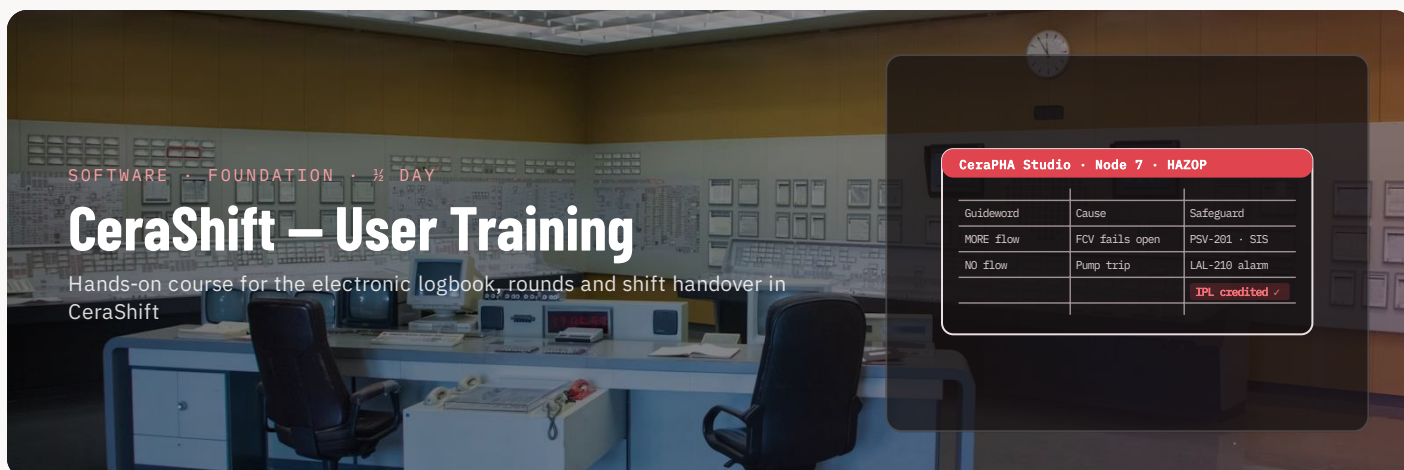



DURATION
 ½ day

LEVEL
 Foundation

FORMAT
 On-site classroom · virtual instructor-led

LANGUAGE
 English

MAX. PARTICIPANTS
 16

½ day
 hands-on

1
 shift handover run live

Admin
 module for IT owners

Overview

A short, hands-on course that takes a shift team from installation to a live handover: configuring the unit structure and logbook categories, writing and tagging log entries, running tablet rounds with exception reporting, capturing DCS and PI values into the log, tracking preventive-maintenance tasks and completing a structured e-handover. Administrators cover user roles, templates, historian connections and backups.

Learning outcomes

- Configure units, areas and logbook categories
- Write, tag and search log entries and link them to equipment and work orders
- Build round templates and complete a tablet round with exceptions
- Capture DCS/PI values and trends into the shift log automatically
- Run a structured e-shift handover and sign it off
- Administer users, templates, historian connections and backups

Who should attend

Panel and field operators, shift supervisors, operations engineers and administrators who will use or manage CeraShift

Course outline

SESSION 1

Installation and editions · site and unit structure · logbook entries, tags and search · round templates and tablet rounds · exception reporting

SESSION 2

DCS/PI capture and trend snapshots · PM task tracking · e-shift handover workflow and sign-off · reports and exports · administration · Q&A on participants' own logbook

Standards referenced

CCPS Conduct of Operations OSHA 29 CFR 1910.119(f)

EI Human Factors Briefing Note 3 (Shift Handover)

Tools & exercises

CeraShift (web, tablet or client/server edition), participants' own licence

What's included

- ✓ Course manual and slide pack
- ✓ Software access for the course
- ✓ Post-course Q&A with the instructor
- ✓ Exercise and case-study pack
- ✓ Competency quiz and certificate
- ✓ Templates used in the exercises

PREREQUISITES

None; TR-D06 recommended for supervisors

CERTIFICATION

Certificate of completion

INSTRUCTORS

Practising engineers — TÜV HAZOP Leader, CCPSC and IEC 61511 Functional Safety certified — with 200+ years of cumulative plant experience.

Book this course or build a custom curriculum

On-site at your plant or virtual · in-house groups · competency assessment included

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