



HSE-MS

Simply Simple!

Health, Safety & Environmental Management System 2018



Welcome to PDO's HSE MS.

This presentation will explain:

What the HSE-MS is.

Why was it simplified.

What's in and what's out of the HSE-MS.

How it is controlled.

Where do you find it.

And provide some examples of the simplified HSE-MS Processes.

So let's get started!!



What is PDO's HSE-MS?

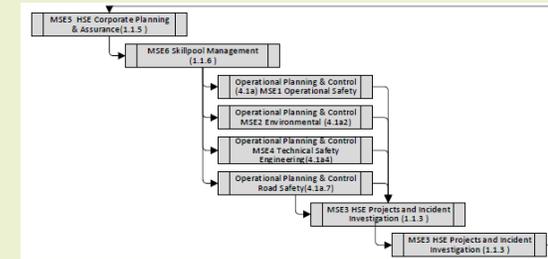
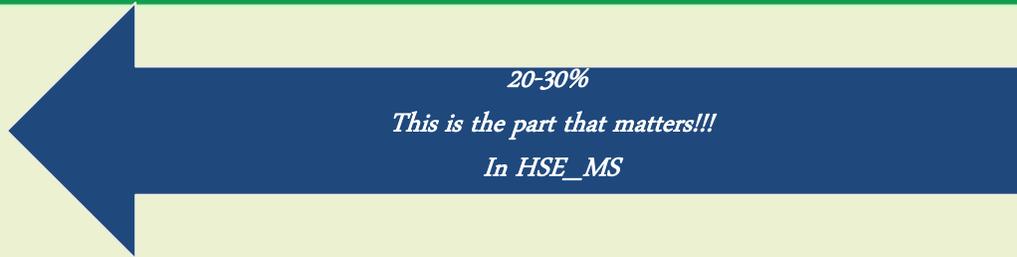
PDO obeys the laws of Oman, as well as requirements of its shareholders and stakeholders. It does this by identifying what these requirements are, and then captures these in the form of the business policies and practices of the PDO Control Framework.

These consist of different documents (Policies, Code of practice, Procedures and Specifications, which direct how work is done within PDO. The HSE MS is thus the collection of these requirements that are needed to manage health, safety and environment activities and it;

- Ensures compliance with Oman legal requirements
- Helps protect employees
- Includes ISO 14001:2015 requirements (Environmental management)
- Includes ISO 45001:2018 requirements (Occupational Health & Safety)
- is a process based system. (Each activity has inputs and outputs)
- Includes core operational requirements.
- Presents activities on as 1 page processes
- Links activities where required.
- Eliminates duplication
- Is easy to use and access

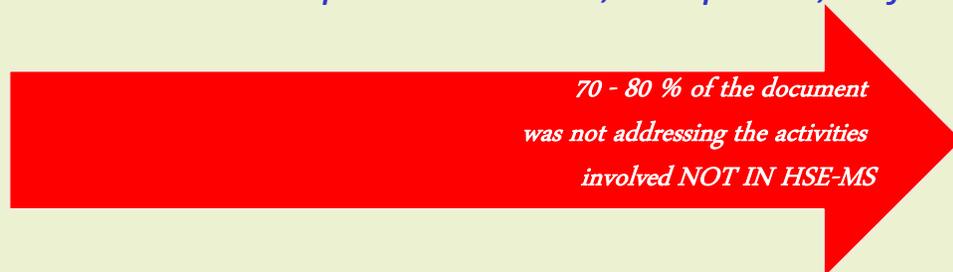
What's in and what's out of the HSE-MS?

In the HSE MS



1. **Process flow diagrams** replace procedures. These define the steps of an *activity or task*. They define the *Why, What Who, Where When and How*. Example: *The Steps to be followed in getting PTW approval for welding a pipeline*
2. **Specifications** are kept in the Corporate Management System (CMS) and are linked where required. Specifications describe *measurable criteria (how many / how much)* Example: *SP-2000 vehicle requirements*
3. Supporting documentation. Example: *Checklists, templates, Reference documents, Legal requirements, Forms.*

OUT of the HSE MS



4. Old style Procedures. These are replaced by Process Flow Diagrams
5. Guidelines: Process flows are clear enough. There is no longer a need for guidelines.

How is the HSE-MS controlled?

- PDO personnel access from the Intranet. Intranet users have direct access to all documents.
- Contractors access from the internet. If a document is “Restricted” *A message stating “document unavailable” will appear on screen) and access is then via Contract Holders.*
- HSE-MS is centrally coordinated for change management.
- Compliance to the HSE-MS is not negotiable!
- Version control information on each page?

Process owner:	MSEM
Process Author:	MSE3
ISO ref:	10.2
Date issued:	1/11/2017
Process #:	EF1 V1.0



CP-122 HSE Manual
Incident Nonconformity & Corrective Action (6.1)

Process owner:	MSEM	Controlled documents are online. Printed hard copies only valid if date of print is reflected.
Process Author:	MSE3	
ISO ref:	10.2	
Date issued:	1/11/2017	
Process #:	EF1 V1.0	

Hardcopies ONLY VALID if manually date stamped

How is the HSE-MS controlled?

- Always available on website (Electronically)
- Always current: As changes are approved, they are published.
 - PDO personnel access from the Intranet.
 - Contractors access from the internet.
- **No hard copies printed for distribution!**
- **NB: Working copies are only valid for 1 day**
 - **BUT ONLY IF THE PERSON PRINTING THEM SIGNS AND DATES THE COPY MANUALLY**
 - **AND RE-SIGNS IT IF THEY USE IT AGAIN ON ANOTHER DAY!!**
 - Undated copies, or copies older than 1 day are uncontrolled.



CP-122 HSE Manual
Incident Nonconformity & Corrective Action (6.1)

Process owner: MSEM
Process Author: MSE3
ISO ref: 10.2
Date issued: 1/11/2017
Process #: EF1 V1.0

Controlled documents are online.
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Where do you find the HSE-MS? (Contractors)

For PDO Employees, there is a link on the HSE website. This link will open the simplified HSE MS.

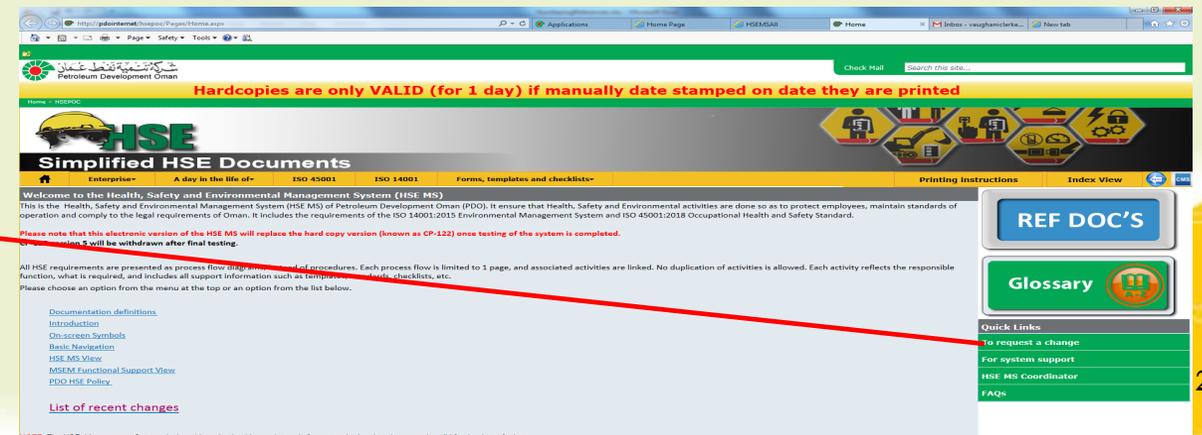
<http://pdointernet/hseforcontractors/Index.aspx>

For contractors there is a link on the HSE for Contractors website. This link will open the simplified HSE MS.

<http://www.pdo.co.om/hseforcontractors/Index.aspx>

**The current procedures will remain available until 30 June 2018.
All users of the HSE MS to access and use the simplified HSE MS.**

If you experience problems with the site, or find errors with links, or errors with some of the processes, you are requested to report these to the Document controller using the link on the website.



Where do you find the HSE-MS? (PDO)

The screenshot shows the PDO website interface. At the top, there is a header with the PDO logo and name in Arabic and English. A navigation bar contains several menu items: ABOUT PDO, MD HOME PAGE, CORPORATE & FUNCTIONAL SITES, ORGANISATIONAL SITES, APPLICATIONS, SERVICES, and ORGANISATION CHART. The 'APPLICATIONS' menu item is circled in red, with a dashed red arrow pointing to the right. Below the navigation bar, there are several content sections: 2018 HSE Stats (10 LTIs, 1 Fatality), a news banner for 'PDO Wins OPAL Awards', and a list of links: LIFE SAVING RULES, MUSHARAKAH, TRADE UNION, and BUSINESS PRINCIPLES. A 'NEWS HIGHLIGHTS' section lists recent news items with dates and times. Below this is a 'NOTICE BOARD' for a Volkswagen Tiguan. There are also sections for 'PRODUCTION' (Key Figures, Production Dashboard, etc.), 'ARCHIVE', 'BLOW THE WHISTLE', 'AIPSM INCIDENT DATABOOK', 'COI DECLARATION', and 'NEAR MISS REPORTING'. A 'QUICK LINKS' section on the right lists various tools and portals like SAP, COI, and Staff Finder. The footer contains links to Photo Gallery, PDO Tube, PDO Publications, PDO Earth, and PDO WWW Website.

Where do you find the HSE-MS? (PDO)

- Facilities/Bus. Support
 - Accommodation Booking Tool
 - Housing Management System
 - Office space Management System
 - Security Applications e-Form
 - Security Visitor Management System
 - Telephone Billing system
 - UIB Maintenance Service Requests
- HSE
 - Environmental Awareness Training
 - IHTIMAM Database
 - IHTIMAM Observation Card
 - Leadership HSE Engagement Visit
 - LTI Data Book
 - PIM-PDO Incident Management
 - SAP EMS Environment Compliance
 - Simplified HSE Management System**
 - STOP & LSR (PDO Observation & Intervention Program)

The screenshot shows the homepage of the Simplified HSE Documents system. At the top, a banner reads: "Hardcopies are only VALID (for 1 day) if manually date stamped on date they are printed". Below this, a large grey box with the text "New System" is circled in red. The page title is "Simplified HSE Documents". A navigation bar includes links for "Enterprise", "A day in the life of", "ISO 45001", "ISO 14001", "Forms, templates and checklists", "Printing instructions", and "Index View". The main content area welcomes users to the Health, Safety and Environmental Management System (HSE MS) and provides a list of links: "Documentation definitions", "Introduction", "On-screen Symbols", "Basic Navigation", "HSE MS View", "MSEM Functional Support View", "PDO HSE Policy", and "List of recent changes". A note at the bottom states: "NOTE: The HSE Management System designed is maintained in an electronic format, and printed copies are only valid for the date of print." On the right side, there are sections for "REF DOC'S", "Glossary", and "Quick Links" with sub-links for "To request a change", "For system support", "HSE MS Coordinator", and "FAQs".

Where do you find the HSE-MS? (Contractors)

General

Simplified HSE-MS

Organization Structure

HSE Training

Online Library

Competency

Legal Documents

HSE MS Information pack July 2018
Pdf format

HSE MS Information Pack (Powerpoint
July 2018)

4CAAP

Tools

PIM-PDO Incident Management

PIM Training & Information

HSE Helpdesk SWW

STOP SWW

Manhours Reporting SWW

Job HSE Plan SWW

SAQ

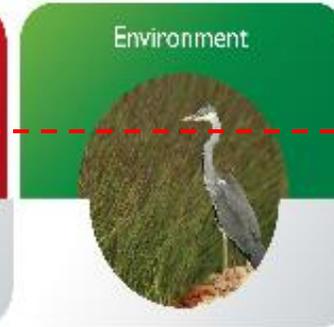
MDIRC

Leadership HSE Engagement Visit

NEAR MISS Reporting SWW

Environmental Awareness on-line
Training

On the same page
as old system



Select for New system

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Home > HSEPOC

HSE
Simplified HSE Documents

New System

Enterprise ▾ A day in the life of ▾ ISO 45001 ISO 14001 Forms, templates and checklists ▾ Printing instructions Index View

Welcome to the Health, Safety and Environmental Management System (HSE MS)

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Please note that this electronic version of the HSE MS will replace the hard copy version (known as CP-122) once testing of the system is completed. CP-122 version 5 will be withdrawn after final testing.

All HSE requirements are presented as process flow diagrams, instead of procedures. Each process flow is limited to 1 page, and associated activities are linked. No duplication of activities is allowed. Each activity reflects the responsible function, what is required, and includes all support information such as templates, standards, checklists, etc.

Please choose an option from the menu at the top or an option from the list below.

[Documentation definitions](#)
[Introduction](#)
[On-screen Symbols](#)
[Basic Navigation](#)
[HSE MS View](#)
[MSEM Functional Support View](#)
[PDO HSE Policy](#)

[List of recent changes](#)

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REF DOC'S

Glossary

Quick Links

- To request a change
- For system support
- HSE MS Coordinator
- FAQs

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Simplified HSE Documents

New System



- Enterprise
- A day in the life of
- ISO 45001
- ISO 14001
- Forms, templates and checklists
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- Index View

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This log allows quick check if any changes have occurred to your document

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REF DOC'S

Glossary

- Uploaded PR-1243 Emergency Procedures Part III, Contingency Plan Emergencies (23 Processes) Updated all links, created web pages, Corrected Decision box Apply for PTW (Replaced 2nd Yes with No)
- Updated Day in the Life of (OSD High risk employees).
 - Assistant Driller (OSD)
 - Control Room operator (OSD)
 - Production Operator (OSD)
 - Production Helper (OSD)
 - Production Chemist (OSD)
 - Production Supervisor (OSD)
 - Static Supervisor (OSD)
 - Mechanical Technician (OSD)
 - Electrical Technician (OSD)
 - Instrument Technician (OSD)
 - NDT Technician (OSD)
 - Chemical / Vacum Tanker Driver (OSD)
 - Crane Operator (OSD)
 - Light duty/ Canter Driver (OSD)
 - Helper (OSD)

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Home > HSEPOC

New System

Enterprise A day in the life of ISO 45001 ISO 14001 Forms, templates and checklists Printing instructions Index View

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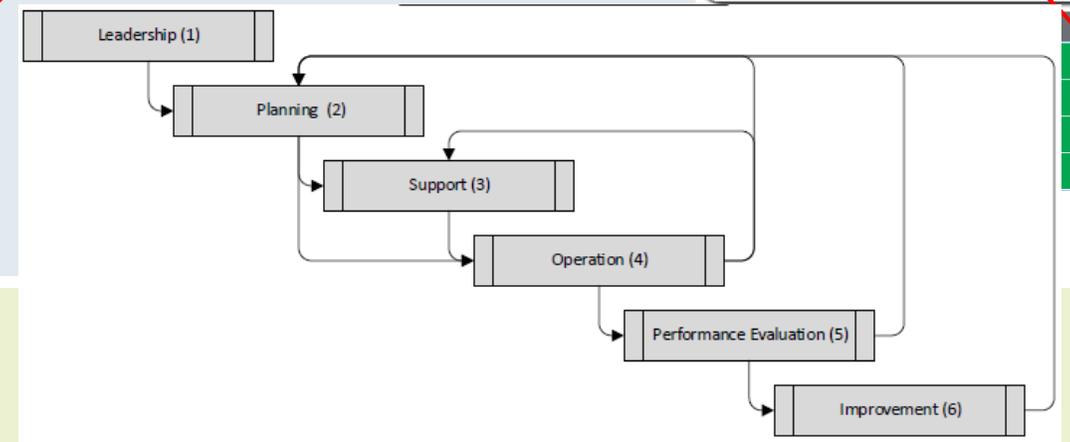
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HSE MS Now has 6 "NEW" elements Leadership, Planning,



REF DOC'S

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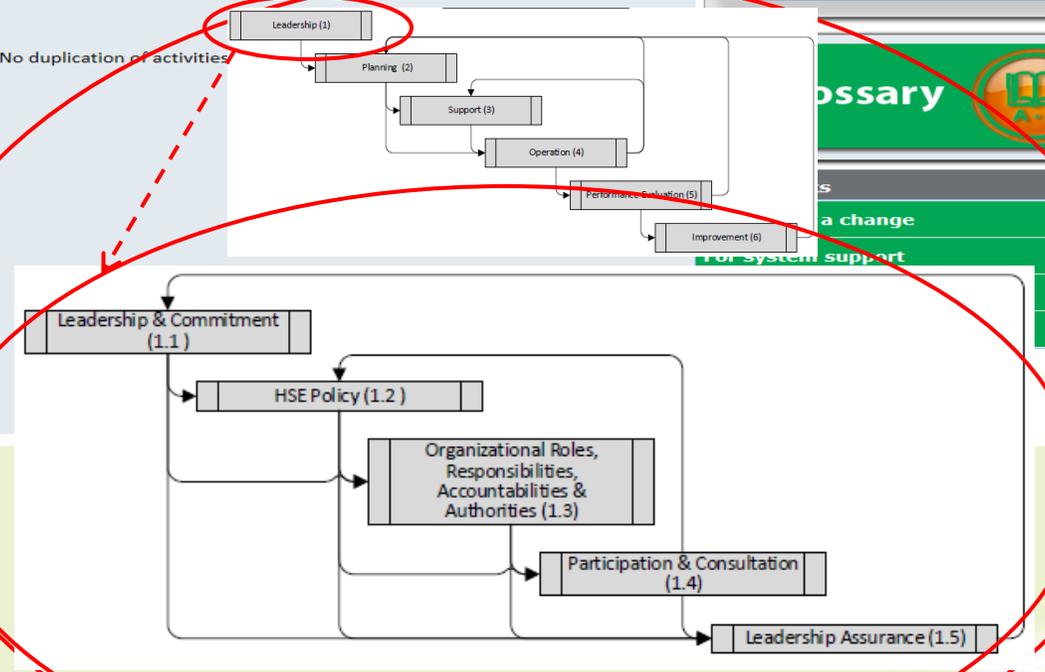
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Each element has different sub-elements, ...



REF DOC'S

Glossary

Change

For system support

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Home > HSEPOC

New System

Enterprise | A day in the life of | ISO 45001 | ISO 14001 | Forms, templates and checklists | Printing instructions | Index View

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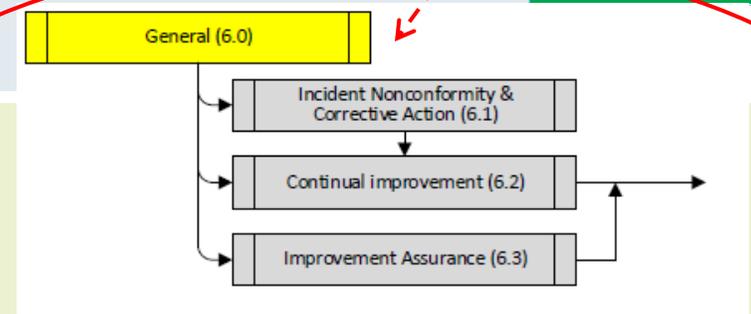
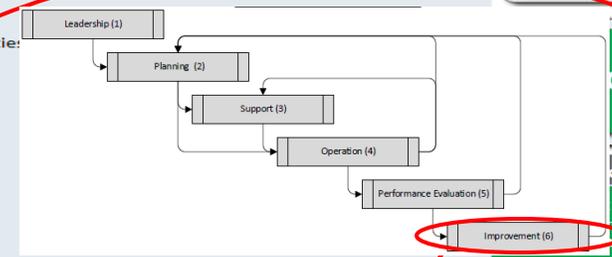
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Glossary

Change support

HSE MS Coordinator

FAQs

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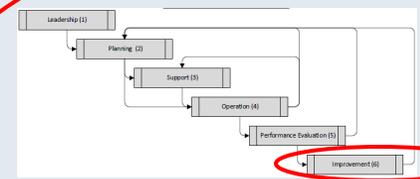
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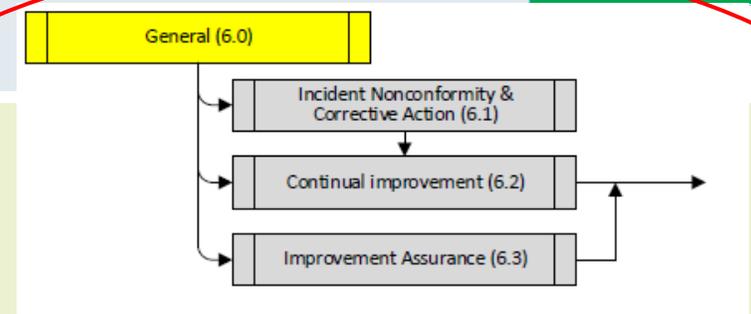
Glossary

HSE MS Coordinator

FAQS



- Enterprise ▾
 - Leadership
 - Planning
 - Support
 - Operation
 - HSE Performance evaluation
 - Improvement



HSE MS can be accessed from both access points and go to same place in system

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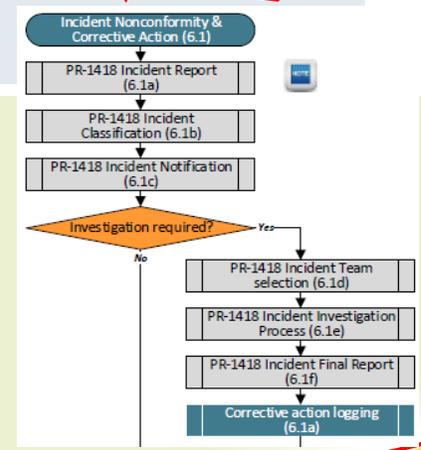
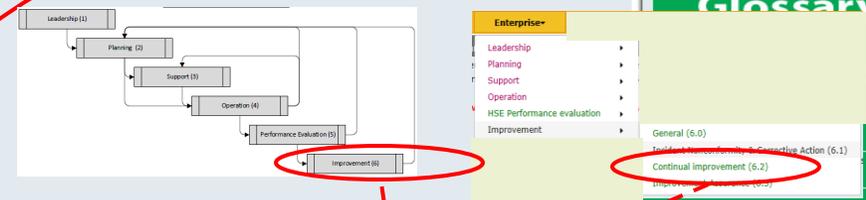
REF DOC'S

Glossary

HSE MS Coordinator

FAQs

Example : Incident nonconformity and corrective action PR-1418

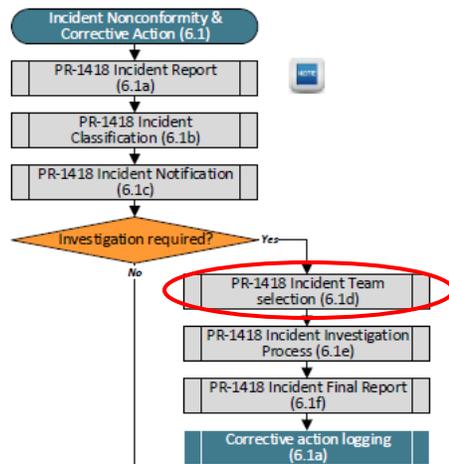


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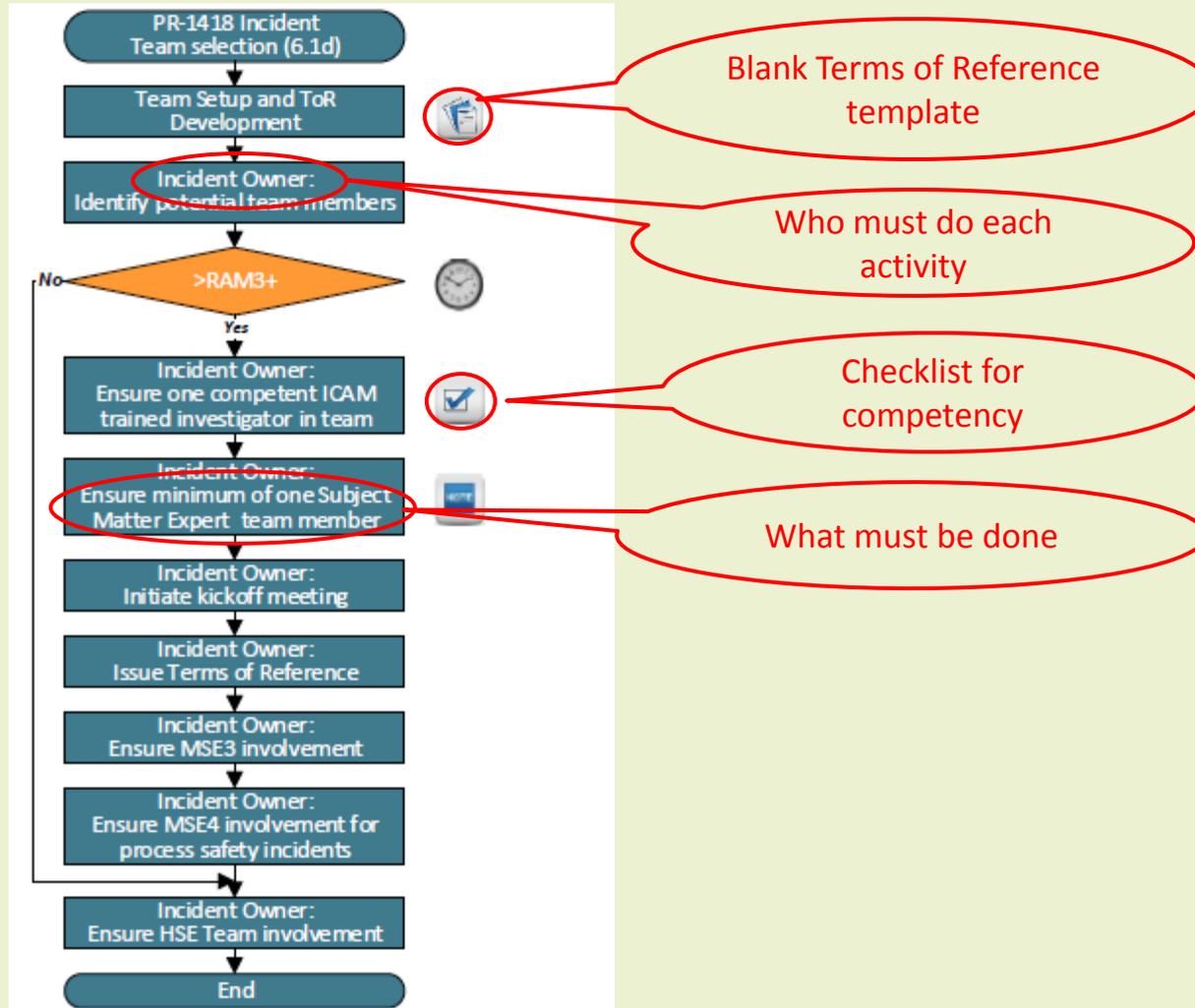


CP-122 HSE Manual
Incident Nonconformity & Corrective Action (6.1)

Process owner:	MS EM	Controlled documents are:
Process Author:	MS ES	online.
ISO ref:	10.2	Printed hard copies only valid if
Date issued:	1/1/2017	date of print is checked.
Process #:	EP1 - V1.0	



PR-1418 Example 1: Team selection



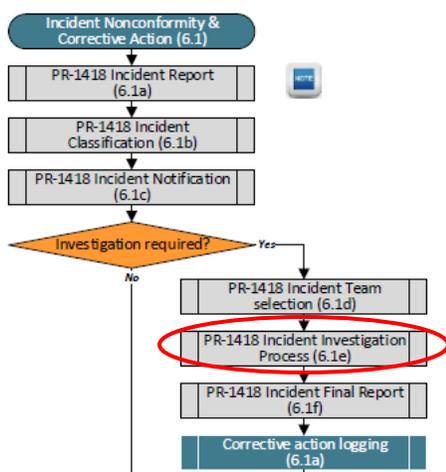
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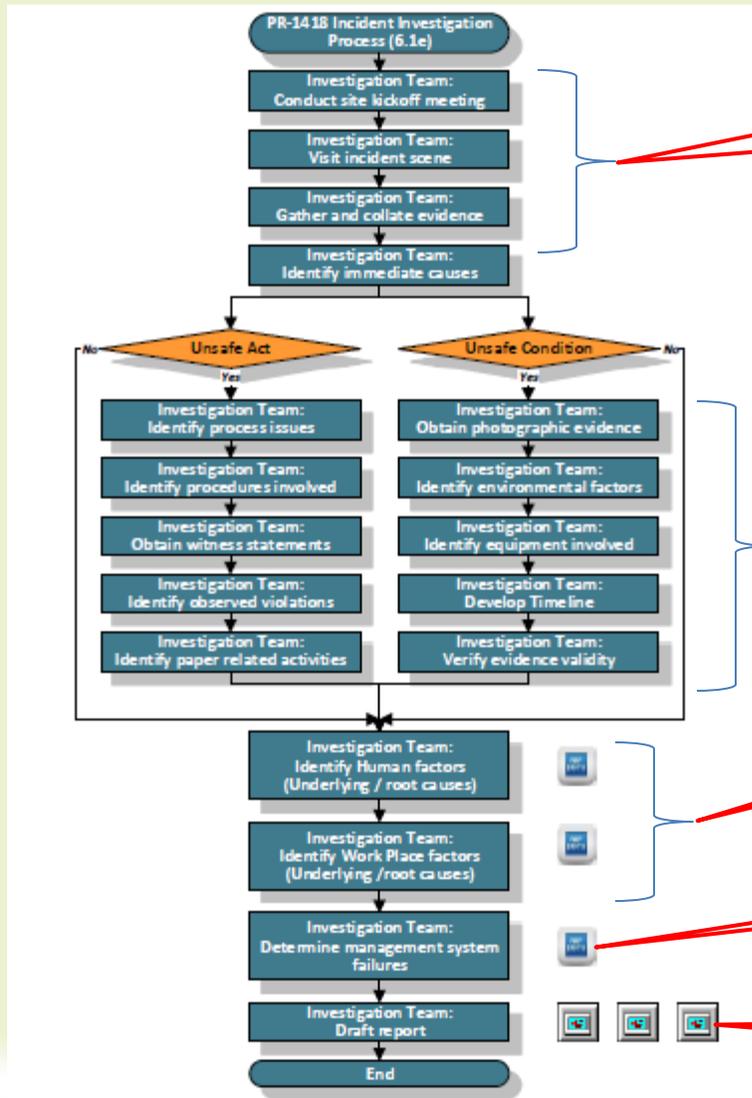
CP-122 HSE Manual
Incident Nonconformity & Corrective Action (6.1)

Process owner: MS-EM
Process Author: MS-ES
R0 ref: 10.2
Data Issue: 1/1/2017
Process #: EPI - V1.0

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PR-1418 Example 2: Investigation



Steps to deliver investigation and who does what!

Immediate causes identification and evidence gathering

Root cause analysis ICAM Templates

System failure identification Templates

MDIRC Reporting templates

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Enterprise A day in the life of **ISO 45001** ISO 14001 Forms, templates and checklists Printing instructions Index View

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ISO 45001
(Previously OHSAS
18001)
Elements

5. Leadership (1)	
5.1 Leadership and commitment (1.1)	5.3 Organizational roles, responsibilities and authorities (1.3)
5.2 Environmental policy (1.2)	5.4 Consultation and participation of workers (1.4)
6 Planning (2)	
6.1 Actions to address risks and opportunities (2.1)	6.1.3 Determination of legal requirements and other requirements (2.1.3)
6.1.2 Hazard identification and assessment of risks and opportunities (2.1.2)	6.1.4 Planning action (2.1.4)

REF DOC'S

Glossary

ISO 45001: 2017 Elements (Occupational Health & Safety Environment)



CP-122 HSE Manual
ISO 45001 view (1.3.2)

Process owner: MSEM
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1. Scope (1.1.a)

2. Normative references

3. Terms and definitions

4 Context of the organization (1.1.a)

5. Leadership (1)

5.1 Leadership and commitment (1.1)

5.3 Organizational roles, responsibilities and authorities (1.3)

5.2 Environmental policy (1.2)

5.4 Consultation and participation of workers (1.4)

6 Planning (2)

6.1 Actions to address risks and opportunities (2.1)

6.1.3 Determination of legal requirements and other requirements (2.1.3)

6.1.2 Hazard identification and assessment of risks and opportunities (2.1.2)

6.1.4 Planning action (2.1.4)

6.2 OH&S objectives and planning to achieve them (2.2)

7 Support (3)

7.1 Resources (3.1)

7.3 Awareness (3.3)

7.2 Competence (3.2)

7.4 Communication (3.4)

7.5 Documented information (3.5)

8 Operation (4)

8.1 Operational planning and control (4.1)

8.2 Emergency preparedness and response (4.6)

9 Performance evaluation (5)

9.1 Monitoring, measurement, analysis and performance evaluation (5.1)

9.3 Management review (5.3)

9.2 Internal audit (5.2)

10 Improvement (6)

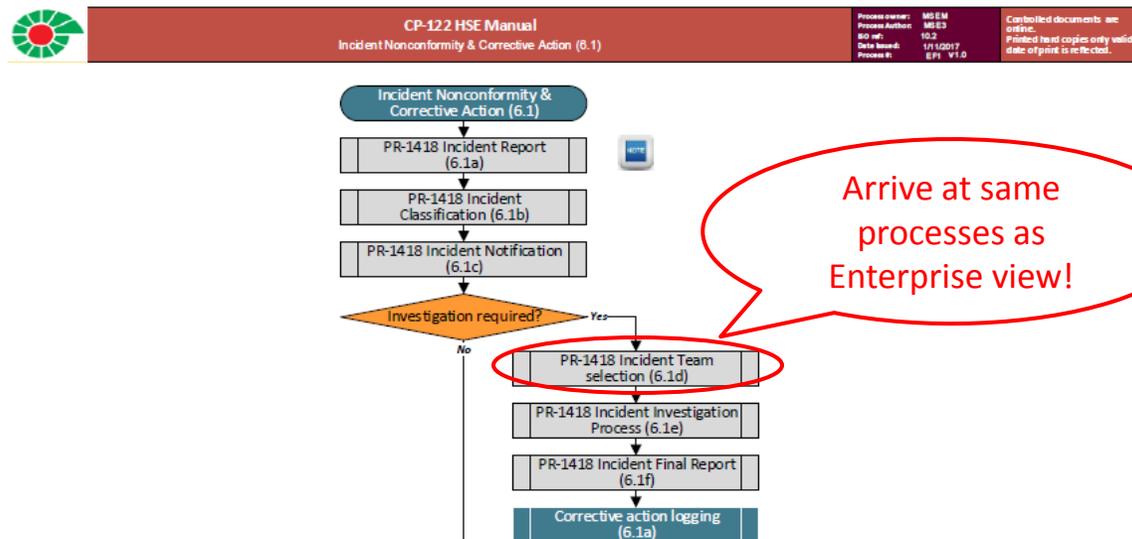
10.2 Incident, nonconformity and corrective action (6.1)

10.3 Continual improvement (6.2)

ISO 45001 Requires
incident nonconformity
reporting and
investigation



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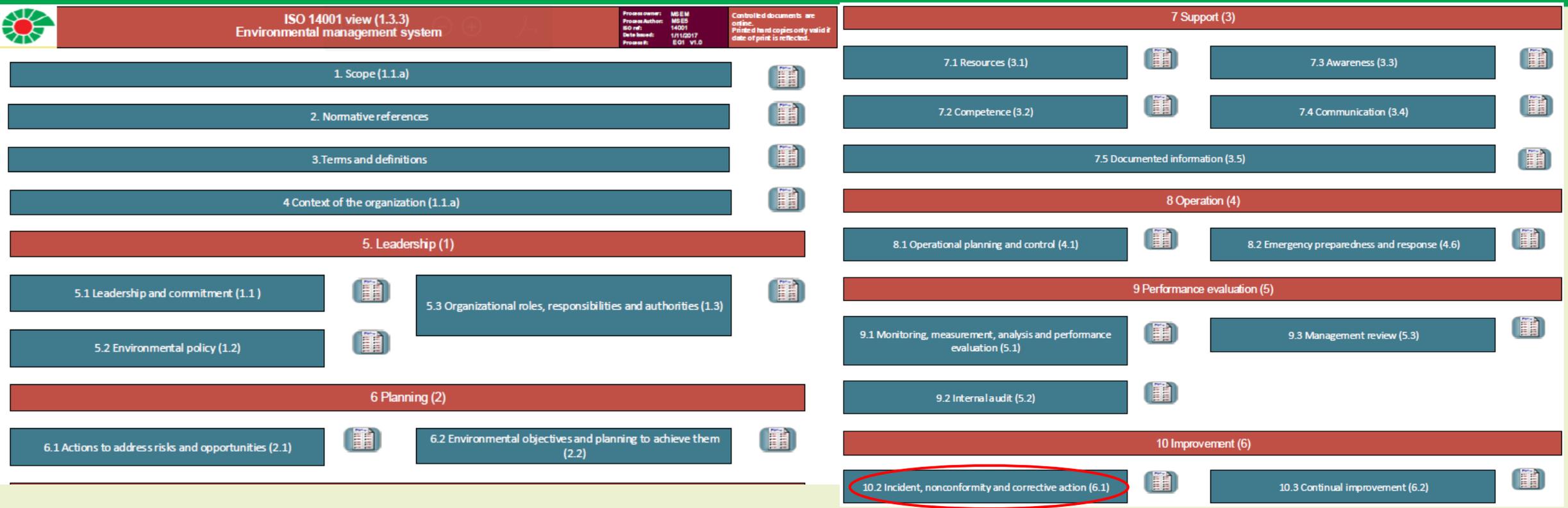
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ISO 14001 Elements

5. Leadership (1)	
5.1 Leadership and commitment (1.1)	5.3 Organizational roles, responsibilities and authorities (1.3)
5.2 Environmental policy (1.2)	
6 Planning (2)	
6.1 Actions to address risks and opportunities (2.1)	6.2 Environmental objectives and planning to achieve them (2.2)

ISO 14001: 2015 Elements (Environment)



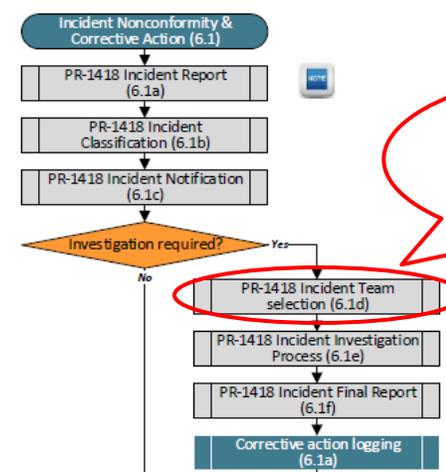
ISO 14001 Requires incident nonconformity reporting and investigation

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CP-122 HSE Manual
Incident Nonconformity & Corrective Action (6.1)

Process owner:	MS EM	Controlled documents are:
Process Author:	MS ES	online.
ISO ref:	10.2	Printed hard copies only valid if
Date issued:	1/1/2017	date of print is reflected.
Process #:	EP1 - Y1.0	



Arrive at same processes as Enterprise view!

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Search Clear

Document Index

- EA
- EA1 - Leadership (1)
- EA11
- EA111 - MSE1 Operational Safety (1.1.1)
- EA1111 - Chief Medical Officer (1.1.MCC)
- EA1112 - MSEM Lean Value Stream Lead (1.1.ML)
- EA1114 - Demonstrated Leadership (1.1f)
- EA1113 - Create supportive Culture (1.1c)
- EA112 - MSE2 Environment (1.1.2)

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2 other ways to find documents
"Search" for a document
or
Lists all HSE MS doc's

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HSE MS Index View

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Either type in what you are looking for

Document Index

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- EA111 - MSE1 Operational Safety (1.1.1)
- EA1111 - Chief Medical Officer (1.1.MCC)
- EA1112 - MSEML Lean Value Stream Lead (1.1.ML)
- EA1114 - Demonstrated Leadership (1.1f)
- EA1113 - Create supportive Culture (1.1c)
- EA112 - MSE2 Environment (1.1.2)
- EA113 - MSE3 HSE Projects and Incident Investigation (1.1.3)
- EA115 - MSE5 HSE Corporate Planning & Assurance(1.1.5)
- EA117 - MSE7 Corporate Road Safety (1.1.7)
- EA111 - Chief Medical Officer (1.1.MCC)
- EA111 - MSEML Lean Value Stream Lead (1.1.ML)

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Quick access to HSE Related forms, checklists & templates

Forms, templates and checklists ▾

- Forms ▸
- Templates ▸
- Checklists ▸

Environmental Management System (HSE MS)

- L2 SP1237a-L2 Audit Radiation Occupational Health
- L2 PR1065a Audit Emergency Response
- L2 PR1171a Audit Contract HSE Management
- L2 PR1980a Audit HSE Training Competence
- L2 SP2000a Audit Road safety
- Social Events Risk Assessment Template

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http://pdointernet/hse poc/Pages/Home.aspx

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Petroleum Development Oman

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- Checklists > **L2 PR1065a Audit Emergency Response**
- L2 PR1171a Audit Contract HSE Management
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Level 2 Assurance: Terms of references

Audit Title:	Emergency Response Readiness Compliance Audit		
Audit Date:		Auditee:	(Name & Ref Indicator)
Audit location:		Audit Coordinator:	(Name & Ref Indicator)
Document to be reviewed:	CP-122/CP-123/ PR-1065 Area ERP – Area HSE Case	Scope:	Provide assurance of adequate structures, processes, and controls in place for emergency preparedness
CH/CSR (Name & Ref Indicator)		Audit Team (Name & Ref Indicator)	
Contractor Representative: (Name & Ref Indicator)			
Compliance mandatory:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Personnel Targeted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Select Location:			
<input type="checkbox"/> Operations	<input type="checkbox"/> Contractor	<input type="checkbox"/> Commissioning	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Project	<input type="checkbox"/> Well services	<input type="checkbox"/> North	<input type="checkbox"/> South
<input type="checkbox"/> Gas	<input type="checkbox"/> Engineering	<input type="checkbox"/> Logistic	<input type="checkbox"/> Infrastructure
Personnel Selected for Interview:			
<input type="checkbox"/> Operator	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Area Authority	<input type="checkbox"/> Permit holder
<input type="checkbox"/> Maintenance Coordinator	<input type="checkbox"/> DTL	<input type="checkbox"/> HSE Advisor	<input type="checkbox"/> Prod. Cord.

Audit Topic		
1-Structure of the emergency response management system available, and describes the various elements that make up the ERMS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
2-Availability of appropriate organisation, facilities, procedures and competent personnel to enable immediate action to be taken to manage emergencies and covers all parts of the facility & minimise consequential losses	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
3-Emergency response plans and procedures satisfied the requirements of the laws of the Sultanate of Oman (in line with this CP-123 – PR-1065)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
4- Appropriate chain of command has been established and identified in emergency response procedures	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
5- Detailed structure, roles and responsibilities of the Emergency Control Teams is available	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
6- Have all Emergency Control Organisation personnel been trained in their duties as per requirements of PDO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
7- Does all staff receive awareness training outlining their role in an emergency?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
8- Evacuation instructions, maps & signs clear for staff, clients and visitors to understand?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
9- Systematic testing of the emergency response system conducted regularly to verify the effectiveness, and identification of the improvements implemented promptly	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview
10- Risk assessment conducted prior to developing emergency response plan? And all scenarios result of HEMP	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Document Inspection <input type="checkbox"/> Record Analysis <input type="checkbox"/> Process Witnessed <input type="checkbox"/> Site Interview

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NOTE: The HSE Management System designed is



Corporate Management System

Welcome to Corporate Management System (CMS) Portal



CMS is one of the key elements in the PDO Control Framework (PCF) that describes what PDO does, how business to ensure it delivers its vision and mission. All the Business Control Documents (i.e. Policies, Code of the Corporate Management System, where it provides employees a clear statement on how they should control in the way we manage the business documents and its metadata. CMS new features includes, but review, publishing and removal of documents, metadata management, dashboard displaying the integrity document owners that documents are due for review.

Search CMS Document(s)

CMS Freetext Search	<input type="text"/>
CMS Number	<input type="text"/>
Document Title	<input type="text"/>
Document Type	--Select--

Recently Published Document(s)

CMS Number	Document Title
SP-2195	Project Initiation and Closeout Specification
PR-2049	Passing Valve Management
PR-2326	Level 3 Operations Integrated Assurance

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This opens the Corporate management System (CMS) where Specifications are maintained.
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Untitled 1 - Internet Explorer

- CP-100 - Policy Approval - CoP
- CP-102 - Corporate Document Management - CoP
- CP-109 - Delegation of Authority - CoP
- CP-122 - Health, Safety and Environment Mgmt System - CoP
- CP-123 - Emergency Response Documents Part I - CoP
- CP-130 - HLD COP for Learning & Development Services - CoP
- CP-131 - Risk and Opportunity Management
- CP-136 - Planning in PDO - CoP
- CP-142 - Audits and Reviews Code of Practice
- CP-162 - Internal Communication CoP
- CP-200 - Water Management Code of Practice
- CP-201 - Knowledge Management Code of Practice
- CP-206 - Management of Change - CoP

Opens a list of the more important Codes of practice

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Glossary of terms Print

Accident / incident rates - Measures of accident / incident loss experience within given time periods, as a means of comparison. (Examples: injury frequency rate, injury severity rate, injury index, all injury frequency rate, major property damage rate, and critical items damage rate).

Accident report - A written summary describing the accident / incident, presenting an analysis of causes and suggestions for remedial action, and documenting actions taken as preventive or control measures.

Accident / incident analysis - Study of accident / incident experience through compilation of related facts and information about the nature of injuries and/or damage, and the causal factors. The purpose is to identify trends and problem areas and to identify the critical safety problems as a basis for program objectives and activities.

Accident / incident investigation - A systematic search for factual information on the extent and nature of a specific loss or near-miss, the related events, the substandard practices and conditions which influenced the events, the basic or roots causes, and the management actions needed to

This provides an in-house definition of the various HSE terms used

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ChangeRequest - New Item

Request for Change	
Email	<input type="text" value="Enter your email"/>
Name	<input type="text" value="Enter your name"/>
Company Number	<input type="text" value="Enter company number"/>
Request For	Change, Improvement or Update to Process
Comment Box	<input type="text" value="Make suggestions, or report errors here"/> <input type="text" value="Add a file or screen shot below"/>
Attachments	<input type="button" value="Click here to attach a file"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

This is where you make suggestions or report errors

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System Support

Email: HSE-MS-Coordinator@pdo.co.om
Telephone: 24676163
Office address: MSE5 Team 3rd Floor BSM
 Building Minah Al Fahal

Provides details for reporting or requesting support

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FAQs

General HSE MS View ISO A day in the life Index View

What is the documents hierarchy in PDO?

The documents hierarchy is known as the Corporate Management System (CMS), and it de business practices include codes of practice, which provide a high level overview of expect These are represented in figure 1:

Figure 1: The Corporate Management System

- What is a policy?
- What is a code of practice?
- What is a procedure?
- What is a standard?
- Are old procedures and specifications available?
- What has happened to all of the guidelines?
- I have a SMART phone. Can I access the HSE MS?
- I get a message: "This document is classified as" Restricted". Please req

A series of "Frequently asked questions" with answers

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Useful system information but not essential reading!

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Select to see what definitions are used in system

See next slide for screen shot

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Glossary

- Quick Links
- Business Principles:** Sets the objectives, principles and rules for how PDO conducts its business.
 - Code of Practice:** Code of Practice provide a high level overview of expectation & requirements for each func
 - Form:** An hard copy or electronic format with spaces to be completed
 - Guideline:** A written guide explaining how to perform a specific activity.
 - Policy:** Overall intentions and direction of an organisation that describes a course of action officially agreed.
 - Procedure:** Describe the specific way the activity is to be performed. It is the formal description for executing

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Definitions for documentation terminology

- Business Principles:** Sets the objectives, principles and rules for how PDO conducts its business.
- Code of Practice:** Code of Practice provide a high level overview of expectation & requirements for each function.
- Form:** An hard copy or electronic format with spaces to be completed
- Guideline:** A written guide explaining how to perform a specific activity.
- Policy:** Overall intentions and direction of an organisation that describes a course of action officially agreed.
- Procedure:** Describe the specific way the activity is to be performed. It is the formal description for executing an activity to achieve a result in a accordance with the specification It is replaced in the HSE MS by Process flow diagrams.
- Process:** Series of actions taken in order to achieve a particular result.
- Process flow:** A diagram detailing activities at the workplace.
- Record:** Information kept in a permanent form, e.g. written, printed or electronic.
- Specification:** provide the rules for testing compliance. They prescribe requirements to be fulfilled by a product, process or service in line with the code of practice.
- Standard:** A level of quality, skill, ability or achievement by which something is judged.

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Explains the parts of the system

Introduction

This is the PDO HSE MS. It is there for your use, to allow you to clearly understand what is required to...

Please refer to "On-Screen Symbols page") to better understand how the pages are laid out. Addition...

The Various Views and Integration of the System

- **Enterprise view:** An overall view of the HSE MS structure is provided. This includes links to next...
- **Sub-Processes:** 2nd level of Bird's-eye view: These are sub-process diagram where a number of...
- **Process Flowcharts:** (Activity Level) The lowest level is the flowchart, used to depict processes.
- **Pop-ups:** A variety of requirements, or Explanatory notes required to complete an activity.
- **Index view:** A simple list of the various processes. It also serves as a document master list.
- **ISO 14001 view:** A representation of the requirements of the environmental management syst...
- **ISO 45001 view:** A representation of the requirements of the Occupational heal health and safi...
- **A Day in the Life of (DILO) view:** A representation of HSE critical functions, highlighting key act...
- **MSEM Functional Support View:** A representation of the Corporate HSE function, highlighting...

See next slide for screen shot

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Introduction

This is the PDO HSE MS. It is there for your use, to allow you to clearly understand what is required to perform an activity safely, and without harming the environment.

Please refer to "On-Screen Symbols page" to better understand how the pages are laid out. Additional information is available as pop-up buttons along side steps within processes.

The Various Views and Integration of the System

- Enterprise view:** An overall view of the HSE MS structure is provided. This includes links to next level views. These can be considered as a Bird's-eye view of what the PDO HSE MS is based on.
- Sub-Processes:** 2nd level of Bird's-eye view: These are sub-process diagram where a number of Flowcharts logically fit together. These in turn have have links down to the individual activity Flowcharts/processes.
- Process Flowcharts:** (Activity Level) The lowest level is the flowchart, used to depict processes. Additional information is added to the flow diagrams by adding buttons and linking information to these buttons.
- Pop-ups:** A variety of requirements, or Explanatory notes required to complete an activity.
- Index view:** A simple list of the various processes. It also serves as a document master list.
- ISO 14001 view:** A representation of the requirements of the environmental management system structure.
- ISO 45001 view:** A representation of the requirements of the Occupational health and safety management system structure.
- A Day in the Life of (DILO) view:** A representation of HSE critical functions, highlighting key activities that they are required to manage as part of their role.
- MSEM Functional Support View:** A representation of the Corporate HSE function, highlighting key areas of deliverables.

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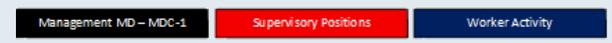
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Describes all the different boxes, buttons & symbols used in system



On-screen Symbols

Each symbol represents a specific requirement, responsibility, support information or associated activity. These are as follows:



Activities are also differentiated by colour, with generic process in grey, strategic processes in purple, and processes that are not HSE documents, these are in yellow.



Many activities require informed decision making to enable their completion. These are represented by a diamond symbol.



All support information is represented graphically, depending on the type of information represented that is specific to the activity.



All the symbols are shown below indicating what they represent.



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Forms, templates and checklists

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On-screen Symbols

Each symbol represents a specific requirement, responsibility, support information or associated system. The roles are colour coded to assist in visually identifying what level of employee is responsible for each individual activity:

These are as follows:

Activity done by Supervisor



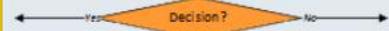
Activities are also differentiated by colour, with generic process in grey, strategic processes in burgundy and contractor in dark green. Some processes impact on HSE activities but are not within the remit of the HSE MS. Where these are complied with, but are not HSE documents, these are in yellow.

Document not available in HSE MS



Many activities require informed decision making to enable their completion. These are represented by an orange diamond, and indicate what is required if an answer is "Yes" or "No".

Decision required

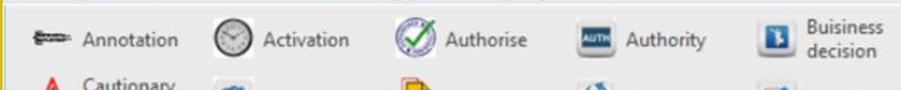


All support information is represented graphically, depending on the type of information represented. If the action requires the use of a checklist, the below symbol is used, and by clicking on it, the user will be presented with a checklist that is specific to the activity.

Checklist needed to do activity, etc..



All the symbols are shown below indicating what they represent.



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Explains how to move around in system

Basic Navigation
To access any part of the HSE MS, move the mouse cursor over the menu at the top. If a menu be selected.

Navigation Conventions
To Navigate within the system:

- When the cursor arrow becomes a **HAND** then you can click on it
- The **BACK** button on the menu bar will take you back to the previous screen
- To search for any specific top click on the **INDEX** button in the side menu bar
- To get to the **MAIN SCREEN** click on the **HOME** button in the side menu bar
- To see more detail on a process flow diagram, click on the **BUTTONS** alongside the proces:
- To **EXIT** the system click on **FILE** and **EXIT**

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Clicking in "hsepoc" will open home page

This button is a quick way to "Move" back 1 page only

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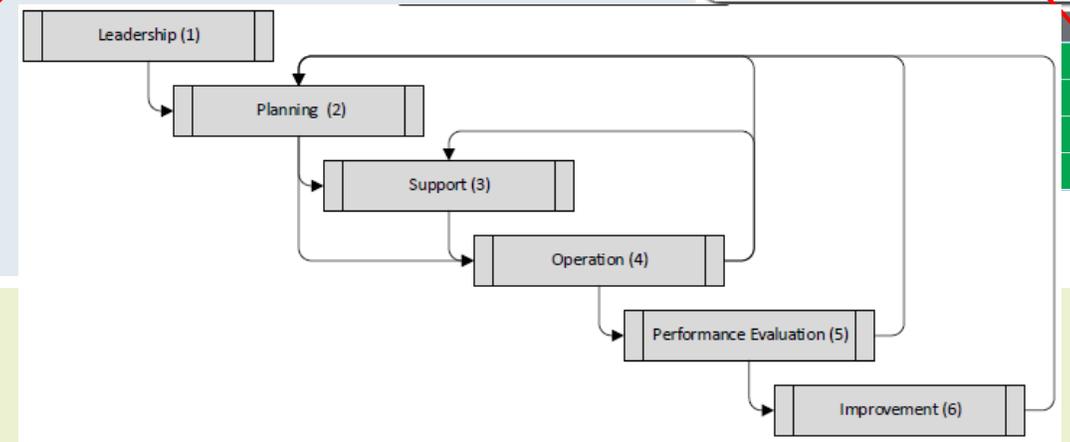
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HSE MS Now has 6 "NEW" elements



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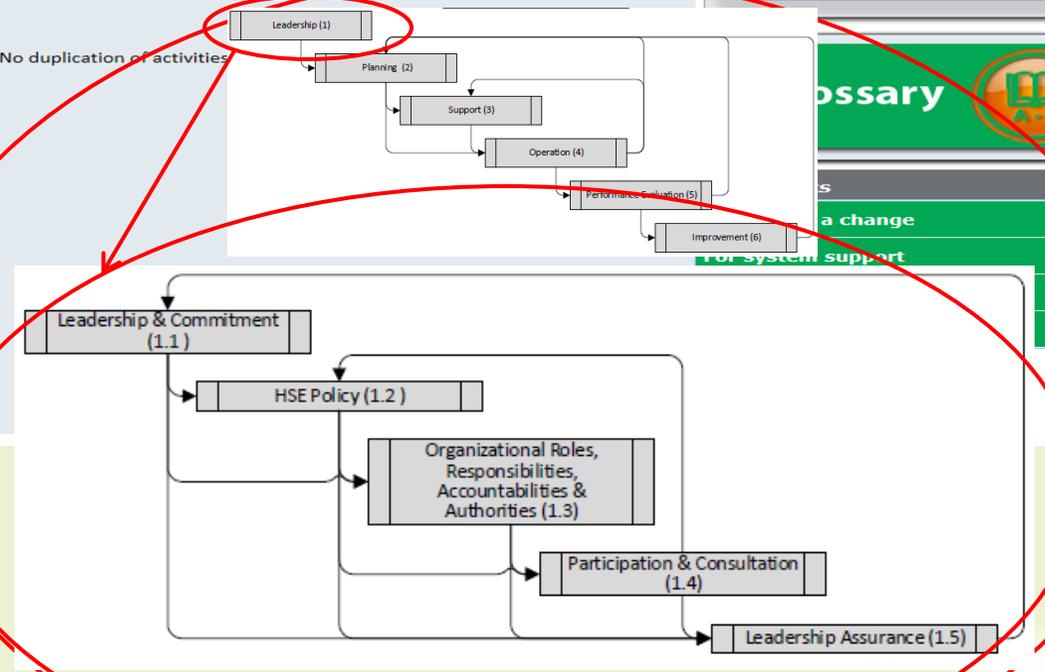
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Each element has different sub-elements, ...



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For system support

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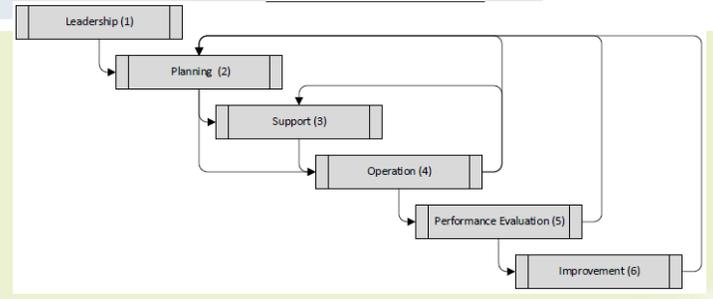
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- Leadership > Leadership & Commitment (1.1)
- Planning > HSE Policy (1.2)
- Support > Organizational Roles, Responsibilities, Accountabilities & Authorities (1.3)
- Operation > Participation & Consultation (1.4)
- HSE Performance evaluation > Leadership Assurance (1.5)
- Improvement



The HSE MS can also be accessed from here!

Both points display HSE MS elements

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Enterprise View
(HSE MS Elements)
& sub-elements

Enterprise ▾	A day in the
Leadership	▶
Planning	▶
Support	▶
Operation	▶
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Improvement	▶

- Leadership & Commitment (1.1)
- HSE Policy (1.2)
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- Participation & Consultation (1.4)
- Leadership Assurance (1.5)

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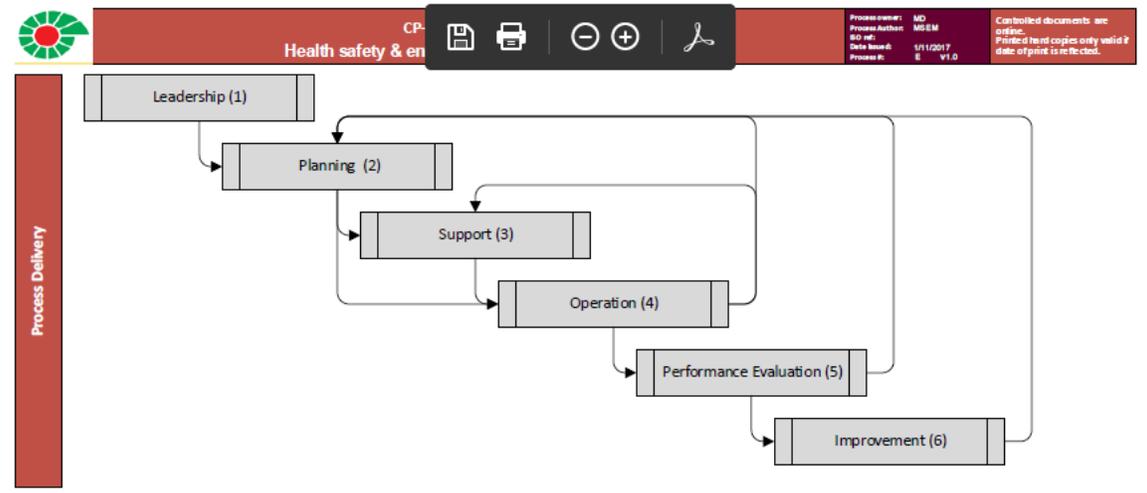
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This is how HSE Corporate supports line

MSE1 Operational Safety (1.1.1)	Appoint HSE CFDH / SME Personnel (3.1.1) Worksite hazard management (4.1.1.1)	Letter of Assurance (5.2.1.1) HSE in Contracts (4.5)	Behavioural Safety (4.1.1.2) HSE Competence (3.2)	SP-1234 - HSE Specification - Personal Protective Equipment (4.1.1.3)
MSE2 Environment (1.1.2)	Appoint HSE CFDH / SME Personnel (3.1.1) Project support (4.1.2.11)	SP-2194 Specification for Environmental Management (EIA)(4.1.2.2)	Calibration, Verification & Assurance (5.1b.1)	Environmental Monitoring & Reporting (5.1.2.1)
MSE3 HSE Projects and Incident Investigation (1.1.3)	PR-1418 Incident Notification, Reporting and Follow-up Procedure: HSE Incident Investigation (6.1)	Monitoring Measurement Analysis & Evaluation (5.1)	HSE Projects (6.2.3)	Learning from Incidents (6.2.2)
MSE4 Technical Safety Engineering (1.1.4)	Appoint HSE CFDH / SME Personnel (3.1.1) PR-1712 - AI PS Assurance Procedure (5.2.4.3) Technical Safety in Projects (4.1.4.1)	PR-1418 Incident Notification, Reporting and Follow-up Procedure: HSE Incident Investigation (6.1) AIPS Operating Facilities Support (4.1.4.2)	Hazard Identification & Assessment of HSE Risk HEMP Tools(2.1b) PR-2160 Pre Start-up Audit (4.1.4.3) Maintain Design integrity of existing facility (5.2.4.2)	Planning to Take Action (ALARP) (2.1g) Project Assurance Review for Safety (5.2.4.1)
MSE5 HSE Concepts	Corporate Annual HSE Planning (2.1.5.2)	Management Review (5.3)	Documented HSE MS Information (3.5)	Performance evaluation (5)

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MSE1 Activities: Overall

MSE3 activities: PR-1418 Notification, reporting & follow-up procedure

MSE4 Activities: PR-2160 Pre-start up audits

MSE1 Operational Safety (1.1.1)	Appoint HSE CFDH / SME Personnel (3.1.1)	Letter of Assurance (5.2.1.1)	Behavioural Safety (4.1.1.2)	SP-1234 - HSE Specification - Personal Protective Equipment (4.1.1.3)
	Worksite hazard management (4.1.1.1)	HSE in Contracts (4.5)	HSE Competence (3.2)	
MSE2 Environment (1.1.2)	Appoint HSE CFDH / SME Personnel (3.1.1)	SP-2194 Specification for Environmental Management (EIA)(4.1.2.2)	Calibration, Verification & Assurance (5.1b.1)	Environmental Monitoring & Reporting (5.1.2.1)
	Project support (4.1.2.11)			
MSE3 HSE Projects and Incident Investigation (1.1.3)	PR-1418 Incident Notification, Reporting and Follow-up Procedure: HSE Incident Investigation (6.1)	Monitoring Measurement Analysis & Evaluation (5.1)	HSE Projects (6.2.3)	Learning from Incidents (6.2.2)
MSE4 Technical Safety Engineering (1.1.4)	Appoint HSE CFDH / SME Personnel (3.1.1)	PR-1418 Incident Notification, Reporting and Follow-up Procedure: HSE Incident Investigation (6.1) AIPS	Hazard Identification & Assessment of HSE Risk HEMP Tools 2.1b)	Planning to Take Action (ALARP) (2.1g)
	PR-1712 - AIPS Assurance Procedure (5.2.4.3)		PR-2160 Pre Start-up Audit (4.1.4.3)	
	Technical Safety in Projects (4.1.4.1)	Operating Facilities Support (4.1.4.2)	Maintain Design integrity of existing facility (5.2.4.2)	Project Assurance Review for Safety (5.2.4.1)
MSE5 HSE Corporate Planning & Assurance(1.1.)	Corporate Annual HSE Planning (2.1.5.2)	Management Review (5.3)	Documented HSE MS Information (3.5)	Performance evaluation (5)
	Monitoring Measurement Analysis & Evaluation (5.1)	Information & Communication (3.4)		
MSE6 Skillpool Management (1.1.6)	PR-1029 Competence Development & Assurance Progression (3.2b)	Competence 3.2	Resources (3.1)	SAPPhire
MSE7 Corporate Road Safety (1.1.7)	Road Safety Standards definition (4.1.7.5)	Road Safety Operational Support (4.1.7.1)	3rd Party Liaison (3.4.o)	Road Safety Waiver management (4.1.7.4)
	2.1.7.1 Road Safety Risk Assessment	Road Safety Technical Support (4.1.7.2)	Road Safety Hazard Management (4.1.7.3)	6.1 Incident Investigation
	Road Safety Data Analysis & Reporting (5.1.7.1)	5.2.7.1 Road Safety Assurance	Road safety communication (3.4s)	
MSEML Lean Value Stream Lead (1.1.ML)	Building Capability (Lean) 3.2.1.9	Leader Standard Work 6.e	Standard Operational Work 6.2f	
Medical Services (1.1.1.MCC)	MCOH CFDH	SP-1230 Medical Examination, Treatment and Facilities (4.1.MCC1)	SP-1231 - Health Performance Monitoring	Education & Training
	Medical Care (4.1.MCC3a)	PR-1234 Medical Emergencies Response	Documented HSE MS Information (3.5) (Review & Updates)	Investigations of Health Incidents

Hardcopies are only VALID (for 1 day) if manually date stamped on date they are printed

Home > HSEPOC

HSE
Simplified HSE Documents

Enterprise A day in the life of ISO 45001 ISO 14001 Forms, templates and checklists Printing instructions Index View

New System

Welcome to the Health, Safety and Environmental Management System (HSE MS)
This is the Health, Safety and Environmental Management System (HSE MS) of Petroleum Development Oman (PDO). It ensure that Health, Safety and Environmental activities are done so as to protect employees, maintain standards of operation and comply to the legal requirements of Oman. It includes the requirements of the ISO 14001:2015 Environmental Management System and ISO 45001:2018 Occupational Health and Safety Standard.

Please note that this electronic version of the HSE MS will replace the hard copy version (known as CP-122) once testing of the system is completed.
CP-122 version 5 will be withdrawn after final testing.

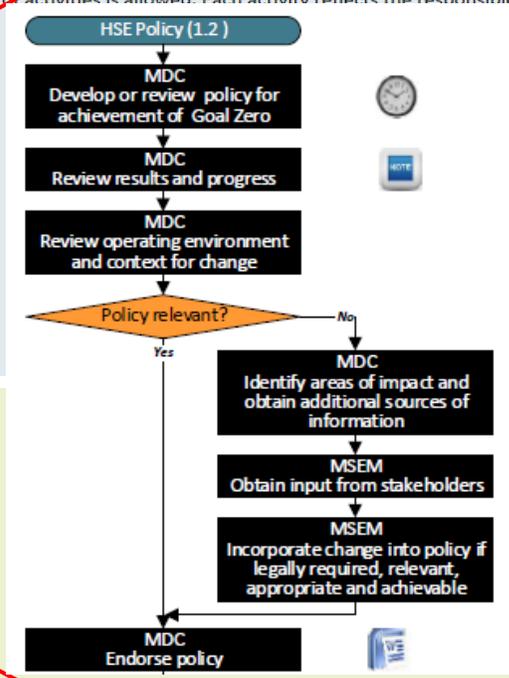
All HSE requirements are presented as process flow diagrams, instead of procedures. Each process flow is limited to 1 page, and associated activities are linked. No duplication of activities is allowed. Each activity reflects the responsible function, what is required, and includes all support information such as templates, standards, checklists, etc.
Please choose an option from the menu at the top or an option from the list below.

- [Documentation definitions](#)
- [Introduction](#)
- [On-screen Symbols](#)
- [Basic Navigation](#)
- [HSE MS View](#)
- [MSEM Functional Support View](#)
- [PDO HSE Policy](#)

[List of recent changes](#)

NOTE: The HSE Management System designed is maintained in an electronic format, and printed copies are only valid for the date of print.

This is how the HSE Policy is developed



REF DOC'S

Glossary

Quick Links
To request a change

سياسة الصحة والسلامة والبيئة
Health, Safety and Environmental (HSE) Policy

In PDO we all commit to:

- Demonstrate Leadership and target Goal Zero - "No harm to people, assets or environment".
- Comply with applicable HSE laws, regulations and standards.
- Identify personal and process risks, and compliance obligations, then establish suitable controls to prevent incident occurrence whilst highlighting and minimising consequences.

نلتزم جميعاً في شركة تنمية نفط عمان بما يلي:

- إبراز المهارات القيادية، والسعي لتحقيق الهدف الصفري المتمثل في "عدم إلحاق ضرر بالإنسان أو الموجودات أو البيئة".
- التقيد بالقوانين واللوائح والمعايير المعمول بها في مجال الصحة والسلامة والبيئة.
- تحديد المخاطر على الأشخاص والمعدات، ومخططات الامتثال، ثم وضع ضوابط مناسبة للحد من وقوع الحوادث، إلى جانب تخطيط الضوء على أثارها والتقليل منها.

Hardcopies are only VALID (for 1 day) if manually date stamped on date they are printed



Simplified HSE Documents

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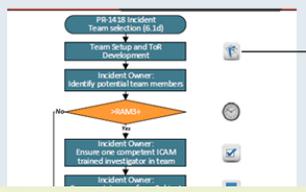
NOTE: The HSE Management System designed is maintained

Printing Instructions

- Select the page to be printed and then either **right click on it, or select Ctrl + P** to bring up the print instruction
- Check settings and print the page.
- The printed page (hard copies) of the processes MUST then be validated by handwriting the date of the print onto each
- If the process selected for printing has any referencepoppups on it, such as Notes, Templates, Legal reminders, checklist below.

This example is a process for selecting an investigation team, **which has 4 popups**. The popups have information related selecting them, the information becomes visible. So, if **popup 1** is selected, it displays this associated information.

To properly print this process, the **final hardcopy** would consist of the printing the process plus popup1, popup 2, popup



Note: L1: All assets and High Risk activities/processes audited on 5 year cycle. Selection is time based and current factors influencing risk profile of the company.
L2: Assets audited on 1-3 year cycle. Selection is time based and current factors influencing risk profile of the company.

Explains how to create a "Hard copy" of a screen

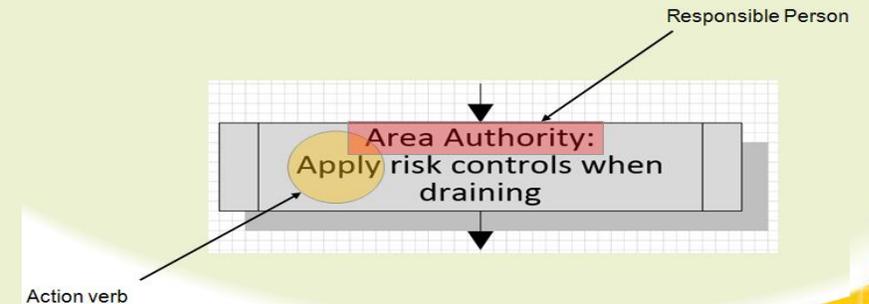
REF DOC'S

Glossary

- Quick Links
- To request a change
 - For system support
 - HSE MS Coordinator
 - FAQs

The Simplification Process

- HSE-MS reduced to 6 management system elements (Called an Enterprise view)
- Includes requirements of ISO 45001:2018 (H&S) and ISO 14001:2015 (Env).
- HSE procedures revised into processes (Each process consists of an input, the actual activities for the process itself, and delivers an output.
- Input and approval obtained from process owners (Content owners)
- Each process fits on 1 page.
- Each process limited to 16 activity blocks.
- Activity wording per block limited to 12 words, including responsible person title.
- Responsibility for each activity defined
- Each activity block starts with an action verb
- Processes converted to web data
- Published on website



How to use the HSE-MS

Navigation

- To access any part of the HSE MS, move the mouse cursor over the menu at the top.
 - If a menu item contains a sub-menu, moving the mouse over the item will immediately expand the menu displaying the sub-items.
 - Any sub-item can then be selected.
- When the cursor arrow becomes a **HAND** then you can click on it
- The **BACK** button on the menu bar will take you back to the previous screen
- To search for any specific top click on the **INDEX** button in the side menu bar
- To get to the **MAIN SCREEN** click on the **HOME** button in the side menu bar
- To see more detail on a process flow diagram, click on the **BUTTONS** alongside the process blocks and text will pop up. **Click outside the popup to CLOSE it.**
- To **EXIT** the system click on **FILE** and **EXIT**