



**UPCEM  
ENGINEERING  
&  
CONSULTANCY  
PVT. LTD.**

**OIL & GAS PROJECT  
ENGINEERING & COMMISSIONING  
TRAINING**



UPCEM Engineering & Consultancy Pvt. Ltd.  
Shop No. 5 & 6, Nikita Co. op Hsg. Society, Sector 6, Station Road, Ghansoli,  
Navi Mumbai 400701, Maharashtra, INDIA [www.upcem.com](http://www.upcem.com)

# Oil & Gas Project Engineering & Commissioning Training

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## PROGRAM DETAILS

Eligibility:	Degree / Diploma in Engineering (Chem / Mech / Elect / Inst)
Duration:	3 Months
First Lecture:	5 <sup>th</sup> December, 2014, 9.00 am
Timings:	9.00 am to 5.30 pm Wed to Sun (Mon-Tue Holiday)
Last date of Admission:	3 <sup>rd</sup> December, 2014

## PROGRAM FLOW FOR 3 MONTHS

### Section-1: Basic Project Engineering

#### **Module-1: Off-shore Survival training:**

- Elementary First Aid
- Personal Survival Technique
- Helicopter Under Water Escape Technique
- Fire Fighting Course

#### **Module-2: Introduction to Oil & Gas:**

- Introduction
- World-Wide operations in Oil & Gas

#### **Module-3: Project Life-Cycle:**

- Concept to Commissioning
- Commissioning to Handover

#### **Module - 4: Engineering Documents:**

- To understand and interpret Block diagram, PFD, P&ID, Piping isometrics, General Arrangement Drawings, Equipment and instrument data sheets, Heat and Material balance, Hazop, UFD, Load-List, Cause &Effect, Codes & Standards, SLD, Protocols of various stages and many more.

#### **Module - 5: Effective Communication Techniques:**

- Preparation for Technical/ HR Interview.
- Self-Appraisal & Improvisation
- Listening Skills

### Section-2: Pre – Commissioning

#### **Module - 1: Basic Pre-commissioning**

- Development of Pre-commissioning Procedure such as Chemical Cleaning, Card-Board Blasting, LP & HP Leak Test, Rotary equipment test runs, Catalyst loading, vessel entry procedure, etc.
- Pre-commissioning check-list & Ready for Commissioning.

# Oil & Gas Project Engineering & Commissioning Training

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## **Module - 2: Advanced Pre-Commissioning Management:**

- Determine Operation Sequence
- Schedule preparation.
- System/Sub-system and loop marking.
- Evaluation of Utility requirement.
- Evaluation of HSE Requirement of Plant/Platform, Activity Risk Assessment, Permit system, Activity method statements.

## **Module - 3: Advanced communication technique**

- Over-coming Communication Barrier
- Asking Good Questions
- Group Discussion

## **Section-3: Commissioning**

### **Module-1: Basic Commissioning**

- Gas/Oil In
- Planning and control of inspection & Test Activities on Commissionable objects such as Instruments, Equipment skids, circuits and loops.

### **Module-2: Advanced Commissioning Management**

- Approach for system-wise Plant handover.
- Spares & consumables Management.
- Process Controlling & Monitoring through DCS System.
- Trouble shooting
- Optimization

### **Module - 3: PTR & Warranty Management**

- PTR Protocol preparation
- Handover strategy.

### **Module - 4: Corporate Communication Technique**

- Body Language
- Presentation Skills
- Email Communication
- Mock Interviews& Meetings
- Telephonic Communication Skills

# Oil & Gas Project Engineering & Commissioning Training

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## RULES & REGULATIONS

### 1. Enrolment

- ADMISSION IS OPEN TO ALL–B.E/B.Tech. (Chemical/Mechanical/Electrical/Instrumentation).
- Candidates with Diploma, BSc-Chem. /N.C.V.T/I.T.I and having relevant experience of more than 3 years, shall be considered eligible for the course only on submission of experience letter / declaration.
- Limited Seats based on first-cum-first.
- Admission forms available at UPCEM office.
- Admission shall be confirmed only after verification of all completed documents and receipt of fees.
- Outstation students will reach Mumbai at least one day prior to the start of the Training Program.

### 2. Payment Options

- 100% advance payment at the time of admission.
- Demand Draft / Cheque in favor of '**UPCEM Engineering & Consultancy Pvt. Ltd**' payable at Mumbai, with Name, Training Program & Batch no. written on the reverse.
- Penalty of Rs.1000/- will be charged, in case of Cheque Return.
- Payment may be made through NEFT transfer to '**UPCEM Engineering & Consultancy Pvt. Ltd.**' BOB Account.
- Find account details below.

**Bank Name:** BANK OF BARODA  
**Account No:** 38360200000035  
**IFSC code:** BARB0GHANSO (0-ZERO after BARB)  
**Branch:** GHANSOLI NAVI MUMBAI-400701

### 3. Documents required for Admission

- Admission form should be duly filled.
- Attested / Self-attested photo copies of Mark Sheets for all Years / Semesters.
- Attested / Self-attested photocopy of Degree/ Diploma Certificate.
- 4 Nos. of passport size photographs (size 3.0cm X 2.5cm) with name written on the reverse.
- Attested / Self-attested Photocopy of Identity Proof and Address Proof i.e. Passport, UID (Aadhar Card), Voters ID Card, Driving License, Ration Card and Pan Card.
- In case of 'Self-attested' original documents will be verified at the time of admission.

### 4. Admission Transfer

a. Admission Cancellation charges

- Up-to last date of admission : 30% of total fee



# Oil & Gas Project Engineering & Commissioning Training

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- After last date of admission & one day prior to the start : 50% of total fee  
Training Program
  - On the first day of the training program and onwards : Not refundable, at any circumstances
- b. Admissions are strictly non-transferable on any other name and for any other Training Program.
- c. Admission will be transferred only on receipt of Admission to course coordinator.
- d. Transfer of admission will be allowed for consecutive two batches.
- e. In case of transfer it is compulsory to attend the new batch from day first till last, in such cases performances of previous batch like assignments, attendance will not be considered.

## 5. Admission Cancellation

- a. Admission will be cancelled only on receipt of written application to UPCEM Course coordinator.
- b. Admission Cancellation charges
- Up-to last date of admission : 30% of total fee
  - After last date of admission & one day prior to the start : 50% of total fee  
Training Program
  - On the first day of the training program and onwards : Not refundable, at any circumstances

## 6. Attendance

- a. Prior to attending lectures every student must sign the student muster, fail to do so will result in absent marking.
- b. Late comers will be allowed to enter the training room only after the approval of the course coordinator.
- c. In case of absentee, students will collect notes from other classmates and lectures will not be repeated at any circumstances. If required, students may attend the additional lectures with other ongoing batch, on payment of 500/- per lectures.

## 7. Test & Assignment Criteria

- a. Assignments shall be submitted after timely completion to the training coordinator. Complete information shall be filled on the covering page of the assignment.
- b. All worked out assignments will be handed over to the students on the completion of the course.

## 8. Credit Earnings

- Candidate who will attend the lectures and assignment handover will be graded and credited as per the performance.
- Grading will be done on performance marks as below
  - A** : 90% and Above
  - B** : 80-90%
  - C** : 70-80%
  - D** : 60-70%

# Oil & Gas Project Engineering & Commissioning Training

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**E :** 50-60%

**F :** Below 50% is **Fail (Not Qualified)**.

- Equal Credit will be awarded for all grades **Except Fail Grade** in assignments. Also equal credit will be awarded to attendance of each lecture.
- **Candidate must earn 100% Credit to be eligible for Training Completion Certificate.**
- Candidates failing to achieve 100% Credit will be awarded a second chance to Earn the **Remaining Credit** in next batch **FREE** only if he/she has **90% and above attendance** in the first batch  
OR  
To earn the remaining credit, provision will be provided by UPCEM within the Training Period.
- Candidate failing to achieve 90% attendance will have to **Re-enroll** for the course again.
- Candidate achieving the maximum **Grade** may be considered for On-site jobs in Oil & Gas

## 9. Final Certification

- a. Students unable to appear for the examination shall inform the Training coordinator.
- b. Grade of certificate is based on the student's average score in Assignment
- c. Criteria for Grade:
  - A+ - 75% and Above
  - A - 60% to 74.99%
  - B+ - 50% to 59.99%
  - No Certificate - 49.99% and less

## 10. Re – Assessment

- a. Students shall be allowed to appear for any assessment only for 2 attempts, including same batch assessment.
- b. Student failing in the 2nd attempt has to apply for re-assessment.
- c. Repeaters will be allowed to appear for re-assessment with the subsequent batch, no separate exams will be held, with a payment of 1250+12.36%

## 11. Issue of Certificate

- a. Certificates are awarded only to the students, after successfully achieving 100% credit points in the Training Program.
- b. Students shall collect certificates within one month of convocation or-else it will be dispatched to the postal address.

## 12. Stationery Required

- a. Pen (Blue, Red and Green)
- b. Highlighter (Yellow)
- c. Pencil 0.5mm and Eraser

# Oil & Gas Project Engineering & Commissioning Training

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## **13. UPCEM shall provide**

- a. Training Material (Only during class Timing)
- b. Case Study Material (Only during class timing)
- c. All the worked out assignments will be handed over to the students on course completion.
- d. Notebook - 1 No.
- e. Pen (Blue) - 1 No.

## **14. Placement**

- a. UPCEM shall be responsible for providing 'Placement Assistance' only.
- b. Your technical competency, communication skills and attitude would be your main capabilities for a better placement.
- c. UPCEM Company may also give you an opportunity to work with in its project as per any future requirement.
- d. We may also refer you to work for our esteemed clients.
- e. Advertisements for job opportunities shall be sent through email.
- f. Candidate Identity Number will be assigned to the enrolling candidates for Present & Future reference.

## **15. Co-ordination & Communication**

- a. No verbal communication will be encouraged to avoid any kind of dispute.
- b. Students shall send their suggestions, requirements and feedback through e-mail.

## **16. Other Rules**

- a. Students are required to complete the Training Program and appear for examination of the same batch.
- b. UPCEM shall not be responsible for the completion of course for irregular students.
- c. Students are requested to inform the Training coordinator for any change in mobile number, email ID or postal address for all communications.
- d. Change in lecture date and timing will be informed via SMS.
- e. On demand, full day lectures will be arranged once in a month with advance information to all.
- f. Parking is not allowed in front of other gates/doors, advised to park only in the "PARKING" areas.

## **17. UPCEM Reserve Rights**

- a. To change the Time Table in case of any unavoidable circumstances.
- b. To change the Training Content any time as per the current job requirement.
- c. Change in the fee structure without giving any prior notification.
- d. To debar students for undisciplined behavior without any prior notification.
- e. All legal issue subject to Mumbai jurisdiction.

# Oil & Gas Project Engineering & Commissioning Training

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## **FAQ?**

### **a. What do you mean by Oil and Gas Sector?**

Oil & Gas sector deals with extraction of oil and natural gas from the earth crust. A thick flammable, yellow-to-black mixture of gaseous, liquid and solid hydrocarbons that occur naturally beneath the earth's surface are separated into fractions including natural gas, gasoline, naphtha, kerosene, fuel and lubricating oils, paraffin wax, and asphalt and is used as raw material for a wide variety of derivative products. Oil and Gas sector is a very important part of our life, 65% of our daily requirements are produced through this sector like cooking gas, petrol, diesel etc. There are various companies like Reliance, HPCL, BPCL, and ONGC in this business.

### **b. In which field I can work after completion of this course?**

This training program is designed for candidates who are aspire a career in EPCCOM Companies (Engineering, Procurement, Construction, Commissioning and Operation Management)

#### *Areas / fields in which you can work as a.....*

- Design Engineering Coordinator
- Process Engineer
- Maintenance Engineer
- Testing Engineer
- Project Manager
- Project Coordination
- Commissioning Engineer
- Commissioning Supervisor
- Commissioning Superintendent
- Commissioning Manager
- Operation Engineer
- Operation Manager

#### *You can work in different types of companies like.....*

- EPC
- Design Consultancies
- FEED
- Construction
- Risk Management
- Inspection and testing
- Chemical production plants
- Erection and commissioning
- Design verification

### **c. Whether the Training Program is self-sufficient without any software training?**

Yes, this training program is self-sufficient to work in EPC and EMP companies and to work on related software. Software are only design tools, more important is to have thorough knowledge of the subject that will facilitate to use any software.

### **d. What is the scope of training?**

Oil & Gas is the most skill learning and experience enriching field. Our aim is to impart the basic know how of Project commissioning, the knowledge of which can be applied to vast range of Oil & Gas Upstream, Midstream & Downstream and also in many chemical production plants.

# Oil & Gas Project Engineering & Commissioning Training

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## **e. What is the advantage of doing training from UPCEM, compared to other Institutes?**

Currently there is no other institute running the similar courses. UPCEM Company is the pioneer in the “OIL & GAS PROJECT ENGINEERING & COMMISSIONING COURSE”. It is a skill developing program, which will enrich the young and fresh minds to open out to the new concepts and know-how of Oil & Gas. We as a company are involved in many offshore and onshore projects and ready to enlighten you with our experience. Our assignments are not at all designed to test the memory skills, but to enable students to reason out the concepts and to understand them.

## **f. Why does UPCEM provide only job assistance and no guarantee?**

Engineering field belong to professionals, with a competitive enclosure. One needs to sharpen one's basics and a course such as this one helps you to get a kick start in Oil & Gas sector. We will help you to widen your horizons for Onshore & Offshore Projects which can make you eligible to work for it.

## **g. What are the packages normally offered to the fresher in Project Engineering field?**

As a fresher, one should first aim to get the opportunity to work in the field and get exposure of the practical knowledge of subject that will not only obtain experience but also shall help in building confidence. Once confident and with sufficient experience, one can definitely demand for good packages.

## **h. Will the past experience in different field altogether, be of any help in future?**

You can definitely take a risk of changing your field but one should be absolutely clear about his/her path forward. After completing the training one should be ready to work with small consultants and compromise on salary packages.

## **CODES OF CONDUCT**

1. UPCEM is a Place for Quality Learning & Ethics.
2. Students with Eagerness for an overall self-development and to abide by all the 'Rules & regulations' of the UPCEM shall enroll for this training program.
3. Required to be highly punctual and regular in attending these lectures.
4. Decent dress code is a must with no loud gestures or words on t-shirts or shirts.
5. Required to maintain discipline & silence in the Training room during the lecture hours.
6. Use of Mobile phones during on-going lectures is strictly prohibited.
7. Smoking, Chewing-gum / Beetle leaves / Tobacco / Gutka, wearing caps, sunglasses and ear/headphones are strictly prohibited in and around UPCEM premises.
8. Students shall take care of UPCEM property and those causing damage, shall be actioned.

# Oil & Gas Project Engineering & Commissioning Training

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9. Required to be polite with UPCEM staff and all other fellow students and shall avoid needless arguments.

*Wearing the Identity Card is **Mandatory** and those **found without I-card shall be marked absent for the day.***