

GE-M02-E05-I06 Intellex 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 (Intellex Findings module) with this purpose in mind. The tool is available in both, a mobile app and a desktop version through the internet link.

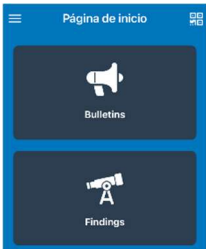
The objective of this work instruction is to provide guidance on the process of following up findings in the Intellex database.

Findings follow up:

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

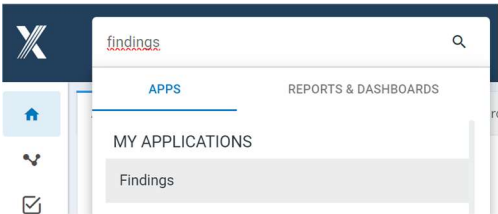
Mobile

Select “findings” tile.



Desktop

In search 🔍 type “Findings” and select the application.

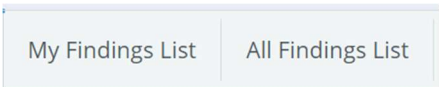


3. Go to the findings list.

Mobile



Desktop



My 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.

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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.

Search Apps, Reports and Dashboards					
Add a Finding My Findings List All Findings List Dashboard					
Home > All Findings List					
Add Entry Archive Delete List All Advanced Search Actions					
Record No.	Location	Date Created	Type of finding	Finding Description	Unsafe acts categ
<input type="checkbox"/> 28890	IP/GAD (Gloria a Dios)	4/21/2024 7:05:33 PM	Unsafe condition	Botiquín dañado	
<input type="checkbox"/> 28889	Terminal de Refinados Topolobampo	4/21/2024 5:47:49 PM	Unsafe condition	Luz EMD-028 en Sistema de Supresión de GEN-TRT-02 indica activación del sistema, cuando no se encuentra activo.	
<input checked="" type="checkbox"/> 28888	Transporte Oeste	4/21/2024 5:44:27 PM	Unsafe condition	Falta de etiqueta en paro de emergencia	
<input type="checkbox"/> 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	
<input type="checkbox"/> 28885	Estación Frontera	4/21/2024 2:20:48 PM	Safe Observation	Correcto uso de guantes y trapo seco para dar mantenimiento a detector de humo sucio.	

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

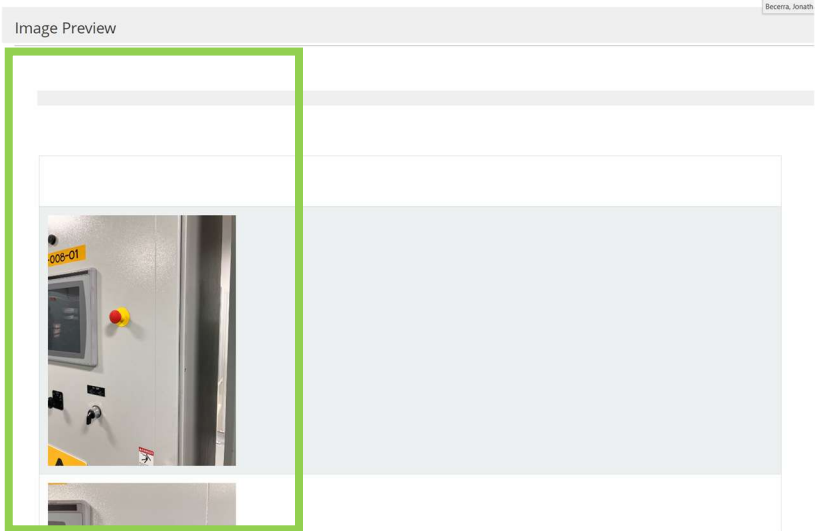
Add a Finding My Findings List All Findings List Dashboard	
Home > All Findings List > No.28888	
Edit Add Entry Archive Clone Security Exit	
No.28888	
Finding Details	
Follow Up Details	
Status Of The Finding Open	

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

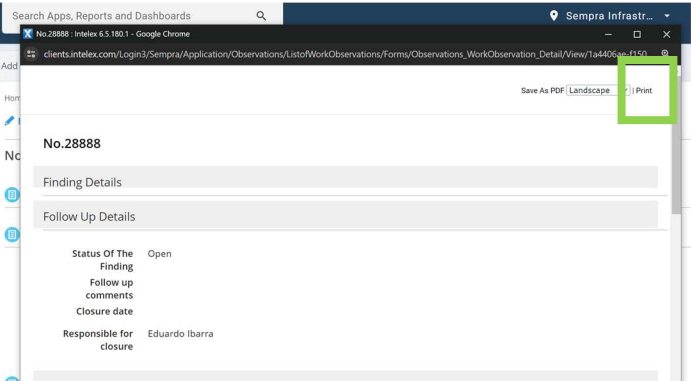
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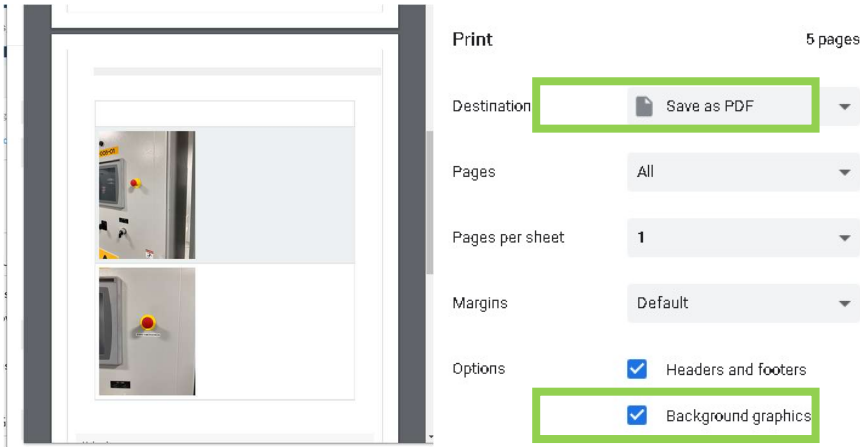
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6.4. Once the images are visible, click the print button again.



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.



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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:* 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 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 Intellex Mobile application.
- GE-M02-E05-I04 Training - Findings Intellex
- GE-M02-E05-I05 Intellex 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 Semptra Ethics & Compliance Helpline website at www.SemptraEthics.com. You may also raise questions or concerns about compliance or ethics issues by visiting our anonymous Semptra 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

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Revision Dashboard

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