Incident & Investigation

Management Portal System

Presenter:

Osys Techies

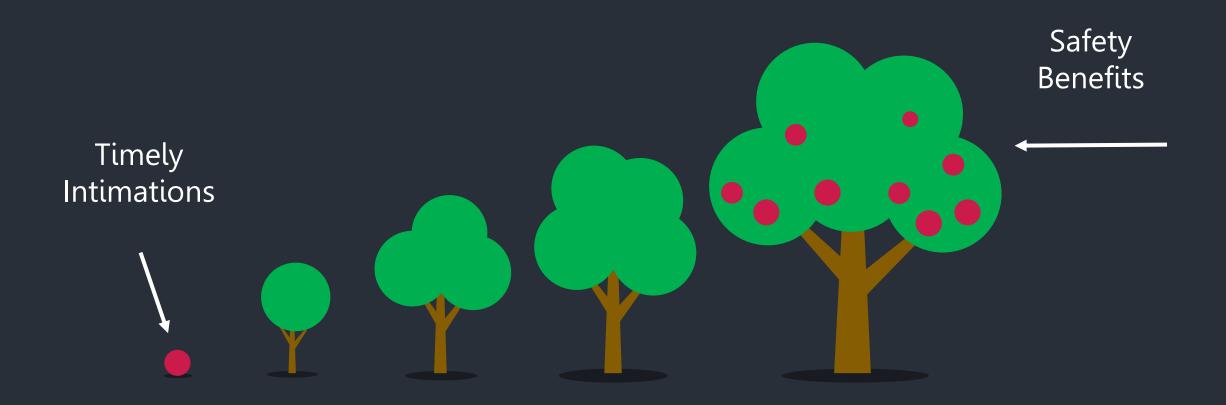


Today's Product

Incident & Investigation Management Portal System

- ✓ Digital Transformation
- ✓ User friendly Interface for Data Entry
- ✓ Assignment Workflow
- ✓ System generated Notification/Emails
- ✓ Management Reporting Dashboard

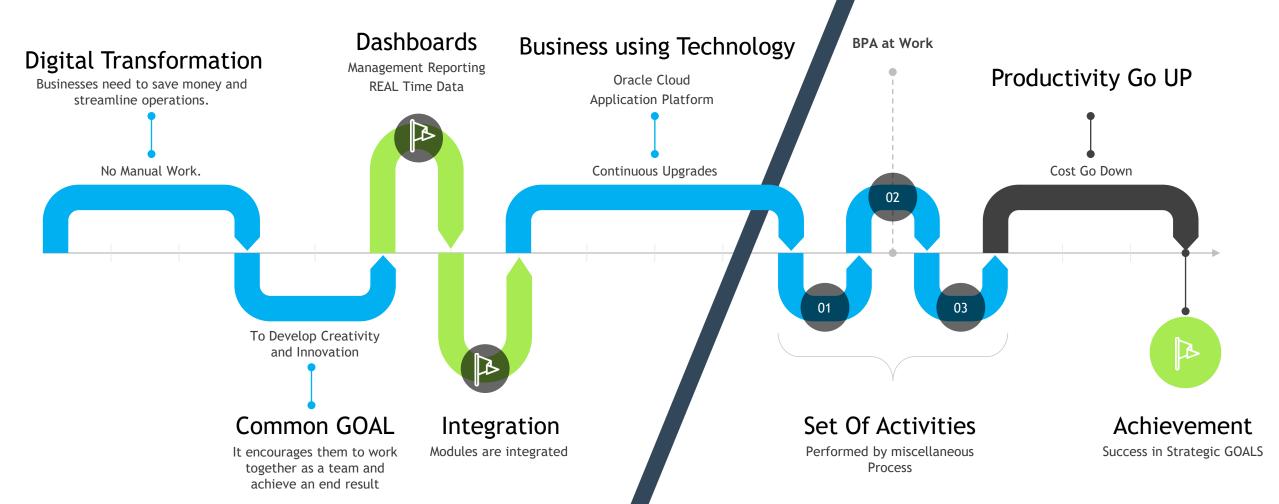
Product Benefits leads to Business Growth Concept





Business Process Automation helping Clients

BPA is the use of software to automate repeatable, multistep business transactions.



Project Modules

✓ Incidents Management

✓ Investigation Assignments

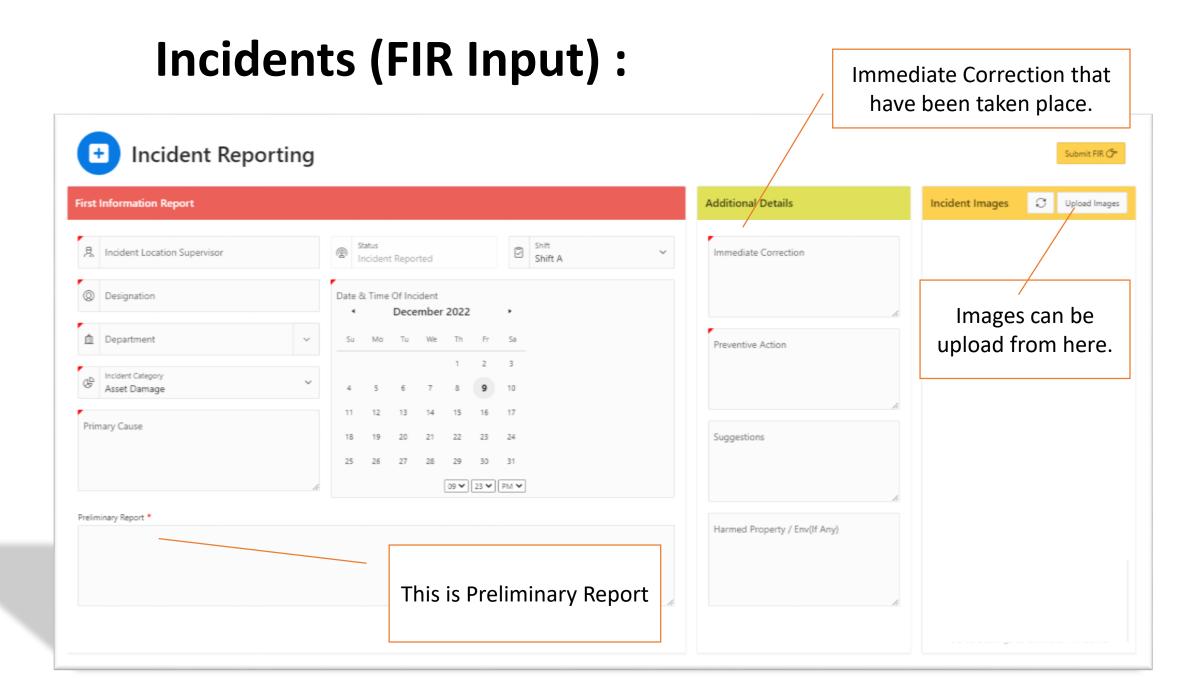
✓ Corrective Actions

Incidents Management

- ✓ Incident Reporting
- ✓ Hazards
- ✓ Suggestion

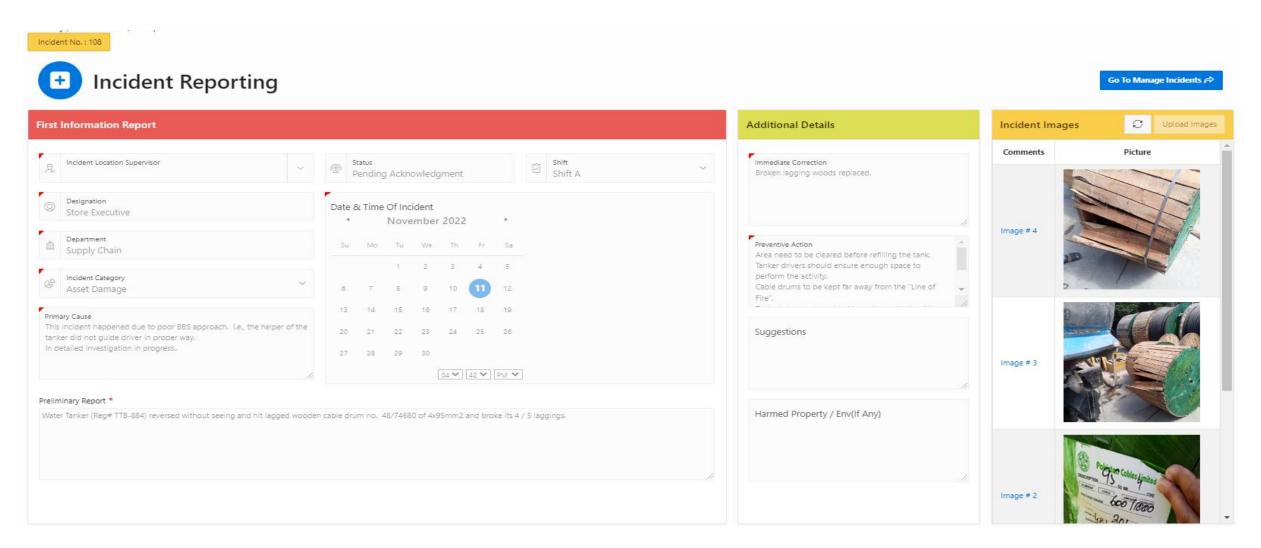
Incident Reporting

- ✓ Incident can be Input any Time from Anywhere.
- ✓ Must provide FIR Details.
- ✓ Primary Cause and Immediate Correction should be Entered.
- ✓ Incident Images can be Uploaded.
- ✓ Email Notification will be send to HSE Head for Approval.
- ✓ After FIR Assignment, HSE Head will Review and start Investigation Assignments.
- ✓ Incident will get Due after FIVE Days.

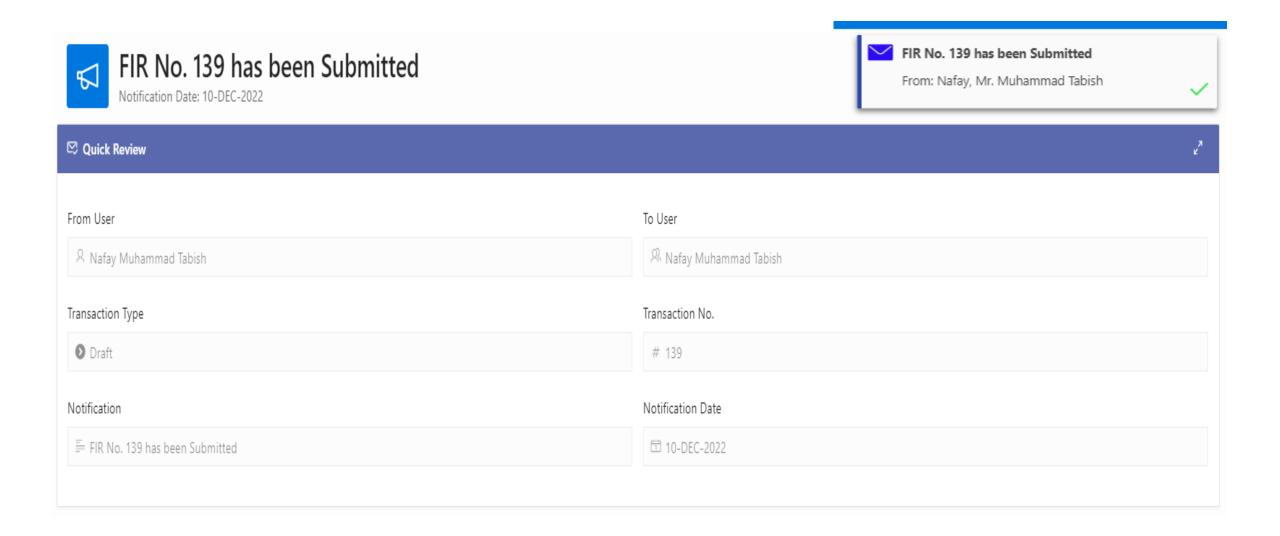


Incidents (FIR Input):

This is how the Incident Form will Look like after the Data has been Entered.



Notification:



Email Notification:

Reported User will receive an Email Notification.

- ✓ HSE Head will Receive Email.
- ✓ Department Power User will also Receive an Email.
- ✓ In case of "Injury", Operational Director will also receive and Email.
- ✓ Reported User will also be Notified through Email.



Assignment Process:

List of Pending Assignment for HSE Head to take necessary Action against each FIR.



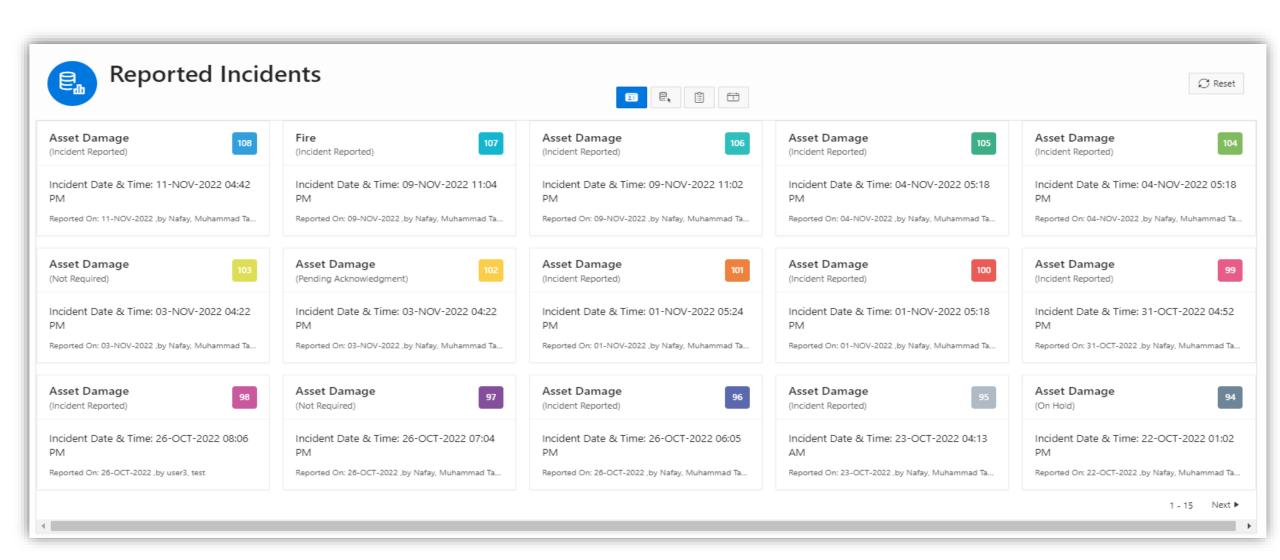


Reported Incident can be Assign and Reject.

Incidents Dashboard:

- ✓ Cards View.
- ✓ Data View.
- ✓ Calendar View.

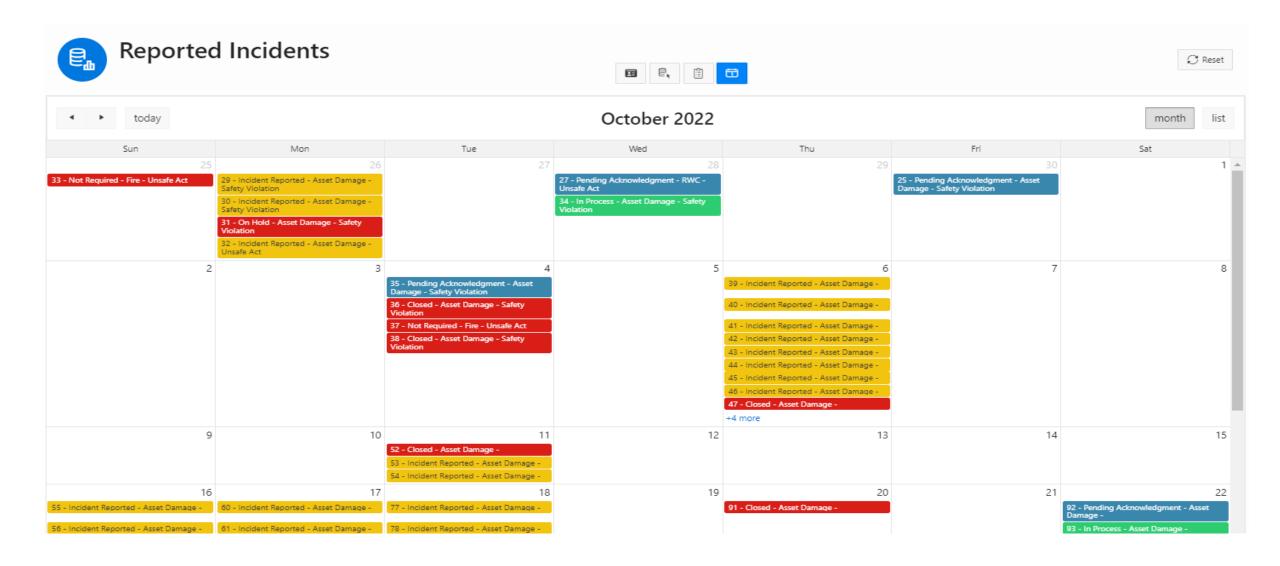
Incidents Card View:



Incidents Data View:

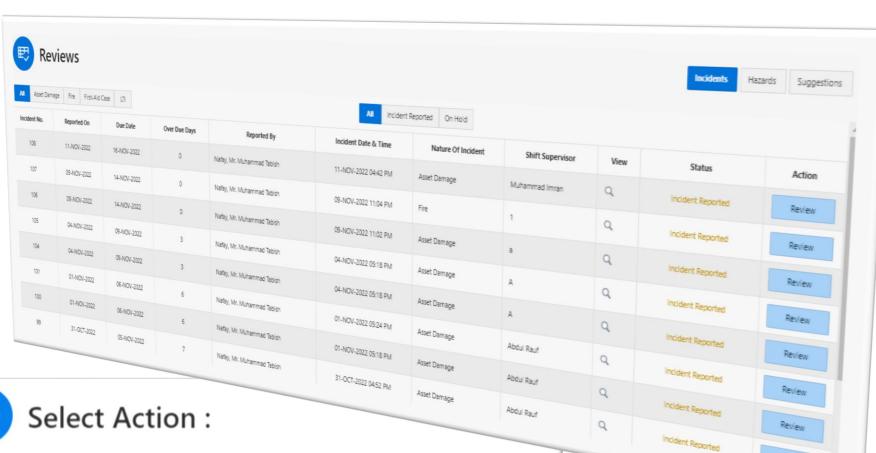
Reported Incidents			a incluents	8						
	// *	ncident No.	Reporte	ed On Reported By	Incident Date & Time	Status	Nature Of Incident	Shift Supervisor	Action	
		108	11-NOV-	2022 Nafay, Muhammad Tabish	11-NOV-2022 04:42 PM	Incident Reported	Asset Damage	Muhammad Imran	-	
		107	09-NOV-20	022 Nafay, Muhammad Tabish	09-NOV-2022 11:04 PM	Incident Reported	Fire	1	-	
	70	06	09-NOV-202	22 Nafay, Muhammad Tabish	09-NOV-2022 11:02 PM	Incident Reported	Asset Damage	a	1	
105			04-NOV-2022	? Nafay, Muhammad Tabish	04-NOV-2022 05:18 PM	Incident Reported	Asset Damage	A	/	
	104		04-NOV-2022	Nafay, Muhammad Tabish	04-NOV-2022 05:18 PM	Incident Reported	Asset Damage	A	1	
103			03-NOV-2022	Nafay, Muhammad Tabish	03-NOV-2022 04:22 PM	Not Required	Asset Damage	Nouman Khan	/	
	102		03-NOV-2022	Nafay, Muhammad Tabish	03-NOV-2022 04:22 PM	Pending Acknowledgment	Asset Damage	Nouman Khan	1	
101		0	01-NOV-2022	Nafay, Muhammad Tabish	01-NOV-2022 05:24 PM	Incident Reported	Asset Damage	Abdul Rauf	1	
100		01-	-NOV-2022	Nafay, Muhammad Tabish	01-NOV-2022 05:18 PM	Incident Reported	Asset Damage	Abdul Rauf	1	
99		31-0	OCT-2022	Nafay, Muhammad Tabish	31-OCT-2022 04:52 PM	Incident Reported	Asset Damage	Abdul Rauf	\ •	
98	3	26-00	CT-2022	user3, test	26-OCT-2022 08:06 PM	Incident Reported	Asset Damage	Nouman Khan		1
		26-OCT	-2022 N	lafay, Muhammad Tabish	26-OCT-2022 07:04 PM	Not Required	Asset Damage	Abdul Rauf		,

Incidents Calendar View:



Review after Assignment:

- ✓ Self
- ✓ Delegate
- ✓ On Hold
- ✓ Not Required





Investigation Assignments:

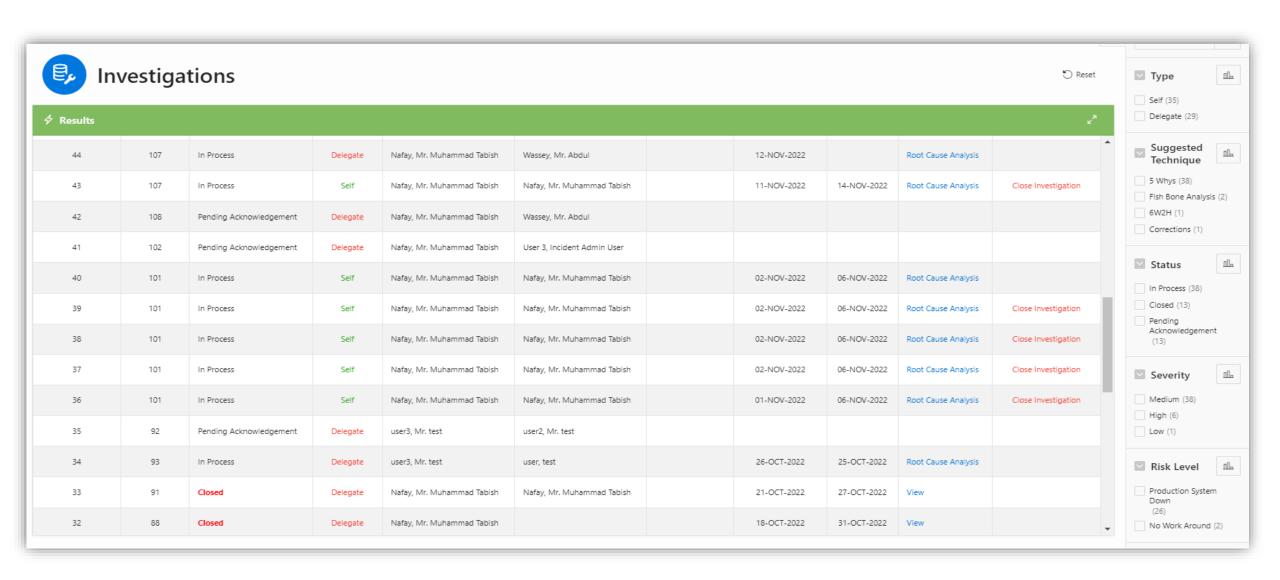
- ✓ Investigation can be started as a Self or can be Delegated.
- ✓ Team Leader and Team Members will be Added and Notified.
- ✓ Investigation will be proceed after Team Leader Acknowledgement.
- ✓ Team Leader will Assign Investigation Actions to Concerned Persons.

Root Cause Analysis:

- ✓ Five Whys. (Why1, Why2, Why3, Why4, Why5)
- ✓ Fish Bone. (Man, Machine, Measurement, Method, Material, Mother Nature)
- ✓ 6W2H. (What, Who, When, Where, To Whom, Which, How, How Much)
- ✓ Corrections. (Immediate Actions, Preventive Actions)

Investigation Dashboard:

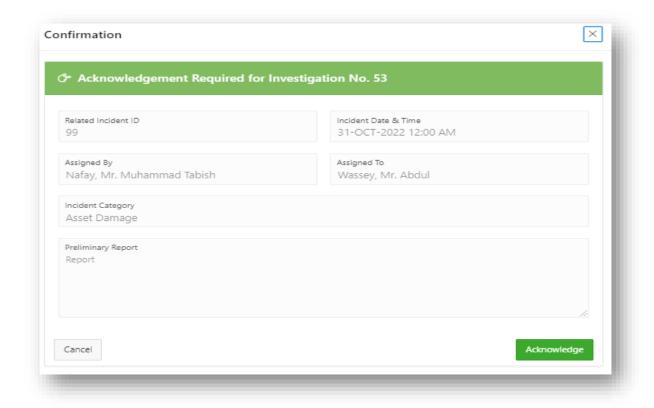
Once the Incident has been taken up, it will be Followed by an Investigation No.

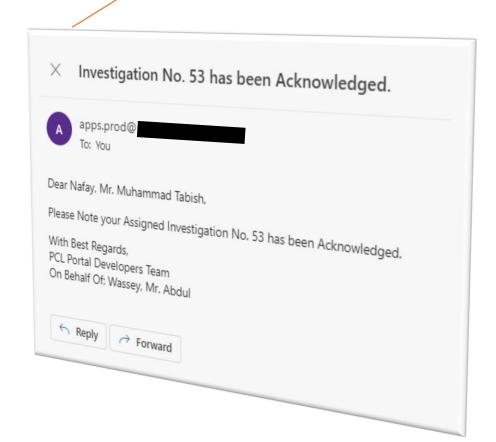


Investigation Acknowledgement:

Investigation will be proceed after Team Leader Acknowledgement.

Acknowledgement Intimation
Email is also sent to the HSE Head



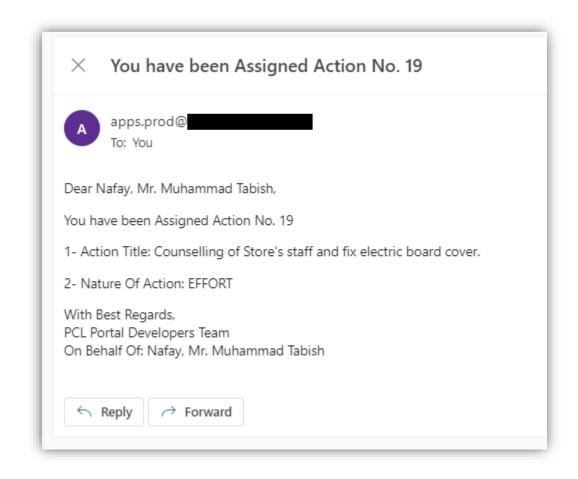


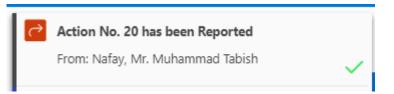
Investigation Actions:

- ✓ Team Leader will Assign Actions to Concerned Person.
- ✓ Action can be Close by the Person who is Assigned To.

₽ _I Actio	Ē _I Actions												
Action No.	Action Title	Action Date	Due Date	Due Days	Assigned To	Status	Туре	Category	Location	Workstation	Updates	Action	View / Edit
24	A	01-DEC- 2022	06-DEC- 2022	-5	Nafay, Mr. Muhammad Tabish	Action Reported	EFFORT	Investigation Action			0	Close Action	≠
23	Testing Continue	16-NOV- 2022	18-NOV- 2022	-23	Nafay, Mr. Muhammad Tabish	Closed	EFFORT	Standard Action	Site Factory	Reception	0		/
22	My Action	16-NOV- 2022	21-NOV- 2022	-20	Wassey, Mr. Abdul	Action Reported	EFFORT	Investigation Action	Main Head Office (HO)	Reception	0		/
21	Test2	15-NOV- 2022	20-NOV- 2022	-21	Nafay, Mr. Muhammad Tabish	Closed	EFFORT	Investigation Action			1		
20	During crossing of path way don't be hurry and see the both side of path way, if not found any interruption than cross the path way easily.	16-NOV- 2022	18-NOV- 2022	-23	User 1, Mr. Incident User	Action Reported	EFFORT	Audit Related	Main Head Office (HO)	Reception	1		1
19	Counselling of Store's staff and fix electric board cover.	15-NOV- 2022	20-NOV- 2022	-21	Nafay, Mr. Muhammad Tabish	Closed	EFFORT	Investigation Action	Site Factory	Main Lobby	0		/
18	Before leaving the machine, maintenance team should ensure that machine is safe from any oil leakages.	12-NOV- 2022	17-NOV- 2022	-24	Nafay, Mr. Muhammad Tabish	Closed	EFFORT	Investigation Action			0		/
17	The cable box needs to be properly cleaned and covered in board room	12-NOV- 2022	17-NOV- 2022	-24	Nafay, Mr. Muhammad Tabish	Closed	EFFORT	Investigation Action	Main Head Office (HO)	Reception	0		/
16	Poor BBS which needs to improve	12-NOV- 2022			Nafay, Mr. Muhammad Tabish	Closed	EFFORT	Investigation Action	Main Head Office (HO)	Main Lobby	0		/
15	Test2	12-NOV- 2022	09-NOV- 2022	-32		Action Reported	EFFORT	Investigation Action			0		/

Actions Notifications:





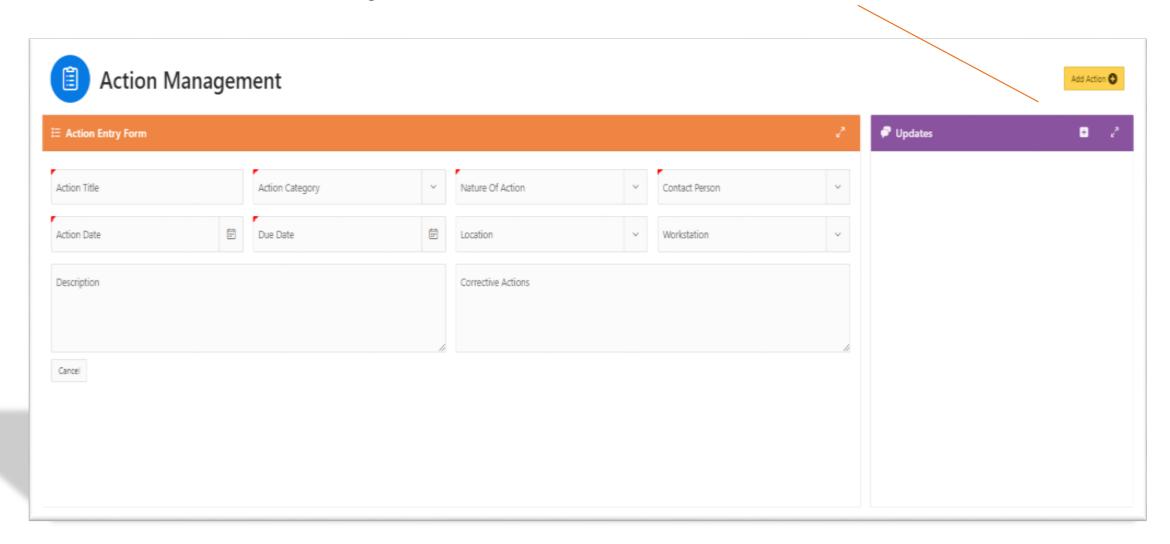
Corrective Actions:

- ✓ Actions can be of Different Category.
 - > Investigation Actions.
 - > Audit Related.
 - Risk Assessment.
 - > Equipment Check.
 - > Standard Action.

Delivering Actions:

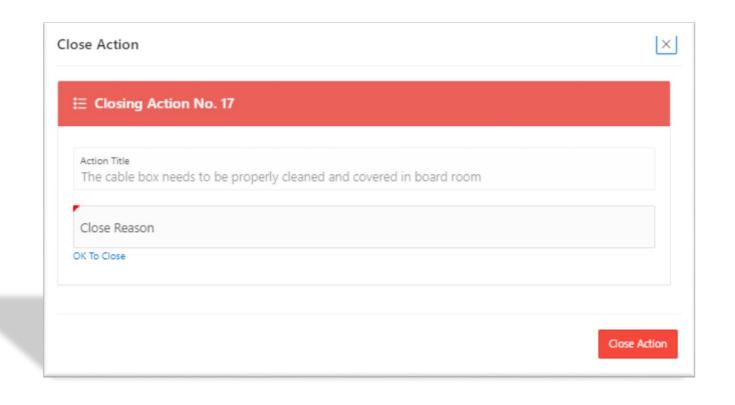
Action can be Added through this Interface.

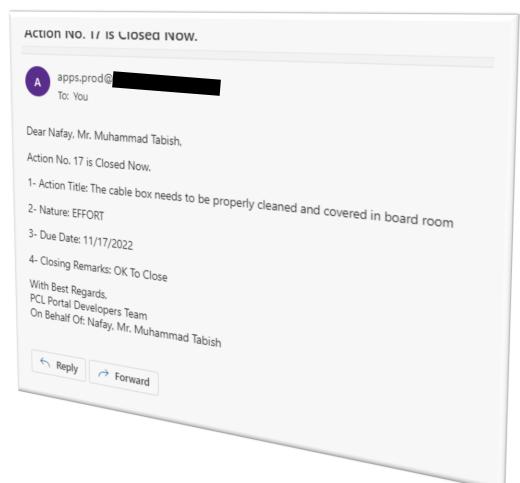
Assigned User can Add Updates / Close this Action as well.



Closing Actions:

Action can only be Closed by the Person who is Assigned To.

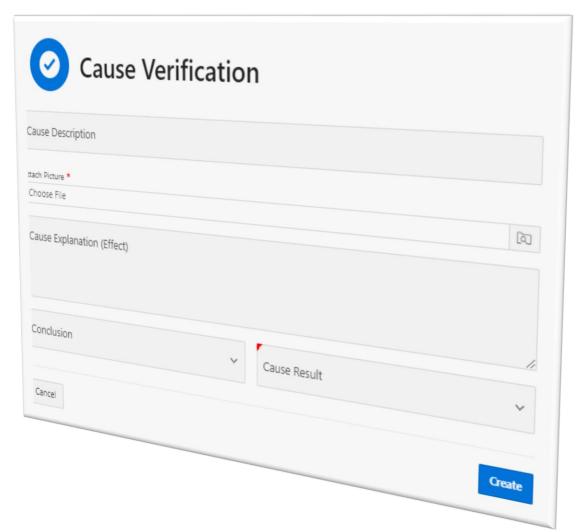




Root Cause Verification:

Investigation is Validated by the Root Cause and Verification Process.

Cause	Verifications	Add	Verification
Cause No.	Description	Verification	Action
5	Poor BBS Approach of Helper4	•	_
7	Verification	8	/
8	Poor BBS Approach of Tanker driver	•	_
	D DDC		*



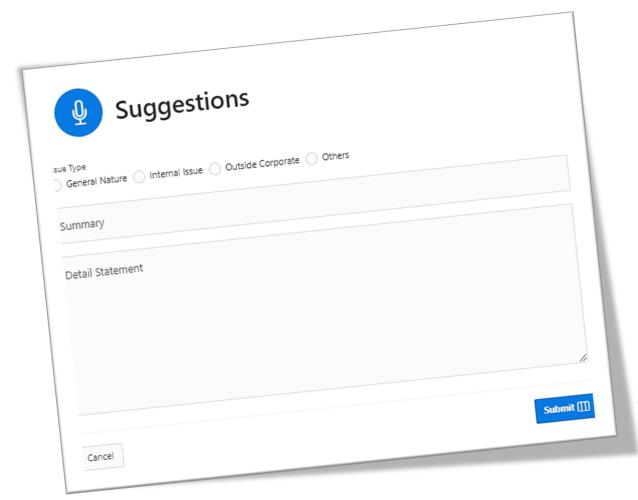
Investigation Closure:

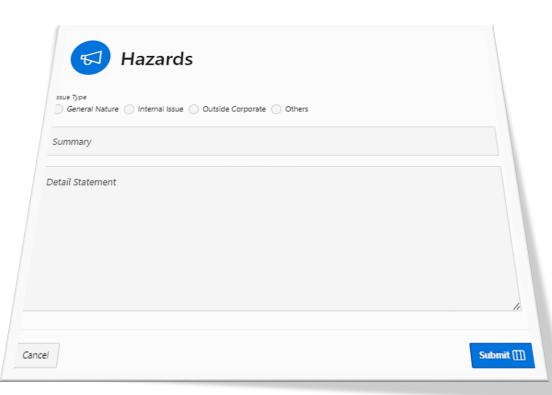
- ✓ Investigation can only be Close Initiated once all Actions gets Closed.
- \checkmark Only HSE Head is Authorized to Close the Investigations.





Hazards & Suggestions:





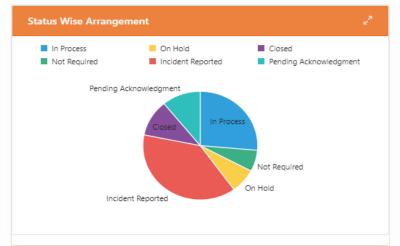
Management Reporting Dashboard:



You Can't Control What you Don't Monitor

Dashboard Analytics

nvestigation No.	Incident No.	Assigned To	Status	Action
64	81	Wassey, Mr. Abdul	In Process	Root Cause Analysis
63	83	Nafay, Mr. Muhammad Tabish	In Process	Root Cause Analysis
62	112		In Process	Root Cause Analysis
61	84		In Process	Root Cause Analysis
60	85	Wassey, Mr. Abdul	In Process	Root Cause Analysis
			In	Root Cause



123	-NOV-2022 04:12 PM	Pending Approval		
			Asset Damage	Approve / Reject
122	-NOV-2022 04:12 PM	Pending Approval	Asset Damage	Approve / Reject
121	-NOV-2022 04:10 PM	Pending Approval	Asset Damage	Approve / Reject

Inciden	nts					
Incident No.	Incident Date & Time	Reported By	Nature Of Incident	Status	Action	_
112	12-NOV- 2022 08:48 PM	Nafay, Mr. Muhammad Tabish	Asset Damage	In Process	View Incident	
111	11-NOV- 2022 04:24 PM	Nafay, Mr. Muhammad Tabish	Asset Damage	In Process	View Incident	
110	12-NOV- 2022 03:34 AM	Wassey, Mr. Abdul	Asset Damage	In Process	View Incident	
109	12-NOV- 2022 03:33 AM	Wassey, Mr. Abdul	Asset Damage	In Process	View Incident	-



Incident R	eviews				
Incident No.	Incident Date & Time	Nature Of Incident	Status	Action	
94	22-OCT-2022 01:02 PM	Asset Damage	On Hold	Remove Hold	
86	18-OCT-2022 02:12 AM	Asset Damage	Incident Reported	Review	
82	18-OCT-2022 02:03 AM	Asset Damage	Incident Reported	Review	
80	18-OCT-2022 01:38 AM	Asset Damage	Incident Reported	Review	
79	18-OCT-2022 12:59 AM	Asset Damage	Incident Reported	Review	
	18 OCT 2022				*

Activate Mindows