<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Process Operations Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSC</td>
<td>Operations Reporting Protocol Application</td>
</tr>
<tr>
<td>TSC Description</td>
<td>Perform operations reporting in accordance with the organisation’s communication protocol, procedures and systems</td>
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<tr>
<td>TSC Proficiency Description</td>
<td>Level 1</td>
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<td>ECM-POM-1004-1.1</td>
<td>ECM-POM-2004-1.1</td>
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<tr>
<td>Recall reporting procedures and timings as per established organisational procedures, schedules and practices to follow routine logging, reporting and record keeping</td>
<td>Identify reporting procedures and timings as per established organisational procedures, schedules and practices to conduct routine logging, reporting and record keeping</td>
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</tbody>
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**Knowledge**
- Principles of operations and reporting data
- Reporting protocol
- Organisational reporting procedures
- Reporting procedures and standards
- Record keeping systems, standards and procedures
- Methods of reporting key data
- Principles of process data and parameters
- Standard units of measurement for process parameters
- Types of operation reports
- Report structure and protocols
- Methods of displaying data
- Routine logging and record keeping methods
- Report structure methods
- Methods of supervising operation reports and logs
- Methods of reviewing trend analyses
- Methods of reviewing reports
- Critiquing report techniques
- Data validation and correlation analysis methods
- Methods of analysing reports and data
- Methods of developing high level reports

**Abilities**
- Follow routine logging, reporting and record keeping of field process parameters indicated by local instrumentation
- Assist in plant data and information collection
- Conduct routine logging, reporting and record keeping of field process parameters indicated by local instrumentation
- Input data into the organisation’s information management system
- Identify objectives of reports in accordance with organisational procedures
- Coordinate routine logging, reporting and record keeping of field process parameters indicated by local instrumentation
- Review report logs and records
- Review and analyse data and operation reports to formulate robust conclusions
- Validate report data and information
- Identify opportunities for process improvement and optimisation