

# GE-M02-E05-I02 Instruction to notify a finding in Intelex (Desktop)

Applicability: All SI employees

Responsible Dept.: Health, Safety and Security

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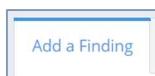
Revision: 00



## Instruction

### Notification of a finding in desktop version:

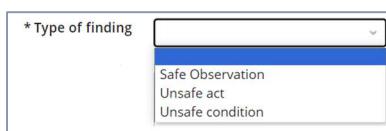
1. Go to: <https://clients.intelex.com/Login3/Sempra/Application/Observations>,
2. Click on "Add a Finding",



3. Complete the details of the finding:

*Note: Findings type "Safe Observation" will only require fields (a-e).*

- a. Select the "Type of finding",



- b. Detail what was identified in "description of the finding",
- c. Choose the "Location" where the finding was identified (e.g., Port Arthur LNG PI, PIMA, Ventika),
- d. Describe the area where the finding was identified in "Description of the location" (e.g., parking lot, campsite, meeting room, warehouse, turbine XX, tank XX),
- e. Select the date and time the finding was identified,



- f. Select "Yes" or "No" in "Was work stopped?"

**Yes:** Work activities were suspended because conditions or behaviors presenting **imminent danger** to people, process equipment, or the environment were identified.

**No:** Activities continued.

- g. Select "Yes" or "No" in "I See I Fix?"

**Yes:** Actions were taken to mitigate or eliminate the danger.

**No:** No action taken by the notifier.

g.1 If answering "Yes" to "I see I fix?", the following question will pop-out "Requires attention and follow-up?".



**Yes:** The actions taken provide a temporary solution or further actions are required to address the danger.

**No:** The actions taken mitigated to their lowest level or eliminated the danger.

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h. Select the categories you consider are related to the finding.

* Unsafe acts category	<input checked="" type="checkbox"/> Industrial Hygiene (e.g., high temperatures, ventilation and illumination) <input type="checkbox"/> Collaborators (e.g., Crew, planning, horseplay) <input type="checkbox"/> Fatigue <input type="checkbox"/> JSA <input checked="" type="checkbox"/> Manual tools <input type="checkbox"/> PPE <input type="checkbox"/> Tank cars and tank trucks <input type="checkbox"/> Working at heights	<input type="checkbox"/> Emergency systems <input type="checkbox"/> Hazardous fauna <input type="checkbox"/> Line of fire <input type="checkbox"/> Other <input type="checkbox"/> Procedures and documents <input type="checkbox"/> Tool and machinery safeguarding	<input type="checkbox"/> Alcohol and controlled substances <input type="checkbox"/> Driving <input type="checkbox"/> Ergonomics <input type="checkbox"/> Heavy machinery and lifting vehicles <input type="checkbox"/> LOTO / LT <input checked="" type="checkbox"/> Permit to work <input type="checkbox"/> Training, competence and credentials <input type="checkbox"/> Security
* Unsafe conditions category	<input type="checkbox"/> Aisle and stairs <input type="checkbox"/> Hazardous fauna <input type="checkbox"/> Facilities <input checked="" type="checkbox"/> Process machinery and equipment <input type="checkbox"/> LOTO / LT <input type="checkbox"/> Manual tools <input type="checkbox"/> Security <input checked="" type="checkbox"/> Storage <input type="checkbox"/> Tool and machinery safeguarding	<input checked="" type="checkbox"/> Emergency systems <input type="checkbox"/> Heavy machinery and lifting vehicles <input type="checkbox"/> Industrial hygiene (e.g., High temperatures, ventilation, illumination) <input type="checkbox"/> Procedures and documents <input checked="" type="checkbox"/> Order and cleanliness <input checked="" type="checkbox"/> Vehicles (van, sedan, pickup) <input type="checkbox"/> Signage and delimitations <input type="checkbox"/> Tank cars and tank trucks <input type="checkbox"/> Other	

- i. Additional information can be provided in "Additional comments".
- j. "Reported by" field will display by default the user logged in.
- k. Add attachments (e.g., photos, documents, and videos) to support understanding of the finding.

4. Click on "Save".



5. How to follow up on findings, refer to instruction GE-M02-E05-I04 Instruction for finding follow-up.

## Definitions

- **Unsafe act:** Actions performed by the employee that imply an omission or violation of a work method or measure determined as safe.
- **Unsafe condition:** Conditions resulting from the non-observance of the measures established as safe, and which may lead to the occurrence of an event.
- **Finding:** Safe Observations, Unsafe act and unsafe conditions.
- **Hazard:** Workplace situations, determined by intrinsic characteristics or properties of chemical or physical agents, or by unsafe conditions, where harm may occur.
- **Imminent danger:** Probability of causing harm to human health, assets, and the environment in the very near future or is about to occur.
- **Risk:** The correlation between the severity of a physical agent or condition and workers' exposure, with the possibility of causing adverse effects on their physical integrity, health, or life, or harming the workplace.
- **Incident:** Accident or Incident in the workplace.
- **SI:** Sempra Infrastructure.
- **HSS:** Health, Safety & Security.

The above terms may be used in singular or plural, as well as in masculine or feminine form, depending on the context of the present procedure.

## Related Documents

- GE-20 Safety Policy

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- GE-21 Health Policy
- GE-M01 Health, Safety and Security Directives Manual
- GE-M02 Safety and Health Management System (SGSS) Manual
- GE-M02-E05-I04 Instructions for finding follow-up
- GE-M02-E05-A01 Trifold - Findings Intelex



## Information Retention Guide

For guidance as to the appropriate retention period for information related to this policy, please refer to the Information Management Policy – *Corporate Policy available at [SempraNet](#)*.



## Help is just a click away

You may raise questions or concerns about compliance or ethics issues by visiting our anonymous Sempra Ethics & Compliance Helpline website at [www.SempraEthics.com](http://www.SempraEthics.com). You may also raise questions or concerns about compliance or ethics issues by visiting our anonymous Sempra Infrastructure Ethics and Compliance Helpline at [www.lineadedenuncia.com/sicontigo/](http://www.lineadedenuncia.com/sicontigo/) or by sending an email to [sicontigo@lineadedenuncia.com](mailto:sicontigo@lineadedenuncia.com). You can also call one of the Ethics & Compliance Helplines below.



## Employee helpline

United States: 800-793-7723

Mexico: 800-062-2107



## Revision Dashboard

Number of revision	Date of revision	Affected Section(s)	Included changes	Authorization
00	08/01/2024	All	New document	Remigio Agraz