patience	<ul style="list-style-type: none"> • Understand limitations of trainees and inexperienced staff
b) Utilize good communication skills	<ul style="list-style-type: none"> • Use three-way communication • Use written, verbal and non-verbal communication skills (e.g., diagrams and pictures) • Ensure clear and concise communication • Utilize phonetic alphabet
c) Have confidence in own abilities	
d) Learn how to mentor	<ul style="list-style-type: none"> • e.g., company training, if available
e) Complete appropriate documentation, if required	<ul style="list-style-type: none"> • e.g., skills measurement methods

Task G.11: Work independently

Sub-task:	Supporting Knowledge and Abilities:
a) Be self-aware	<ul style="list-style-type: none"> • Monitor work and correct actions as necessary • Recognize personal skills limits
b) Recognize what tasks need to be accomplished	<ul style="list-style-type: none"> • Foresee and mitigate issues
c) Take initiative	<ul style="list-style-type: none"> • Self-start (provide and/or seek information) • Recognize the need to address issues
d) Work to the best of personal abilities	<ul style="list-style-type: none"> • Continue until task is completed
e) Work at a sustainable pace	<ul style="list-style-type: none"> • Eliminate distractions in order to focus on task at hand
f) Take ownership and responsibility for work	<ul style="list-style-type: none"> • Apply knowledge and training to make appropriate decisions
g) Communicate information as required	<ul style="list-style-type: none"> • e.g., keep supervisor informed of work activities

Task G.12: Work as a member of a team

Sub-task:	Supporting Knowledge and Abilities:
a) Be accountable	<ul style="list-style-type: none"> • Report unexpected conditions • Be on time • Take pride in self (e.g., appearance and hygiene) • Follow company codes of business conduct • Know and follow your schedule
b) Be adaptable	<ul style="list-style-type: none"> • Demonstrate willingness to be trained and retrained • Be open to change • Compromise to make a decision
c) Be aware of diversities in the workplace	<ul style="list-style-type: none"> • Foster cultural diversity and non-traditional roles • Understand differences
d) Be responsible	<ul style="list-style-type: none"> • For safety of self and others
e) Be respectful	<ul style="list-style-type: none"> • Elicit the opinion of others, recognize their ability to contribute and leverage the expertise of team members

Task G.13: Adapt to a shift-work environment

Sub-task:	Supporting Knowledge and Abilities:
a) Work shifts	<ul style="list-style-type: none"> • Function adequately no matter when you work • Engage spousal, child and social network for support • Possess shift work awareness (e.g., need for rest periods, special eating habits, etc.)
b) Adjust personal time to work shifts and meet work demands	<ul style="list-style-type: none"> • Prepare yourself for shifts • Get plenty of rest • Ensure proper nutrition • Focus properly on tasks at hand

