

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

Applicability: All SI employees

Responsible Dept.: Health, Safety and Security

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Effective date: 08/01/2024

Revision date: 08/01/2024

Revision: 00

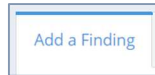


Instruction

Notification of a finding in desktop version:

1. Go to: <https://clients.intellex.com/Login3/Sempra/Application/Observations>,

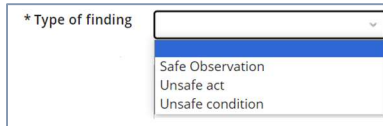
2. Click on "Add a Finding",



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"/> Emergency systems	<input type="checkbox"/> Alcohol and controlled substances
<input type="checkbox"/> Fatigue	<input type="checkbox"/> JSA	<input type="checkbox"/> Collaborators (e.g., Crew, planning, horseplay)	<input type="checkbox"/> Driving
<input checked="" type="checkbox"/> Manual tools	<input type="checkbox"/> PPE	<input checked="" type="checkbox"/> Hazardous fauna	<input type="checkbox"/> Ergonomics
<input type="checkbox"/> Tank cars and tank trucks	<input type="checkbox"/> Working at heights	<input type="checkbox"/> Line of fire	<input type="checkbox"/> Heavy machinery and lifting vehicles
		<input type="checkbox"/> Other	<input type="checkbox"/> LOTO / LTT
		<input type="checkbox"/> Procedures and documents	<input checked="" type="checkbox"/> Permit to work
		<input type="checkbox"/> Tool and machinery safeguarding	<input type="checkbox"/> Training, competence and credentials
			<input type="checkbox"/> Security

* Unsafe conditions category	<input type="checkbox"/> Aisle and stairs	<input checked="" type="checkbox"/> Emergency systems	<input type="checkbox"/> Heavy machinery and lifting vehicles
<input type="checkbox"/> Hazardous fauna	<input type="checkbox"/> Facilities	<input type="checkbox"/> Heavy machinery and lifting vehicles	<input type="checkbox"/> Industrial hygiene (e.g., High temperatures, ventilation, illumination)
<input checked="" type="checkbox"/> Process machinery and equipment	<input type="checkbox"/> LOTO / LTT	<input type="checkbox"/> Procedures and documents	<input type="checkbox"/> Order and cleanliness
<input type="checkbox"/> Manual tools	<input type="checkbox"/> Security	<input checked="" type="checkbox"/> Order and cleanliness	<input checked="" type="checkbox"/> Vehicles (van, sedan, pickup)
<input checked="" type="checkbox"/> Storage	<input type="checkbox"/> Tool and machinery safeguarding	<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:** Semptra 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 Intellex



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. 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/ or by sending an email to 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