# **The diary** Part A**Student Information**

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| Name: |  | University: |  |
| Placement name: |  | Placement date: |  |
| Supervisor name: |  | Supervisor role: |  |

 **Summary of achieved process safety competencies**

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| **No.** | **Process safety element** | **Level 1** | **Level 2** | **Level 3** |
| **1** | **Process safety knowledge** |
| 1.1 | Hazard identification and risk assessment |  |  |  |
| 1.2 | Specific hazards at employer’s workplace |  |  |  |
| 1.3 | Hazardous materials |  |  |  |
| 1.4 | Hazardous procedures |  |  |  |
| **2** | **Engineering and design** |
| 2.1 | Design considerations/safe operating window |  |  |  |
| 2.2 | Inherently safer design principles including risk reduction approaches |  |  |  |
| 2.3 | Regulatory requirements |  |  |  |
| 2.4 | Codes and standards |  |  |  |
| 2.5 | Safety critical equipment and assumptions |  |  |  |
| 2.6 | Management of change (MoC) |  |  |  |
| **3** | **Systems and procedures** |
| **3.1** | **Systems, manuals and drawings** |
| 3.1.1 | P&IDs, cause and effect charts, PFDs |  |  |  |
| 3.1.2 | Process manuals, equipment specification catalogues |  |  |  |
| 3.1.3 | Document management system |  |  |  |
| 3.1.4 | Operating procedures, maintenance procedures |  |  |  |
| **3.2** | **Safe work management** |
| 3.2.1 | Work permit system |  |  |  |
| 3.2.2 | Safe isolation and preparation for maintenance |  |  |  |
| 3.2.3 | Confined space entry |  |  |  |
| **3.3** | **Training system** |
| 3.3.1 | Position descriptions, skills matrix |  |  |  |
| 3.3.2 | Training manuals and aids |  |  |  |
| **3.4** | **Emergency management** |
| 3.4.1 | Emergency procedures |  |  |  |
| 3.4.2 | Emergency detection and prevention equipment |  |  |  |
| 3.4.3 | Emergency exercises |  |  |  |
| 3.4.4 | Incident reporting and investigation |  |  |  |
| **3.5** | **Process safety assurance** |
| 3.5.1 | Inspection, testing and maintenance |  |  |  |
| 3.5.2 | Safety integrity level (SIL) assurance |  |  |  |
| 3.5.3 | Safety system auditing |  |  |  |

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| **Employer certification** |  | **University representative certification** |
| I certify that, to the best of my knowledge, (student name)achieved the process safety competencies shown above during work placement at (company/site name). |  | I certify that (student name) has enrolled in (course name) at (university name)and met work placement reporting requirements. |
| **Supervisor signature** |  |  |
|  |  | **University representative signature** |

 **Supervisor name: University representative name:** *See following page for an explanation of this certification.*

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**ISC Diary scheme details**

This scheme was developed by the IChemE Safety Centre (ISC) of the Institution of Chemical Engineers (IChemE). It aims to improve student education in process safety by helping students and explore process safety in action during time spent in industry as part of their course. These process safety competencies have been developed based on the [**ISC Process Safety Competency Guidance**](https://www.icheme.org/media/14929/0007_18-competency_brochure-update.pdf). The passport certificate on the other side lists particular process safety elements that were examined during the student’s work placement and the depth at which they were looked at, listed under three basic competency levels, defined as follows:

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| --- | --- |
| **Competency level** | **Description** |
| 1.  Concept awareness | Student has been informed why a system is needed to manage this aspect of process safety. |
| 2.  Observed in action | Student has received training in the host employee’s system for managing that element of process safety and has seen examples of that system being used in practice. |
| 3.  Applied successfully | Student successfully put the employer’s system into practice during the work placement. |

**Authorisations**

The signature on the bottom left of the certificate testifies that the student did work with the employer during work placement consistent with the competency levels shown above.

The signature on the bottom right testifies that the student was enrolled at the academic institution shown, and that the student submitted a report on completion of the work placement that discussed what they had learned about process safety.