

NaWaTech Project

Template List Roles and Responsibilities for system safety, O&M and monitoring

Preparatory tasks

During 1st year of operation Long-term operation

- Development of standard operation procedures and documents (inspection list, documentation formats, etc.)
- Development of risk-based operation procedures and integration in O&M documents
- Initial training of operators (or other relevant on-the-ground staff, e.g. gardener)
- Initial training of supervisors of operators
- Follow-up trainings, re-fresher trainings for rotating staff
- Implementation of workers safety measures

Regular (“day-to-day”) O&M tasks

- plant operation, inspection routines, regular maintenance, cleaning, etc.
- spare part management and purchasing (consumables)

Supervision of regular operations and minor maintenance

Trouble-shooting and major maintenance

- Trouble-shooting
- Periodical (major) maintenance
- Supervision of major repairs/ periodic major maintenance
- spare part management and purchasing (big parts)

Safety & performance monitoring

- Sample taking
- Sample analysis
- Interpretation of monitoring results in terms of implications for plant operation/improvement
- External audits (comply with environmental standards)

Resource and staff management

- Resource allocation and decision making (budgeting for staff costs, spare parts, consumables)
- Complaint management
- Overall legal responsibility
- Definition of training needs due to staff rotation
- Yearly (or regular) review of risk assessment, O&M and safety procedures