At-A-Glance

Welcome to the GPS Spot Inspection App, which automates the inspection process, providing real-time data to Headquarters, reports, and follow up actions available through your phone or tablet. You can input and save all data, but must be in an active hot spot to transmit data.

Login ID/Password

Select Activity - Menu Items -

Load Local Database - To download all required data from the central server database into the device database to use in Offline Mode in the field

Sync & Clear Database - To sync and clear all data saved in the device database during the Offline Mode in the field, and add to central server database

New Spot Inspection

Step 1 - Inspection Header → **Step 2 -** Audit Section (1.0-9.0) → **Step 3 -** Audit Categories (OK, NC, NA) → **Step 4 -** Non-Compliance Items & Status (if applicable) - Tap NC item only (note & photo capability) → **Step 5 -** Corrective Action Box (if applicable) - Notice to Safety Director (Mgt) → **Step 6 -** Signature Box → **Step 7 -** Submit

Unfinished Inspection
Support
About
Terms & Conditions
User Manual
Logout

Reports (Top Right)

→ **Step 1 -** Select Report Type (Location, Rigs, Trucks) → **Step 2 -** Select from options → **Step 3 -** Tap month desired - Review Report → **Step 4 -** Update Follow Up data, if applicable → **Step 5** - Sort & Review, if applicable → **Step 6 -** Email, if applicable

NOTE: To sort for historical data tap on column header

Alerts (Top Right)

→ **Step 1 -** Select Alerts (Top Right Icon or Under Reports) → **Step 2 -** Review Current & Historical Alert(s) → **Step 3 -** Tap on Follow Up to Update or Close Out → **Step 4** - Sort & Review, if applicable → **Step 5 -** Email, if applicable

NOTE: To sort for historical data tap on column header. Tap Reset to put back in original order

Detailed Instructions

Login ID/Password - Input your GPS Login ID and Password. This is your private data, not to be shared with other employees or non-employees.

Home Page - Upon logging in, the Home Page will also allow you to access Menu, New Spot Inspection, Alerts, and Reports

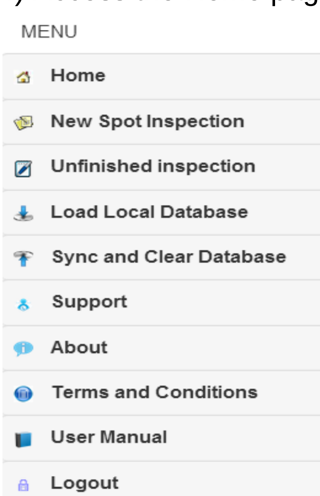
Menu Items - Select the appropriate Menu item to;

1) Proceed with a New or Unfinished Inspection,

2) Select Load Local Database or Sync & Clear Database information for Online/Offline mode

3) Obtain information About the App, Support, Terms & Conditions of use, Read User Manual, or Logout,

4) Access the Home page from any point in the App Inspection, Alert or Report process.

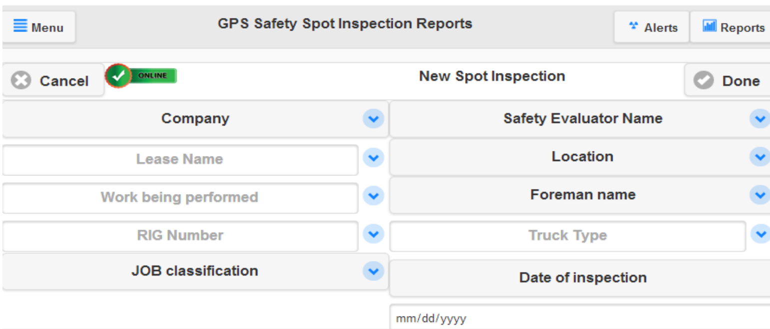


Online/Offline Operational Modes

Offline Mode is defined as not having a connection to the Internet, cell, or Wi-Fi service, which is a typical state for re mote geographical areas where the device and app will be used.

Central Server Database to Device Database for Offline Mode

To prepare the device to operate in Offline Mode - while you are at a 'hot spot,' Tap 'Load Local Database.' When the dialogue box appears asking, "Are you sure...", tap OK. You will see the 'Loading' indicator. Once that is complete, you are then ready to go out into the field and use the App in the Offline mode on the device.



To Use in the Field

Tap on the App, input your User ID and Password and tap 'Login.' Tap on 'New Spot Inspection.' The data entry screen will show an orange 'Offline' icon. You are ready to begin the Spot Inspection. If the icon is green and shows, 'Online,' go back into your device 'Settings' to ensure you are not in a live area and that it is showing Wi-Fi off. Go back and begin the Spot Inspection.

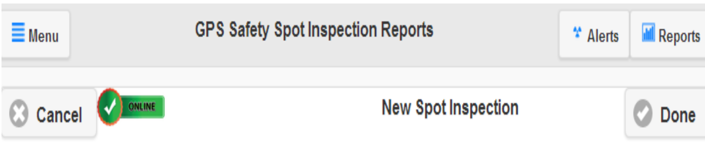
In 'Offline' mode, you will be able to make changes and/or enter new data into the App. All data will be saved to the device database and then sync with the central server database once the device is online (connected to the public Internet via cell or Wi-Fi service).

Device Database Transfer to Central Server Database Online Mode

Upon return to an active area (public Internet via cell or Wi-Fi), tap 'Menu,' then 'Sync and Clear Database.' Once connection is established between the device and central server, device data will sync with the central server processing stored Inspections and Notification e-mails. Device data will be cleared.

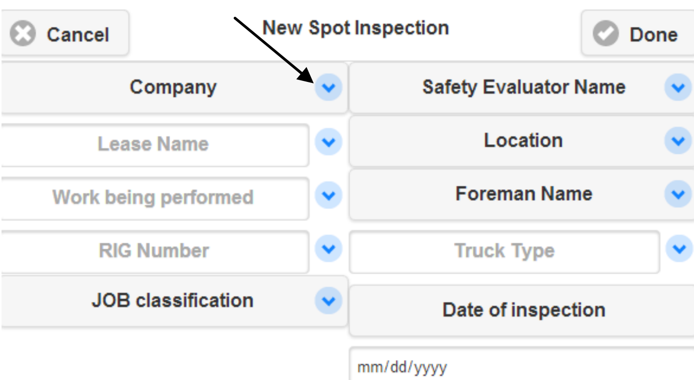
New Spot Inspection:

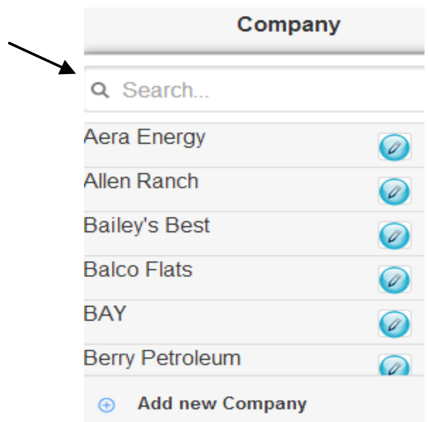
Function Options - The Spot Inspection opening page has all App features at the top of the page - **M**enu, **A**lerts, **R**eports, **C**ancel, and **D**one. If you tap on Cancel, it will delete any selections or information already input and allow you to start over on the New Spot Inspection opening page.



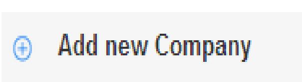
Step 1 - Header Section - Fill-in/Complete Header Section

Tap the down arrow to the right of each Header Title. Then tap the Header selection desired (i.e., Company). You can scroll the list or use the 'Search' feature to find your selection in the list. You can enter the first 1-3 letters and locate the name. Tap on the name to populate the Header. Follow this procedure to complete the Header Section. Only tap RIG Number or Truck Type if you are inspecting either of these items.





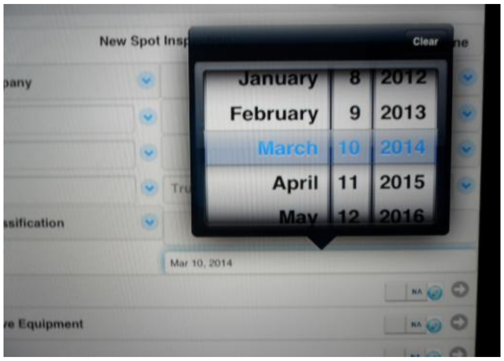
<u>Add/ Change/Delete Features</u> - Add/Change/Delete features are available throughout the Header Section as well as the overall Inspection. Tap on the + feature at the bottom of each list or the. The new name will remain in the database for future selection.



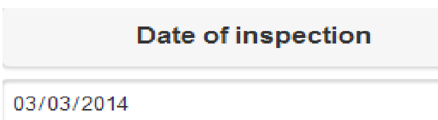

Change/Delete Feature

Date of Inspection -

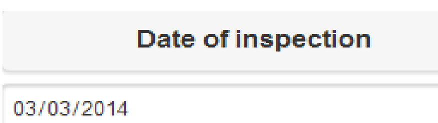
To enter the date on an iPad, tap 'Date of Inspection.' The date selector below will pop up, with the user's inspection date as the default date. The month, day and year can each be adjusted as necessary.



To enter the date online, the date format will show as dd/mm/yyyy. Tap on 'dd' and input the date, including '0' in front of the single digit dates, i.e., 03032014. If you only type 332014, the day, month, and year will all show incorrectly. You can tap on any section of the date and change prior to completing the inspection.



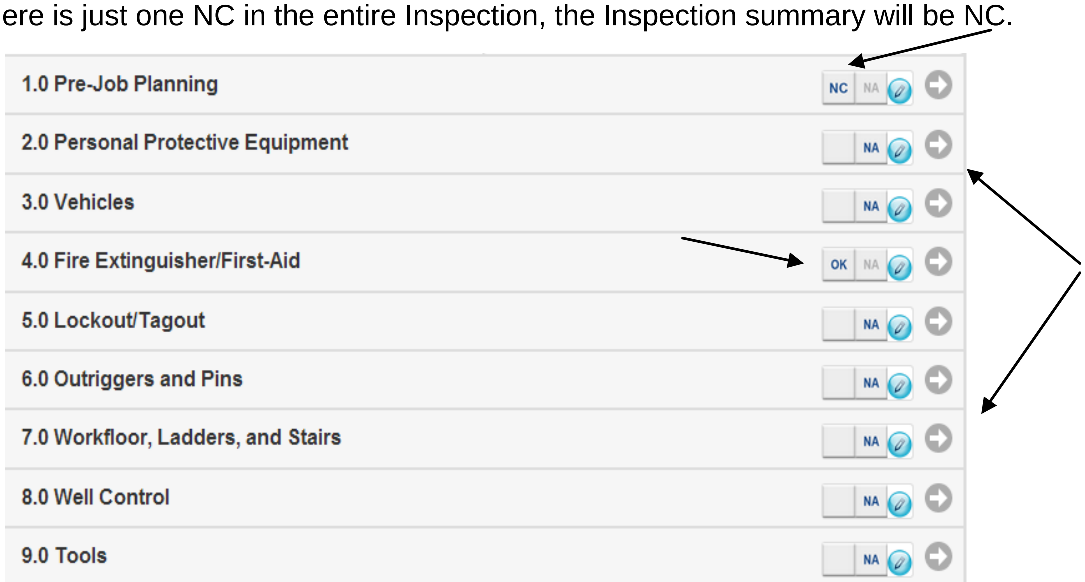
To enter the date on an Android device, tap on the blank line below 'Date of Inspection.'   The keyboard will come up and you will type the date in as follows 03/03/2014. You must include the '0' in front of single digit dates, and include the ' / ' between the day/month/year. You can re-input to make corrections prior to completion.



Step 2 - Audit Sections - You can either tap on the Audit Section header or the arrow on the right-hand side to activate that Section. The NA status is the default indicator. As you do the Inspection, if a Section is not applicable to your inspection, just go to the next Section. When you tap a Section, the list of Categories will drop down (See Step 3).

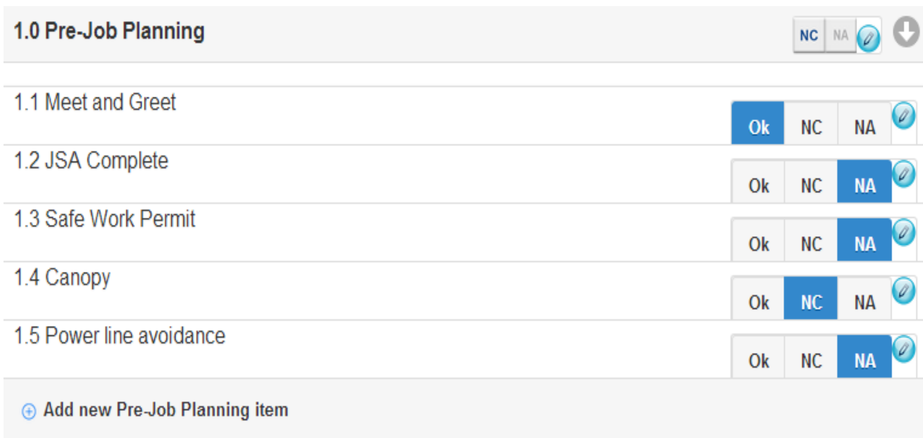
All Sections must show either NA, OK (if inspected and all items passed), or NC (if any of the items were Non-Compliant). The status indicator (OK, NC) will auto populate after a Section is inspected.

NOTE: The status indicator will automatically show NC if one or more items are Non-Compliant within that Section. You can tap on the Category, i.e., 1.1(see Step 3 below) to see the specific status of each item. If there is just one NC in the entire Inspection, the Inspection summary will be NC.

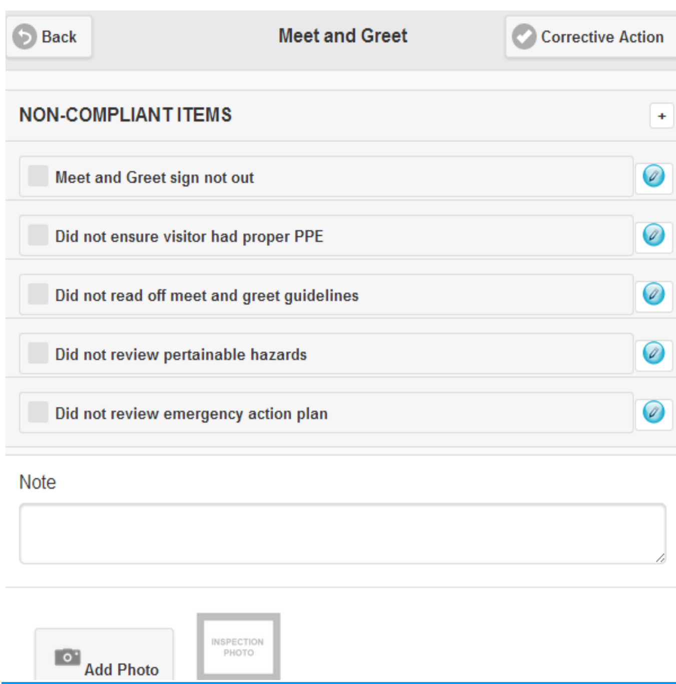


Step 3 - Audit Categories - If you need to inspect an Audit Section (1.0 - 9.0), tap on the specific Audit Section (See Step 2 above). The Audit Category list for that Section will drop down. All of the Category list is defaulted to NA. You should tap on the Audit Category item(s) that needs inspecting - completing one item at a time. The Non-Compliant Items list for that Category will drop down for inspection (See Step 4).

If all items pass inspection, tap the 'Back' button. You will return to the Audit Categories list (below) and tap OK for that item. If one or more items are Non-Compliant, follow instructions in Step 4.

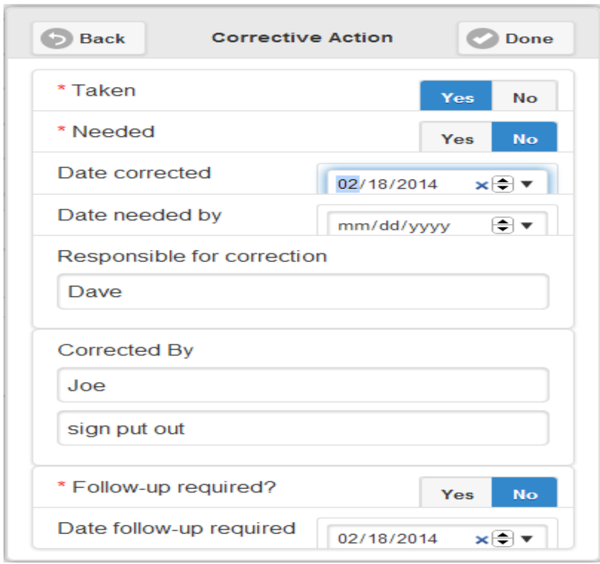


Step 4 - Non-Compliant Items - If an item is Non-Compliant, tap on that item. A Non-Compliant item can be added (+), changed, or deleted by tapping on the appropriate selection at the right top of the list under the Corrective Action box. To add a note use the bottom 'Note' section. Use the photo icon if needed, and it will be added to the screen. A note or photo, if needed, must be done before tapping on Corrective Action. The photo can be taken in Offline Mode, but will only upload in Online Mode. If Corrective Action is required follow Step 5.

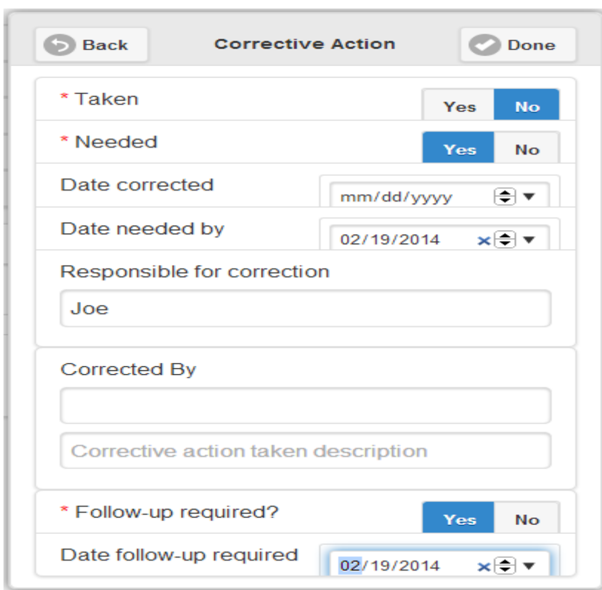


Step 5 - Corrective Action (for Non-Compliant Item(s)) - ALL Non-Compliant items require corrective action, whether immediate or later. Tap the Corrective Action box as shown in Step 4 above. Complete the required data and tap 'Done.'

For minor Corrective Action that can be taken care of immediately, take the action and note the data in the Corrective Action box.



If Corrective Action cannot be taken immediately, complete the information, date needed, person responsible, and a follow up date. If critical, also contact the Foreman and Safety Director immediately.



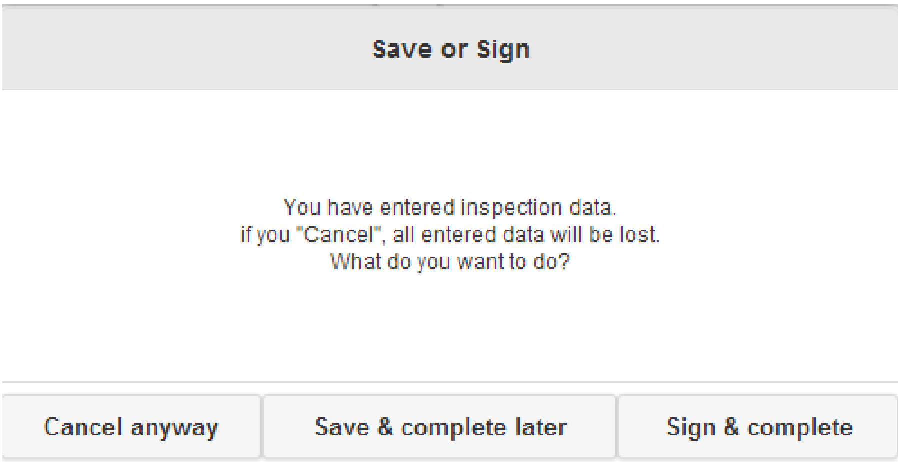
When a Corrective Action is created, a notice is automatically sent to the Safety Director. A follow-up notice is sent to the Safety Director if the Corrective Action is not completed by the 'Date Follow Up Required.'

When you tap 'Done,' the App will go back to the Audit Category screen. Repeat the steps to finish that Category, or tap the next Audit Category item to continue with the inspection. Repeat steps as necessary.

Step 6 - Signature Box -

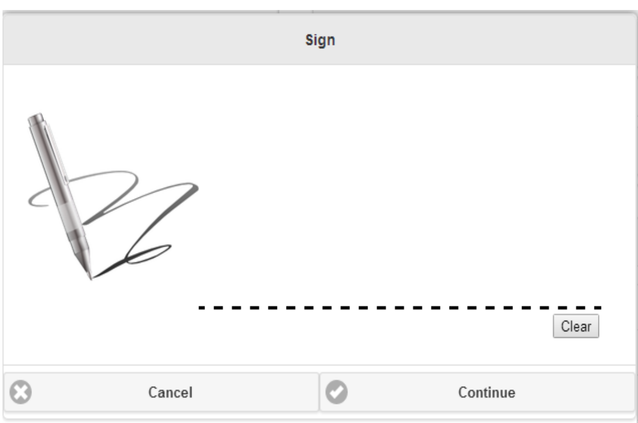
You can stop the Inspection at any point, save, and complete later. To do this, tap 'Done.' The 'Save or Sign' box will pop up. Tap 'Save & Complete Later.' You will be taken back to the Home Page.

If you have completed the inspection, tap 'Sign & Complete.' The final Signature block will pop up.



Finger sign and tap 'Continue.' On the iPad or Android unit, the actual signature does not show on the iPad or Android screen, but is accepted in the system, which will acknowledge it. You will be taken back to the Home Page. If you tap 'Cancel,' you will remain at the page you were on to make any modifications and complete the inspection.

NOTE: The Inspection is not considered complete until the final Signature Box is signed and submitted.



Unfinished Inspections

Go to the Menu and tap 'Unfinished Inspection.' Tap on the appropriate month (usually the current one) and the Unfinished Inspection(s) will populate. Tap anywhere on the line of data for the inspection you want to access and complete. The inspection will populate with the originally entered data. Update the date, follow the same steps as for a New Inspection, tap 'Done,' sign and submit.

Reports

Step 1 - Select Report Type - Location, Rigs, Trucks

Step 2 - Select Desired Option - Each Report Type will have the reports listed

Step 3 - Tap Month Desired - All Inspection Reports created in that month will populate. Review the Report data desired.

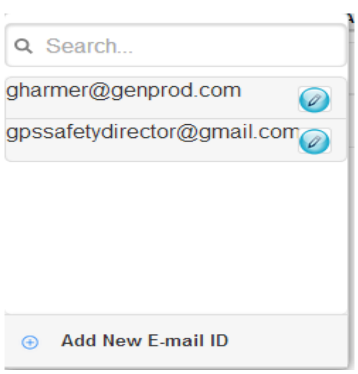
Step 4 - Update Follow Up Data - If Follow Up is required, tap on 'Yes' in the Follow Up column and the Corrective Action notice will come up. You can view, update the information and save, or close out.

NOTE: To review historical data by column header (Foreman thru Job Classification), select your report (Location, Rig, Truck). Before tapping on the Month, tap on the desired Header Title right side, i.e., Foreman. It will list all foremen in alpha order. Tap on the individual name to see all Inspections for that foreman at that Location, Rig or Truck. Tap the header again to sort in ascending/descending order depending upon. You can Reset back to the original report order by tapping Reset.

LOCATION:Elk Hills — E-Mail | Reset

Foreman	Location	Site Evaluator	Date	Work Performed	Job Class	Safety Concerns	Corrective Action	Date Corrected	Corrected By	Follow up
March 2014										
February 2014										
Johnny Cash	Elk Hills	Tom Selleck	2014-02-28	WP	Mechanic	OK				
Bob Rosenberger	Elk Hills	Andrew Stanley	2014-02-28	Rigging	Engineer	OK				
Andrew Stanley	Elk Hills	Alex Gonzales	2014-02-28	WP	Foamer Operator	**Meet and Greet**: Meet and Greet sign not out,Did not ensure visitor had proper PPE				
Terry Heinz	Elk Hills	Zak Pittman	2014-02-27	WP	Mechanic	**Power line avoidance**: Overhead power line not identified on diagram				yes
Chuck Sheard	Elk Hills	Bob Rosenberger	2014-02-27	WPe	Engineer	**Face protection**: Face protection not worn				yes

NOTE: You can send a PDF Alert Report or Inspection Report to designated management via an email. Tap on the Email button and select or add the email address. Follow the prompts to send.

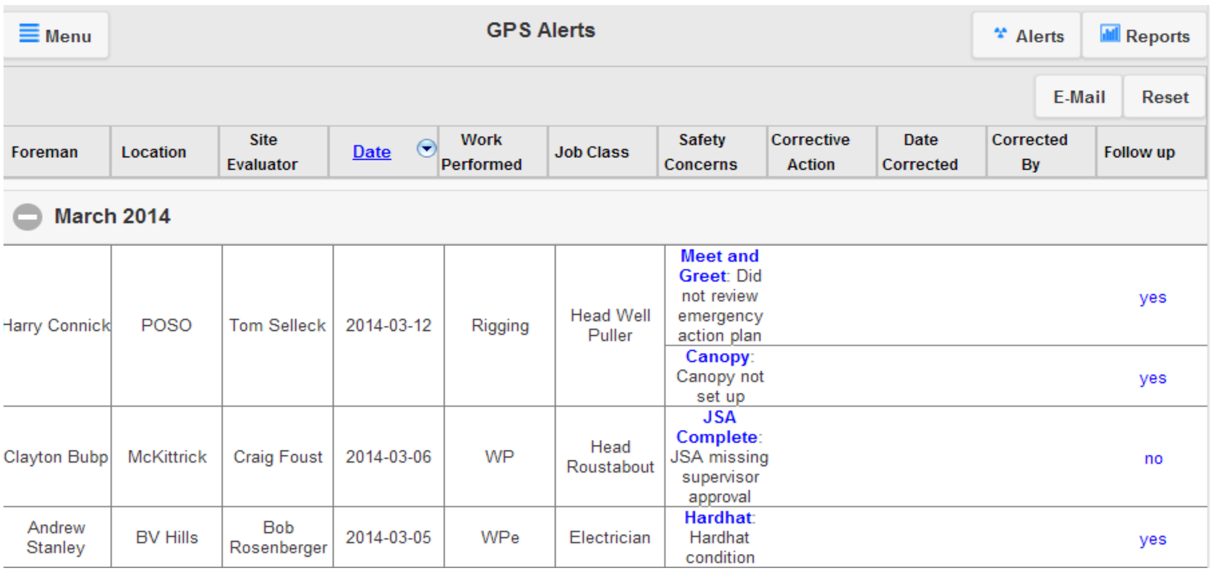


Alerts

Any Corrective Action notice generates an Alert. When a Corrective Action is created, a notice is automatically sent to the Safety Director and designated management. A follow-up notice is sent to the Safety Director if the Corrective Action is not completed by the 'Date Follow Up Required.'

Step 1 - Select Alerts - When you tap on the Alerts icon, it will bring up the Alerts history below. When you tap on 'Yes' in the Follow Up Column, it will bring up the Corrective Action notice.

Step 2 - Review Alert



Foreman	Location	Site Evaluator	Date	Work Performed	Job Class	Safety Concerns	Corrective Action	Date Corrected	Corrected By	Follow up
Harry Connick	POSO	Tom Selleck	2014-03-12	Rigging	Head Well Puller	Meet and Greet: Did not review emergency action plan				yes
						Canopy: Canopy not set up				yes
Clayton Bubp	McKittrick	Craig Foust	2014-03-06	WP	Head Roustabout	JSA Complete: JSA missing supervisor approval				no
Andrew Stanley	BV Hills	Bob Rosenberger	2014-03-05	WPe	Electrician	Hardhat: Hardhat condition				yes

Step 3 - Update data - You can view, update, or close out the Corrective Action.