**Outcome:** Students will create, maintain, and understand their process systems. Using Process logs and incident reporting (Keeping records) students will have a place to log notes about the condition of the Hot Unit processes and the current state of operation, along with any abnormalities of the skid systems, and operational run time, along with sample and round abnormalities

**Lecture:** Lecture to review:

1. The need for records and incident reporting in industry and the many avenues that need to be recorded based on regulations ie.. Safety, Environmental, operational and just informational.
2. How logs and records can save time and money for staff and companies
3. Review Industry examples of Log books for reporting, and Informational

**Demo:**

1. Hot Unit and incorporation of rounds and other required readings that need to be entered into the newly created log Book.
2. Review of Industry Log Entries Operational and Maintenance.

**Homework:**

*Using Microsoft Excel or work Create a Log Book for the Hot Unit/Skid to be kept and maintained in the Control Room.*

**Lab:**

1. Location: HOT Unit (GRHS)
2. Students Will Demonstrate Understanding, Importance, and need for a log book
3. Students to identify what should be in the log book and what shouldn’t be in the log book.
4. Students will demonstrate their ability read, write, and decipher what is in the log book and how that information affects them and the process.

**Documentation:**

1. Industry Example of multiple log book entries from operations and maintenance.
2. Hot Unit Procedures

NP-P6

NP-P7

NP-P8

NP-DS3

**Competency Mastery:** Students will demonstrate the need, importance, and use of a log book, for communication purposes along with having the ability to use the log to help them remember past problems and solutions. Students will create/design a log book for use with the Hot Unit along with designing the log sheets – creating a template log sheet for future updates. The log sheet will be created using Microsoft excel. Students will also master Competency through demonstration of hands on skills during Hot Unit Module exercises.