

Pims HSE - General

Type: User Documentation 24-Jun-2022 | Gunnar Mellemsæther

Most HSE modules have the same structure, which is described in this section. Modules that deviate from this standard are described separately.

Data lists

Common functionality for all Pims lists is described in <https://docs.omega365.com/?Area-ID=10002&Name=SOL-PROC-USG-00345>

Only special features for Pims HSE lists are mentioned here.

LNG > Inspections

Filter panel

My responsibilities

Status Localized

Sort by

Search...

+ Add new

+ Add recurring...

Grid view

Share by e-mail

Details panel

Activity	Domain	Overall assessment	ID	Inspection Type	Date	Company	Location	Status	Current responsible	Project
Business unit	NLNG		HSE-INS-0000647	EMT	27/05/2022 14:00	Inomada	Locations/PROCESS (Process Area)/...	Completed	Mellemsæther, Gunnar	
Company	NLNG		HSE-INS-0000648					Planned	HSE Team, Test	
Current responsible	NLNG		HSE-INS-0000649	SMT	02/06/2022 13:00	AUGJ		Planned	HSE Team, Test	
Domain	NLNG		HSE-INS-0000650	EMT		Ariosh		Ongoing	HSE Team, Test	
Inspection Type	NLNG		HSE-INS-0000651	EMT	09/06/2022 16:34			Planned	HSE Team, Test	
Location	NLNG		HSE-INS-0000652					Planned	HSE Team, Test	
Location	NLNG		HSE-INS-0000653					Planned	HSE Team, Test	
Overall assessment	NLNG		HSE-INS-0000654					Planned	HSE Team, Test	
Planned by	NLNG		HSE-INS-0000655					Planned	HSE Team, Test	
Process area	NLNG		HSE-INS-0000656					Planned	HSE Team, Test	
Project	NLNG		HSE-INS-0000657					Planned	HSE Team, Test	
Responsible	NLNG		HSE-INS-0000658					Planned	HSE Team, Test	
Status	NLNG		HSE-INS-0000659					Planned	HSE Team, Test	
	NLNG		HSE-INS-0000660	SMT				Planned	HSE Team, Test	
	NLNG		HSE-INS-0000661					Planned	HSE Team, Test	
	NLNG		HSE-INS-0000662					Planned	HSE Team, Test	
	NLNG		HSE-INS-0000663					Planned	Mellemsæther, Gunnar	

Filter Panel

Filter panel is displayed by default when lists are opened. The filter can be hidden by clicking the Filter Panel button

<div>Filter panel</div> <div>My responsibilities ▾</div> <div>Status Localized</div> <div>Sort by ▾</div>						
...	Domain	ID	↑	Inspection Type	Date	C
	🔍	🔍		🔍	🔍	🔍
▶	NLNG	HSE-INS-0000647		EMT	27/05/2022 14:00	In
	NLNG	HSE-INS-0000648				
	NLNG	HSE-INS-0000649		SMT	02/06/2022 13:00	Al
	NLNG	HSE-INS-0000650		EMT		Al
	NLNG	HSE-INS-0000651		EMT	09/06/2022 16:34	
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	NLNG	HSE-INS-0000660				
	NLNG	HSE-INS-0000661				
	NLNG	HSE-INS-0000662		SMT		
	NLNG	HSE-INS-0000663				

List with filter panel

<div> <div>Filter panel</div> <div>My responsibilities ▾</div> <div>Status Localized</div> <div>Sort by ▾</div> </div>			
<div> <div>🔍 Domain</div> <div>🔼</div> </div> <div> <div>🔍 Inspection Type</div> <div>🔼</div> </div> <div> <div>🔍 Company</div> <div>🔼</div> </div> <div> <div>🔍 Location</div> <div>🔼</div> </div> <div> <div>🔍 Status</div> <div>🔼</div> </div> <div> <div>🔍 Current responsible</div> <div>🔼</div> </div> <div> <div>🔍 Project</div> <div>🔼</div> </div> <div> <div>🔍 Location</div> <div>🔼</div> </div> <div> <div>🔍 Business unit</div> <div>🔼</div> </div> <div> <div>🔍 Process area</div> <div>🔼</div> </div> <div> <div>🔍 Activity</div> <div>🔼</div> </div> <div> <div>🔍 Planned by</div> <div>🔼</div> </div> <div> <div>🔍 Responsible</div> <div>🔼</div> </div> <div> <div>☐ Has actions</div> <div>☐ Actions closed</div> <div>☐ Actions open</div> <div>☐ Actions overdue</div> <div>☐ Has lessons learned</div> </div>	<div>...</div> <div>Domain</div> <div>ID</div> <div>↑</div> <div>Inspection</div>		
	🔍	🔍	🔍
▶	NLNG	HSE-INS-0000647	EMT
	NLNG	HSE-INS-0000648	
	NLNG	HSE-INS-0000649	SMT
	NLNG	HSE-INS-0000650	EMT
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	NLNG	HSE-INS-0000659	
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	NLNG	HSE-INS-0000661	
	NLNG	HSE-INS-0000662	SMT
	NLNG	HSE-INS-0000663	

Add New

Add Recurring

When you click this button you will be taken to a screen to specify the frequency and schedule for the recurrence.

Add Recurring

Master record

HSE-INS-0000647 Inspection Test Omega 20/5

Starting from date

Wed 22.06.2022

Until end date

Mon 31.10.2022

Recurring dates (10)

06/27/2022

07/11/2022

07/25/2022

08/08/2022

08/22/2022

09/05/2022

09/19/2022

10/03/2022

10/17/2022

10/31/2022

Recurring

☐ Daily

☒ Weekly

☐ Monthly

Happens every (1-3)

2

week(s) on

☒ ☐ ☐ ☐ ☐ ☐ ☐

Mon Tue Wed Thu Fri Sat Sun

Add recurring records

Cancel

No records will be created until you click the button "Add recurring records".

You will also be able to see for which dates the recurring records will be created under the heading "Recurring dates".





Grid View

By default the lists in Pims HSE will open in grid view.



By clicking the button "Grid view" you can change how you view the data.

List view

Data is displayed like cards with key information

1-17 of total 269

[HSE-INS-0000647](#)

Inspection Test Omega 20/5

MSE/EMT/

27.05.2022 1-1100 (Acid Gas Removal Unit) Inomada

Departments/NLNG (Corporate)/Head Office/CM (Commercial Department)/CMM (Marketing Manager)/CMM/1/

Ongoing

Ongoing

Mellemsæther, Gunnar

[HSE-INS-0000648](#)

Plan

Planned

HSE Team, Test

[HSE-INS-0000649](#)

MSE/SMT/

02.06.2022 AUGJ

Plan

Planned

HSE Team, Test

[HSE-INS-0000650](#)

MSE to IA Worker Cup

MSE/EMT/

Ariosh

Engage stakeholders

Plan

Planned

HSE Team, Test

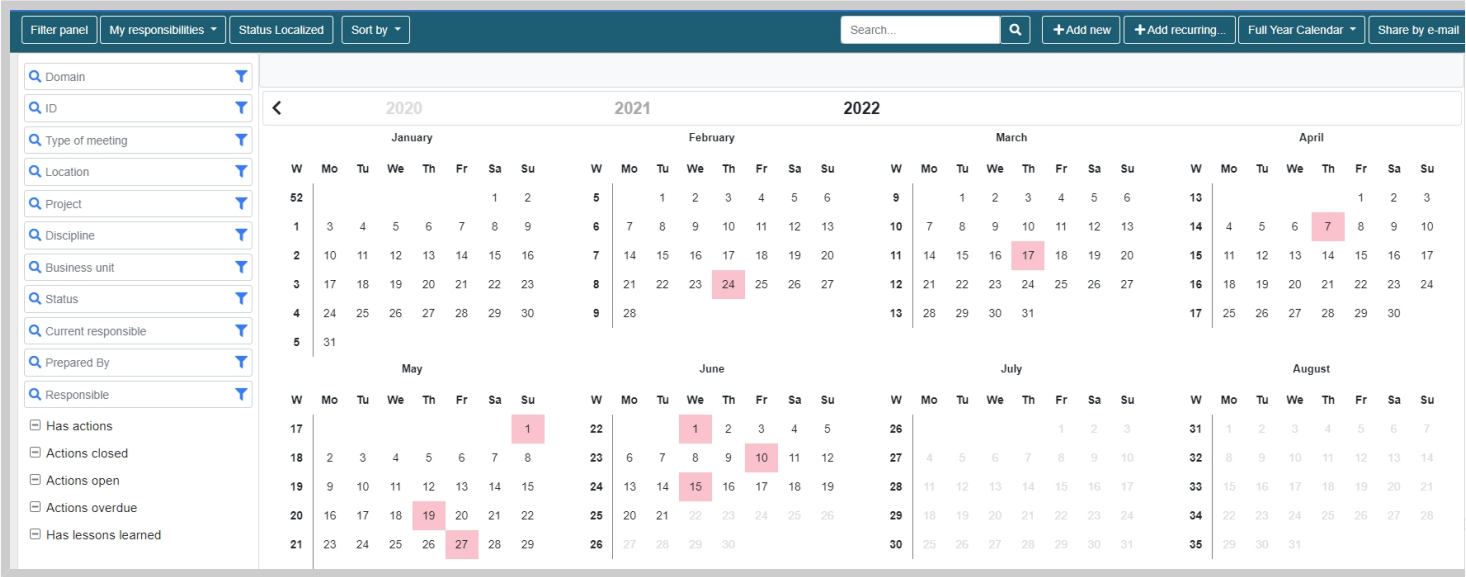
Map view

This will be valid only for modules that record information about location.
If a location in the setup is specified with longitude and latitude it will be displayed on the map view with a marker.



Full Year Calendar

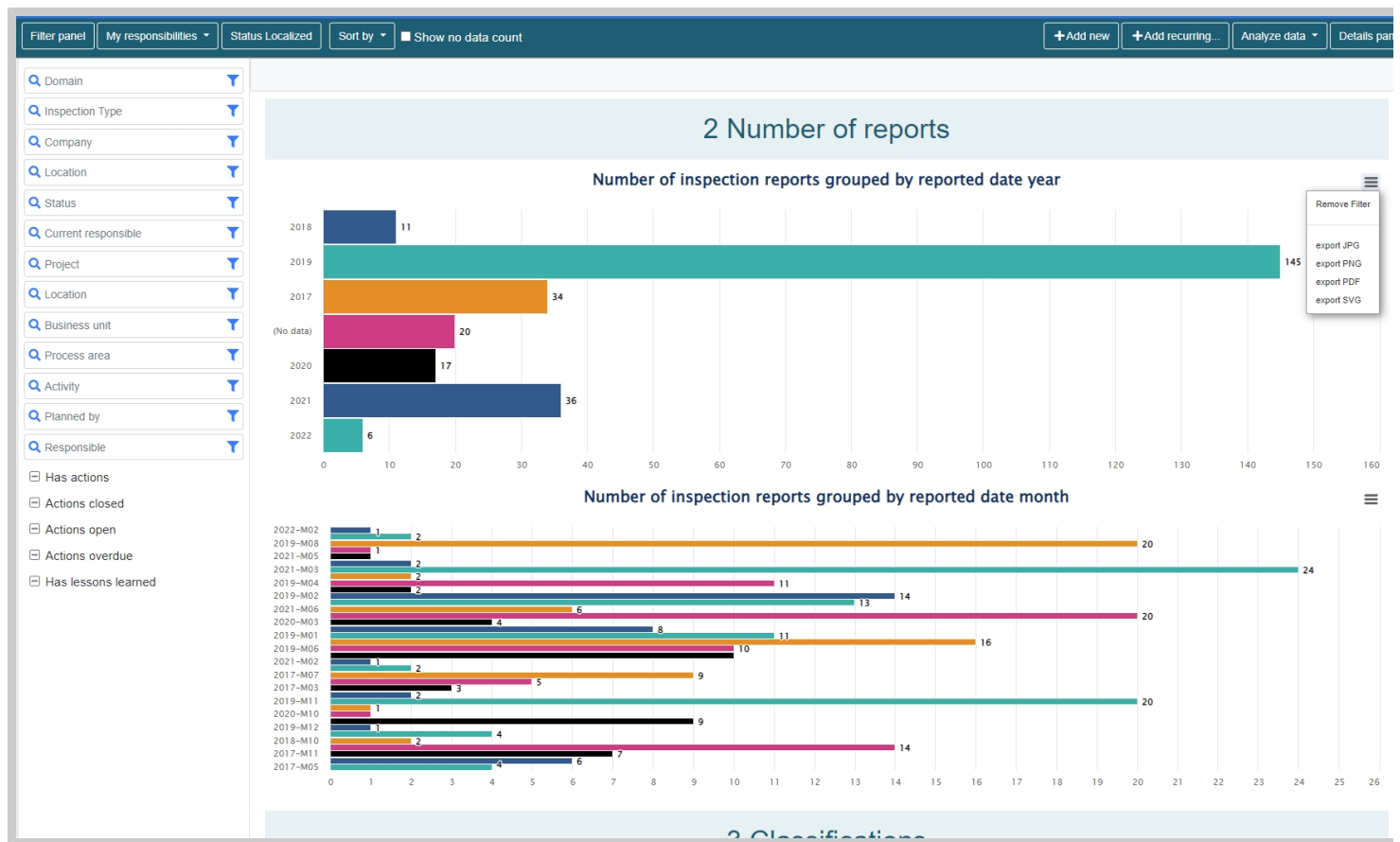
This will highlight dates in calendar related to key date of the specific module. For Meetings for instance this will be Meeting Date (and created date if not set).
You can click on a date to see which records are recorded against this date, and also open these records from the date pop-up.



Analyze data

This will present defined graphs and bar charts of the data.
The charts are clickable, so you can click any bar or section to filter the rest of the data on that selection.

Clicking the menu in the top right corner of each chart will give you the option to export the chart, and also to remove any filter that is applied



Share by e-mail

Gives you the option to send an email to anybody. Message sending will be recorded in Pims for reference.

Each module can have their own set of custom made templates that can prepopulate the email contents before sending.

Share by e-mail

Use template

To

CC

×

Mellemsæther, Gunnar (gunnarm@omega365.com)

Subject

HSE-INS-0000647

Attach documents

Include information

☐ Message content as attachment to email

Email message

Send

Cancel

Details panel

When clicking the "Details panel" button a section on the right side of the screen will appear with key information about the record that is currently highlighted in the list.

This is for quick reference without having to open the entire details screen.

Filter panel

My responsibilities

Status Localized

Sort by

Search...

+ Add new

+ Add recurring...

Grid view

Share by e-mail

Details panel

Domain

Inspection Type

Company

Location

Status

Current responsible

Project

Location

Business unit

Process area

Activity

Planned by

Responsible

Has actions

Actions closed

Actions open

Actions overdue

Has lessons learned

NLNG	HSE-INS-0000647	EMT	27/05/2022 14:00	Inomada	Locations/P
NLNG	HSE-INS-0000648				
NLNG	HSE-INS-0000649	SMT	02/06/2022 13:00	AUGJ	
NLNG	HSE-INS-0000650	EMT		Ariosh	
NLNG	HSE-INS-0000651	EMT	09/06/2022 16:34		
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NLNG	HSE-INS-0000660				
NLNG	HSE-INS-0000661				
NLNG	HSE-INS-0000662	SMT			
NLNG	HSE-INS-0000663				

HSE-INS-0000647

Inspection Test Omega 20/5

Details

Attachments

Actions

Comments

Offshore

Reputation

About

Type of inspection

Inspection date

Contractor

Location

Business unit

MSE/EMT/

27/05/2022 14:00

Inomada

Locations/PROCESS (Process Area)/TRAIN 1 (Train 1)/1-1100 (Acid Gas Removal Unit/

Departments/NLNG (Corporate)/Head Office/CM (Commercial Department)/CMM (Marketing Manager)/CMM/1/

Attendees

Attendee	Role / Capacity	Email	Facilitator	Attended
Mellemsæther, Gunnar		gunnarm@omega365.com	<input type="checkbox"/>	<input type="checkbox"/>
Laffrey, Trevor		trevorl@omega365.com	<input type="checkbox"/>	<input type="checkbox"/>

Details screens

The HSE details screens are divided into two parts. The left part (blue circle) is referred to as meta data, and the right part (red circle) is referred to as details data.

Det > Incident Reports > Incident Details

HSE-IR-21-00004

Set Ownership

Open / Investigate

Followup

Review

Closed

Responsible Alsvik, Unni (Reporter)

Current step Register and classify incident

Fill in all mandatory fields and submit to incident owner for acceptance

Persons responsible

Reporter

Alsvik, Unni

Activity Owner

DC Developers

Incident Owner

HSE All Users

Reviewers

Financial summary

Actual loss/cost (USD)

Estimated loss/cost (USD)

Lost hours

About

Work package:

Reference:

Incident Date/Time:

Investigation Date:

Custom investigation level:

Location:

Location Description:

Notified authorities

Authority	Date	Time	Notified by	Reference	Comments
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Assessment

Assessment of actual and potential severity/consequence

Consequence	Actual	Potential
ACUTE DISCHARGE - Liquified petroleum, drilling fluids and chemicals in red category	E1 Offshore < 1 m3 / Onshore < 10 l	A5 Offshore > 1000 m3 / Onshore > 100 m3

Discharge

☐ Ignited

☐ H2S discharge

Type of discharge:

Released to:

Released substance:

Involved equipment:

Ventilation:

Released:

Contained:

Leak rate: kg/s

Pressure: Pa

Temperature: °C

Auto/Manual detection:

Detected after:

Isolated after:

Normalized after:

Costs / Financial loss

Description	Costs	Loss
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Meta data

Steps

The top section of the meta data will display the steps defined in the module's workflow. The steps a record stands on currently will be displayed in green color.

Below workflow steps you will see a section displaying who is responsible for the record at this step, and also details about the step tasks and procedures. If logged on user is the one currently responsible, this section will be displayed with an orange border:

DP-22-0000007 ⓘ Title test April 6

Report status

PlannedApprovalTrainingActiveExpiredDeclined

Responsible

Mellemsæther, Gunnar (Service Provider)

Current step

Training/refresher

Responsible

Next section displays the persons assigned to roles for this record. These roles can vary based on the workflow implemented. Who can assign persons to each role, and when these persons can be assigned and modified is also part of the workflow setup.

Report status



Responsible

Mellemsæther, Gunnar (Service Provider)

Current step

Training/refresher

Persons responsible

Requester

Mellemsæther, Gunnar

Approver

Mellemsæther, Gunnar

Service Provider

Mellemsæther, Gunnar

Schedule

Depending on the workflow setup of the module, a section called "Schedule" may appear.

In here you can input target dates, and these will then be auto-populated with actual dates when the workflow reaches that step.

Action items is an example of a module that normally has schedule dates in its workflow.

Persons responsible	
Originator	Emy
Action Party	MKO
Action Owner	MK
Approval Party	MK
Schedule - (Planned) Actual	
Work completed	() 17.02.2014
About	
Type of action:	
Responsible department:	
Location:	

About

Fields in this section are standardized, but for each installation we can configure which ones should be mandatory, and also if fields should be hidden or read-only.

About	
Work package:	
Reference:	
Incident Date/Time:	11/10/2021 12:54
Investigation Date:	
Custom investigation level:	
Location:	Norway/Onshore/Hammerfest/
Location Description:	
Relevant event type(s):	
Category:	
Responsible department:	
Reported by company:	All Over Energies
Project:	Departments/Site facilities/
Project stage:	
Process area:	Completion/
Discipline:	
Activity:	

Details

The details section comes with a standardized set of fields. For each installation we can configure which of these fields should be mandatory, and also hide or write-protect fields.

Editing

Users who have access to edit data on a report will see the "Edit" button in the top right corner. When clicking this button fields will become editable, and mandatory fields will be marked in red color with an asterisk in front.

Category: <input type="text"/>	Assessment Actual severity and consequence <input type="text"/>
Responsible department: <input type="text"/>	*Potential scenario <input type="text"/>
*Reported by company: <input type="text"/> All Over Energies	Test scenario <input type="text"/>
Project: <input type="text"/> Departments/Site facilities/	Assessment of actual and potential : Consequence
*Project stage: <input type="text"/>	
*Process area: <input type="text"/> Completion/	

Any missing data on mandatory fields will be visible on the top of the Details section.

IR-10-0073 ⓘ Inlet CW supply feed water Set Ownership Open / Investigate Followup Review Closed Responsible: Mok (Activity Owner) Step: Closed Case is approved and closed Persons responsible Reporter Mok	The following fields are mandatory to fill in Reported by company: Deliveryline: Responsible department: Discipline: Emergency response Executive summary Operational activity: Project stage:
---	--

Click the "Save" button in the top right corner to save data and exit edit mode

Workflow

If user is responsible person at the current step of the workflow, a button called "Next step" will appear on top of the list. Click this button to see what options are available to progress the workflow from the current step.

DP-22-0000007 ⓘ Titel test April 6 Report status Planned Approval Training Active Expired Declined Responsible Mellemsæther, Gunnar (Service Provider)	Title Titel test April 6 Permit active Next responsible Mellemsæther, Gunnar (Service Provider) Activate permit	Next step ▾ Edit Share
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Override as superuser

A superuser with the correct privileges will be able to override the current responsible's access privileges and perform that person's tasks.

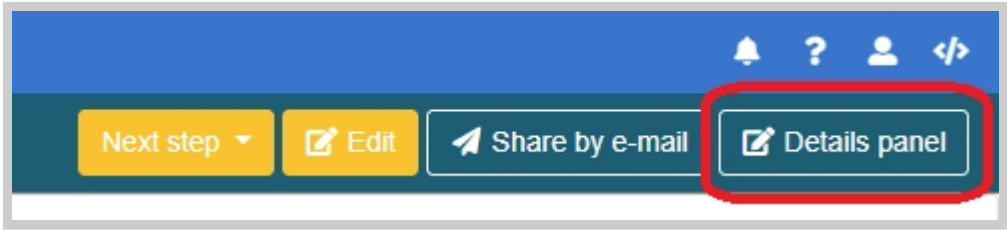
Users having that privilege will see a button like this on top of the list



The button will turn orange once clicked, to indicate override is active



Details panel



Clicking the button “Detail panel” on top of a list will display a section on the right part of the screen containing any of the below sections (depending on configuration of the module)

Attachments

Actions

Images (attachments that are images will here be displayed)

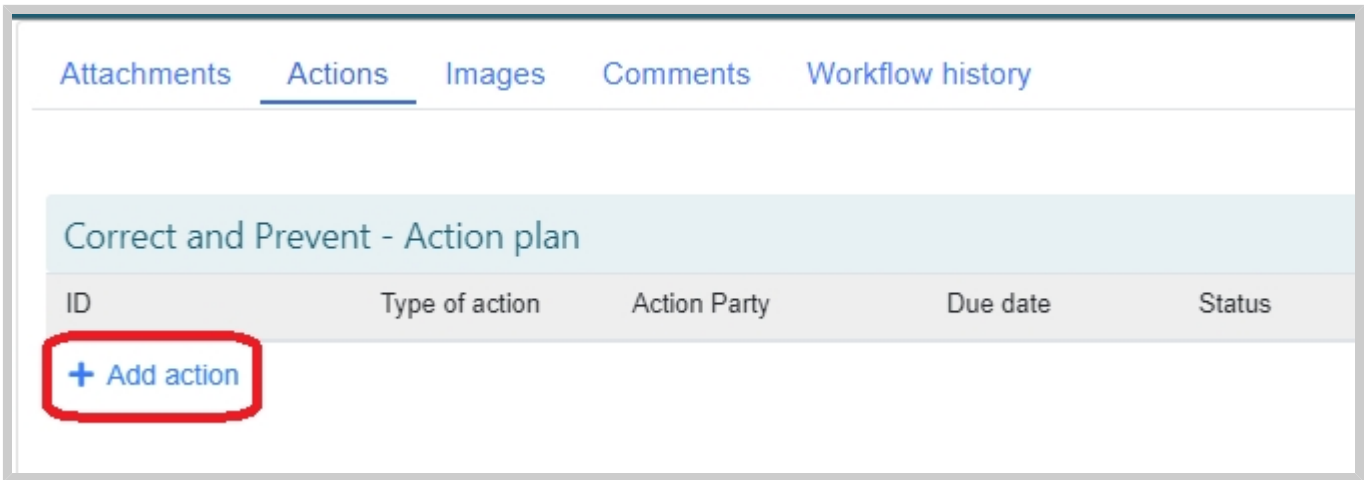
Comments

Notifications

Workflow history

Users will here be able to add data to any of these sections, apart from Images and Workflow history, which are auto-populated by the system.

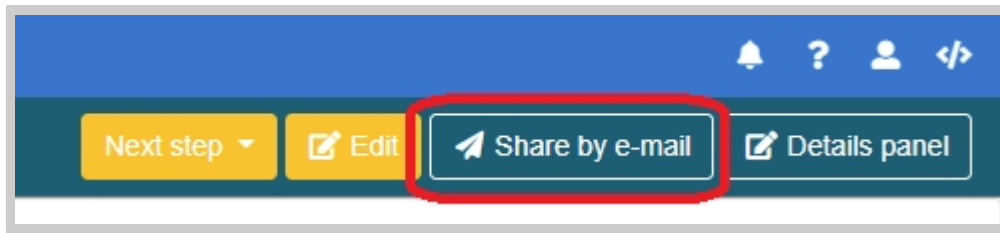
Data can only be added when the Edit button on the record is clicked.



Click “Details panel” again to remove/hide this section.

Share by e-mail

Click this button to send an email with information about this report to any recipient of your choice.



This will bring up a window for adding information to the email before sending it.

Share by e-mail

Use template

Send

Cancel

To

CC

×

Mellemsæther, Gunnar (gunnarm@omega365.com)

Subject

DP-22-0000007

Attach documents

Include actions

Attach information

Email message

☐ Message content as attachment to email

Roles

For HSE there are 3 predefined roles which can be assigned to individual users. Additional roles can be created on request.

HSE

Standard for all users of HSE. Any user that should have access to Pims HSE must have this role assigned. This will give users the possibility to create new initial reports, and also to view already created reports in the system. These users can also be added to have tasks and responsibilities within specific HSE records.

HSE Team

This is for users who should be responsible for classifying incoming reports, and they will also have the possibility to modify reports inside Pims HSE.

HSE Admin

This is for users who should have access to configure the setup of Pims HSE, like editing contents of lookups. It is recommended to assign this role to a minimum number of users.