

GE-M02-E05-I06 Intelex findings follow up instruction

Applicability: All SI employees

Responsible Dept.: Health, Safety and Security

Contact: Remigio Agraz ragraz@sempraglobal.com.mx

Ramon Seco raperez@sempraglobal.com

Effective date: 18/06/2024

Revision date: 18/06/2024

Revision: 00



Instruction

Per the “Health, Safety and Security Directives to Save Lives” manual, employees are expected to identify, notify, and intervene when unsafe acts, unsafe conditions, and safe observations (“findings”) are identified.

HSS has implemented a technology tool to assist business units in this process (Intelex Findings module) with this purpose in mind. The tool is available in both, a mobile app and a desktop version through the internet link.

The objective of this work instruction is to provide guidance on the process of following up findings in the Intelex database.

Findings follow up:

1. Go to “Intelex Mobile” app or the [Intelex desktop version](#).
2. Select findings application.

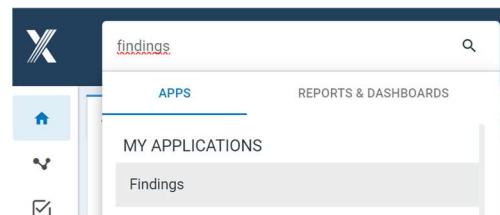
Mobile

Select “findings” tile.



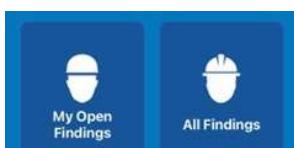
Desktop

In search  type “Findings” and select the application.



3. Go to the findings list.

Mobile



Desktop

My Findings List All Findings List

My Open Findings: Open and In Review findings that the user reported.

My Findings list: Open, In review and Closed findings that the user reported.

All Findings: Open, In review and Closed findings of the location.

4. Select the finding.

5. Complete the follow up information, update the status and save changes.

GE-M02-E05-I06 Intelex findings follow up instruction

Applicability: All SI employees

Responsible Dept.: Health, Safety and Security

Contact: Remigio Agraz ragraz@sempraglobal.com.mx

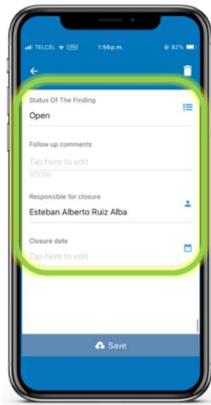
Ramon Seco raperez@sempraglobal.com

Effective date: 18/06/2024

Revision date: 18/06/2024

Revision: 00

Mobile



Desktop

Follow Up Details

Status Of The Finding Open

Follow up comments

Closure date

Responsible for closure Jesus Roldan Flores

Contractor company

Department responsible for closure

Note:

- Findings, when identified, are self-assigned, once saved, finding may be reassigned to another employee.
- In need be, the responsible for closure individual can be reassigned at any moment using the desktop version or mobile app.

6. Download the PDF report of the finding with pictures included.

6.1. Select the finding.

All Findings List					
Record No.	Location	Date Created	Type of finding	Finding Description	Unsafe acts category
28890	IP/GAD (Gloria a Dios)	4/21/2024 7:05:33 PM	Unsafe condition	Botiquín dañado	
28889	Terminal de Refinados Topolobampo	4/21/2024 5:47:49 PM	Unsafe condition	Luz EMD-02B en Sistema de Supresión de GEN-TRT-02 indica activación del sistema, cuando no se encuentra activo.	
28888	Transporte Oeste	4/21/2024 5:44:27 PM	Unsafe condition	Falta de etiqueta en paro de emergencia	
28886	Don Diego O&M	4/21/2024 4:49:19 PM	Unsafe condition	CB-18-02-18, puerta caída del gabinete de una Combiner Box	
28885	Estación Frontera	4/21/2024 2:20:48 PM	Safe Observation	Correto uso de guantes y traje Seco para dar mantenimientos a detector de humo suizo	

6.2. Select the printer icon in the up-right corner.

All Findings List > No.28888					
Edit Add Entry Delete Archive Clone Security Exit					
No.28888					
Finding Details					
Follow Up Details					
Status Of The Finding Open					

6.3. In the print preview screen, scroll down to the section where the images are displayed and wait for them to load.

GE-M02-E05-I06 Intelex findings follow up instruction

Applicability: All SI employees

Responsible Dept.: Health, Safety and Security

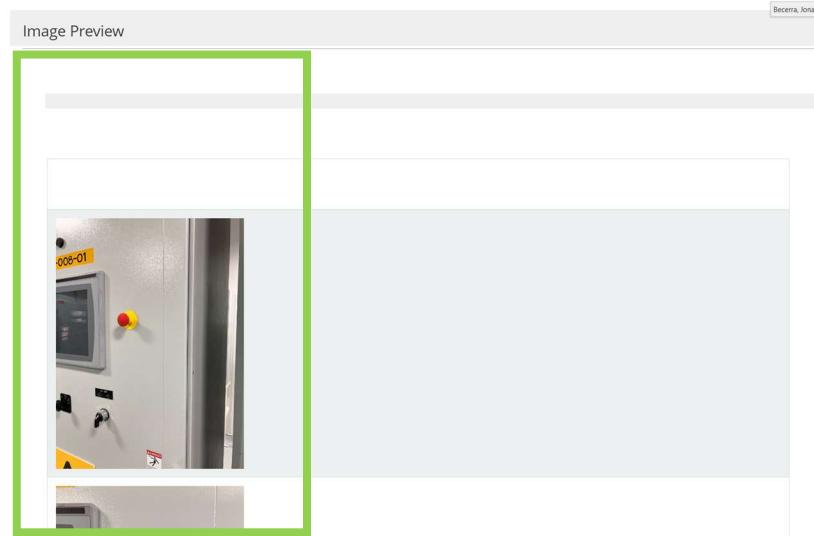
Contact: Remigio Agraz ragraz@sempraglobal.com.mx

Ramon Seco raperez@sempraglobal.com

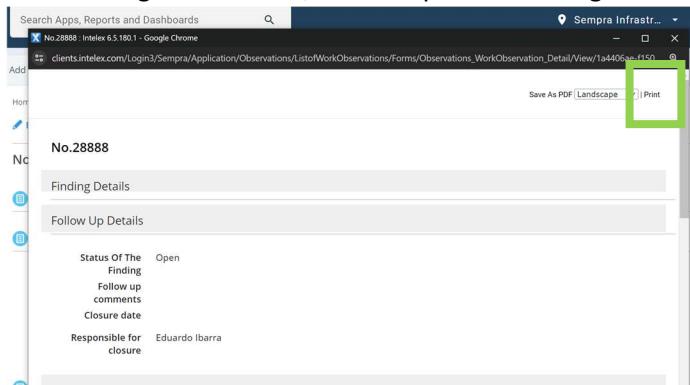
Effective date: 18/06/2024

Revision date: 18/06/2024

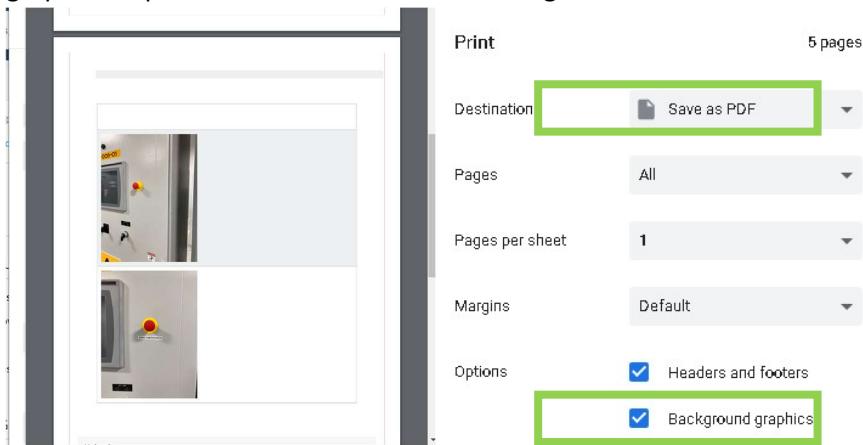
Revision: 00



6.4. Once the images are visible, click the print button again.



6.5. When the pop out window appears select “Save as PDF” and activate the “Background graphics” option. This ensures that the images will be included in the printed PDF report.



Applicability: All SI employees

Responsible Dept.: Health, Safety and Security

Contact: Remigio Agraz ragraz@sempraglobal.com.mx

Ramon Seco raperez@sempraglobal.com

Effective date: 18/06/2024

Revision date: 18/06/2024

Revision: 00



Definitions

- **Unsafe act:** Actions performed by the employee that imply an omission or violation of a work method or measure determined as safe.
- **Mobile App:** A mobile application, most referred to as an “app”, is a type of application software designed to run on a mobile device, such as a smartphone or tablet computer.
- **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 Observation, Unsafe act, and unsafe condition.
- **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 Occupational and Process Safety Policy
- GE-21 Occupational Health and Wellness Policy
- GE-M01 Health Safety and Security Directives Manual
- GE-M02 Safety and Health Management System (SGSS) Manual
- GE-M02-E05-A01 Frequent asked questions and technical support
- GE-M02-E05-I01 Instruction for downloading Intelex Mobile application.
- GE-M02-E05-I04 Training - Findings Intelex
- GE-M02-E05-I05 Intelex findings resolution instruction



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

GE-M02-E05-I06 Intelex findings follow up instruction

Applicability: All SI employees

Responsible Dept.: Health, Safety and Security

Contact: Remigio Agraz ragraz@sempraglobal.com.mx

Ramon Seco raperez@sempraglobal.com



Effective date: 18/06/2024

Revision date: 18/06/2024

Revision: 00

Revision Dashboard



Number of revision	Date of revision	Affected Section(s)	Included changes	Authorization
00	18/06/2024	All	New document	Remigio Agraz