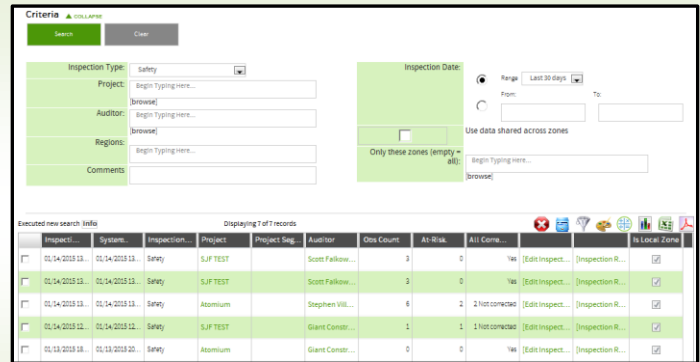
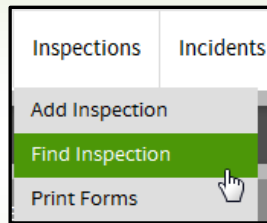


SafetyNet Report Distribution Summary

Collecting data within SafetyNet is only one piece of the continuous improvement process. Distributing findings to the team in order to make data driven decisions is key to improving the process. SafetyNet has a number of ways to distribute reports as listed in the overview below. This can be used when deciding which method of report distribution works best for your team. Please note that although standard terminology has been used, the labelling used in your system would apply.

Single Inspection Report - These reports can be triggered directly from the find inspection/observation page. The criteria section on this report provides an opportunity for you to specify the desired results to include date range, inspection type, project, auditor and region. Other filters are available and can also be used to achieve the desired result.

This data is in real time and can be accessed by navigating to the inspection tab within SafetyNet, then choose “find inspection” as depicted to the right

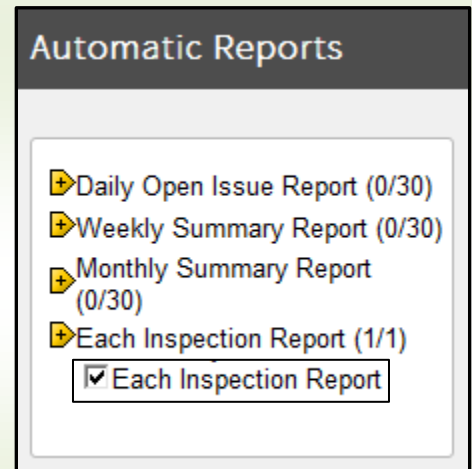


Inspection	System	Inspection	Project	Project Seq	Auditor	Obs Count	At Risk	All Comp	Not Comp	Not Inspected	Inspected	In Local Zone
01/04/2013 13	01/04/2013 13	Safety	S/F TEST		Scott Fallowe...	3	0	Yes			[Edit Inspection] [Inspection R...]	[X]
01/04/2013 13	01/04/2013 13	Safety	S/F TEST		Scott Fallowe...	3	0	Yes			[Edit Inspection] [Inspection R...]	[X]
01/04/2013 13	01/04/2013 13	Safety	Atomium		Stephen Vill...	6	2	2 Not completed			[Edit Inspection] [Inspection R...]	[X]
01/04/2013 12	01/04/2013 12	Safety	S/F TEST		Giant Center...	1	1	1 Not completed			[Edit Inspection] [Inspection R...]	[X]
01/13/2013 18	01/13/2013 20	Safety	Atomium		Giant Center...	0	0	Yes			[Edit Inspection] [Inspection R...]	[X]

Automatic Reports - These reports are situated in the lower left hand corner of the project landing page and are designed to be automatically sent by the system, on a predetermined interval. The options for these reports include a Daily Open Issue and Weekly and Monthly Summary Reports which can be enabled by inspection type. There is also an option to send a copy of each inspection report completed regardless of the inspection type.

It's important to remember that there are four dependencies which must be met for these reports to work which are:

1. The report must be enabled per the checkbox to the right and under the appropriate report type
2. The recipient must be a team member of the project
3. The boxes within the recipient's flag matrix must be checked for the desired report in order to receive it
4. A valid email address must be provided in the email field of the recipient's contact details page.



Automatic Reports

- ☐ Daily Open Issue Report (0/30)
- ☐ Weekly Summary Report (0/30)
- ☐ Monthly Summary Report (0/30)
- ☐ Each Inspection Report (1/1)
- ☒ Each Inspection Report

Push Reports - A push report is sent by the system when the observer enables the “email report” function from the mobile device. This is primarily used to send copies of specific inspections to key representatives of only that specific entity observed, thus preventing another observed entity from seeing their data if multiple entities were observed within a single report. The observed entity can be a crew, contractor, department or processing line.

These can also be sent from within the web application by selecting “email team” or “email contractors” located on the single inspection report. Some set up is required within the team tab on the project landing page. Your labelling will be specific based on your setup and the type of work you do.



Email Contractors Email Team

Where contacts such as a foreman or crew leaders are observed instead of contractors, the system has the ability to send the data collected on the foremen to their supervisor in a single rollup, as well as send each individual foreman the data which was collected on them. Contact your process and technology leader if this applies to you to complete the required setup.

Scheduled Reports – The scheduled report system provides the flexibility for you to choose which reports matter most to your specific team and specify when to send them and what they cover. All of the primary reports are available within the scheduler.

The best way to approach this is to first gather the prospective report recipients together and determine what type of information they're interested in and how frequent they would like to receive it. Document the information in the data use plan template which is available through your Process Improvement Leader and depicted to the right.

Sample - Predictive Solutions Data Use Plan					
Type of Report	Frequency	Target Contacts	How Communicated	Anticipated Report Value	Information Captured
Observed Entity Summary Report	Monthly on the 1 st day of the month	EHS Director	Monthly Management Meeting	Provides an opportunity to review observed entity's performance, recognize their positive achievements, develop action plans for identified areas requiring improvement and ensure observations are commensurate with risk	Shows inspection information for each contractor affiliated with the project, including the number of inspections completed, safe and unsafe observations and dates and times of the last inspection
		V.P. EHS			
		Asst. EHS Director			
Detail Report	Weekly on the 1 st day of the week	EHS Managers	Weekly Project Team Meeting which includes Foremen/Crew Leaders	Feedback to inspectors on completed inspections leading to improved collection methods and trending. Resources can be refocused based on the findings.	Provides for detailed inspection observation information, line by line, with comments. For illustrative purposes, photos can also be reviewed with this report.
		EHS Coordinators			
Observer Summary Report	Weekly 1 st day of the week	V.P. EHS	Positive/Corrective feedback given directly to the workforce.	Accountability can be driven by management to ensure inspectors are meeting goals and expectations. Positive achievements can be recognized and action plans developed for areas requiring improvement.	Shows, by each individual user, the total number of inspections and observations conducted within a given time period, as well as last synchronization and inspection date. Key contacts to be made consistent with the data.

The next step is to navigate to the report scheduler and create scheduled reports to match your data use plan which was developed as part of your team meeting. The report scheduler allows you the same flexibility as the regular reports within the web application, but with the added feature of being able to schedule them on a specific interval.

An added benefit is that it also allows you to incorporate the interests of the group into your program in the form of data communication so everyone feels included and part of the initiative.

* Event Name:

* Event Type:

Scheduled Report

Creator

Scott Falkowitz (Team Member)

* Frequency:

1

Week(s)

* Next Event Date:

01/19/2015

Target Contacts:

Begin Typing Here...

browse

John Rhoades

Scott Falkowitz (Team Member)

remove

Email Text Description:

This is a summary report.....

Save

Clear

Close

The scheduled reports system delivers important data, on time and to the correct people to help them make informed decisions to support the continuous improvement loop.

The SafetyNet reports system offers numerous ways to evaluate the data you and your team need to identify the things that are going great and determine appropriate corrective action for things that require improvement.