

UAUC Online Reporting System

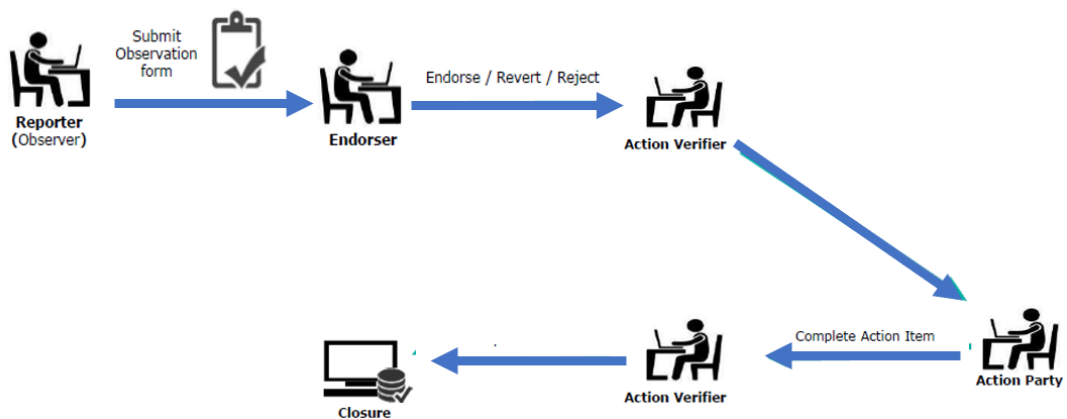
User Guide for Reporter

System User Roles and Tasks

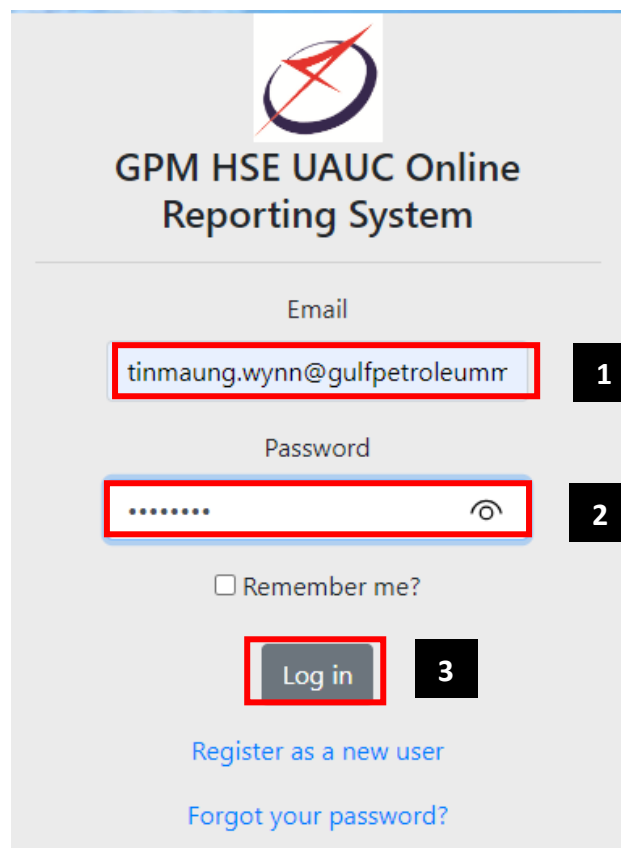
No.	Role	Task
1	Admin	Assign and Edit user roles, UAUC Checklist, Locations, all UAUC System modifications
2	Reporter	Observe UAUC and report such act by creating and submitting the report
3	Endorser	Review/Revert/Reject the submitted Report assign action verifier
4	Action Verifier	Assign action party and Approve/Revert action item completion
5	Action Party	Perform action items and update action item status

Overview of UAUC System Process Flow

Process Flow



1. Login to the system



The login page features the GPM logo at the top, followed by the title 'GPM HSE UAUC Online Reporting System'. Below this are input fields for 'Email' and 'Password'. The email field contains 'tinmaung.wynn@gulfpetroleumr' and is marked with a red box and the number '1'. The password field contains six dots and is marked with a red box and the number '2'. A 'Remember me?' checkbox is located below the password field. A 'Log in' button is highlighted with a red box and the number '3'. At the bottom, there are links for 'Register as a new user' and 'Forgot your password?'.

Email

tinmaung.wynn@gulfpetroleumr

Password

.....

☐ Remember me?

Log in

[Register as a new user](#)

[Forgot your password?](#)

2. HSE UAUC Online Reporting System HOME Page

HSE UAUC

HOME

REPORT ▾

ABOUT

CONTACT

Hello Tin Mg Win! Log Out

UAUC Reports

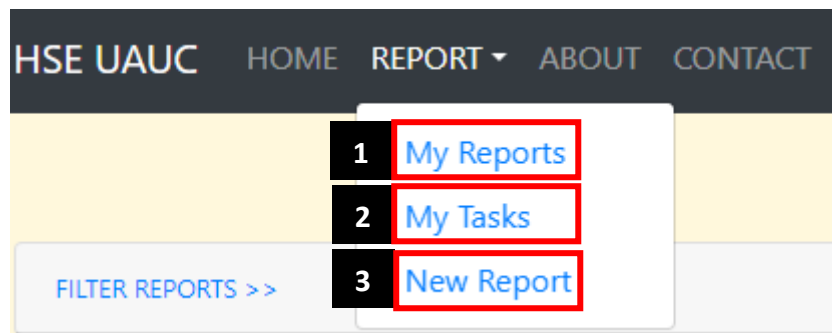
FILTER REPORTS >>

SHOW GRAPHS >>

Reference No	Hazard Description	UAUC Type	Reporter Name	Report By	Observation Date	Status	Location	Endorser Name	Revert Remark	
UAUC/MS/2023/4	Test report from action verifier Test report from action verifier	UC	averifier1	GPM	10/17/2023	Pending Endorsement	YGN	endorser1	testing revision	Details
UAUC/YET/2023/3	Test report from endorser1	UC	endorser1	GPM	10/17/2023	Closed	YET	endorser1		Details
UAUC/YGN/2023/2	Test report 2 from reporter 1	UA	reporter1	GPM	10/17/2023	Closed	YGN	endorser1		Details
UAUC/YGN/2023/1	Test report from reporter 1	UA	reporter1	GPM	10/17/2023	Closed	YGN	endorser1		Details
UAUC/POC/2023/7	test from reporter 1	UA	reporter1	GPM	10/18/2023	Pending	POC	endorser1	pls change	Details

3. Report Menu and Sub-menu for reporter/observer

- 1 Show the reports submitting by the reporter
- 2 Show the reports needed to revise
- 3 To submit a new report



4. New UAUC Report Submission Form

Click on **New Report** sub-menu from **REPORT** menu and fill the fields

- 1 Click on **Submit Report** to submit the report
- 2 Click on **Save as Draft** to save the report as a draft

New UA/UC Report

Identification Checklist

Reporter Name	<input type="text" value="reporter1"/>	<h4>Position of People</h4> <ul style="list-style-type: none"><input type="checkbox"/> Risk of falling from height<input type="checkbox"/> Risk of staying under load<input type="checkbox"/> Risk of contact with electric current<input type="checkbox"/> Risk of contact with hazardous substances<input type="checkbox"/> Risk of being struck by objects<input type="checkbox"/> Risk of being caught in / on, between objects<input type="checkbox"/> Risk of poor manual handling<input type="checkbox"/> Risk of poor work position, overexertion<input type="checkbox"/> Risk of encountering motor vehicle accident<input type="checkbox"/> Others <input type="text"/>
Company	<input type="text" value="ABC"/>	
Department	<input type="text" value="CAA"/>	
Observation Date	<input type="text" value="10/19/2023"/>	
Observation Time	<input type="text" value="03:19 PM"/>	
Type of UA/UC	<input checked="" type="radio"/> UA <input type="radio"/> UC	<h4>Reactions of People</h4> <ul style="list-style-type: none"><input type="checkbox"/> Adjusting PPE<input type="checkbox"/> Changing position<input type="checkbox"/> Rearranging job<input type="checkbox"/> Stopping job<input type="checkbox"/> Attaching grounds<input type="checkbox"/> Performing lockouts<input type="checkbox"/> Others <input type="text"/>
Hazard Description	<div></div>	
Immediate Action	<input type="text"/>	
Location	<input type="text" value="YGN"/>	
Exact Location	<input type="text"/>	
Photo	<input type="button" value="Choose File"/> No file chosen	
Attachment	<input type="button" value="Choose File"/> No file chosen	
Endorser Name	<input type="text" value="endorser1"/>	

1

2

5. Editing and Submitting draft report

HSE UAUC

HOME

REPORT ▾

ABOUT

CONTACT

Hello Tin Mg Win! Log Out

My Reports

My Tasks

New Report

1

My UAUC Reports

Task No	Title	UAUCType	Reporter/Observer Name	Observation Date	Status	Location	
	Test report for user manual	UC	Tin Mg Win	10/19/2023	Draft	YGN	<div>Details</div> <div>Edit</div>

Back to List

2

Hazard Description

Test report for user manual

Immediate Action

Test report for user manual

Location


YGN ▾

Exact Location

reception

Photo

Script Error

 An error has occurred in the script on this page.
Line: 278
Char: 1
Error: Library not registered.
Code: 0
URL: outlook:0000000038A1BB1005E5101AA1BB08002B2A56C20000454D534D44422E444C4C00000000000000001B55FA20AA6611CD9BC800AA002FC45A0C00000074696E6D61756E
Do you want to continue running scripts on this page?

Yes No

Change Photo

Choose File

No file chosen

Attachment

[View attached file](#)

Change Attached File

Choose File

No file chosen

Endorser Name

endorser1 ▾

Tools and Equipment

☐ Using wrong tools for the job

☐ Using tools incorrectly

☐ Using defective tools

☐ Others

Procedures/Training

☐ Lack of competence / training

☐ Inadequate procedures

☐ Procedures not known / understood

☐ Procedures not followed

☒ Inadequate / Lack of supervision

☐ Poor housekeeping

☐ Others

Substandard Condition

☐ Design

☐ Maintenance

☐ Inspection

☐ Wear and tear

☐ Used beyond specifications

☐ Others

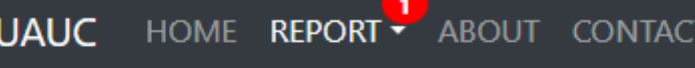
3

Submit Report

Save As Draft

6. My Tasks Listing for reporter

- 1 Show submitted reports needed to revise and count
- 2 Endorser's remark to revise the report
- 3 Report Status (Pending Revert) for reports needed to revise
- 4 Click on Task No link to revise the report



The screenshot shows the top navigation bar of the HSE UAUC website. The 'REPORT' menu is open, displaying three options: 'My Reports', 'My Tasks', and 'New Report'. The 'My Tasks' option is highlighted with a red rectangular border and has a red circular notification badge with the number '1' next to it. A black rectangular notification badge with the number '1' is also visible to the right of the 'My Tasks' option. The 'HOME' and 'CONTACT' links are visible in the navigation bar, while 'ABOUT' is partially obscured. A 'FILTER REPORTS >>' button is located at the bottom left of the screenshot.

Task No	Title	UAUCType	Reporter/Observer Name	Observation Date	Status	Location	Remark
UAUC/YGN/2023/8	Test report for user manual	UC	Tin Mg Win	10/19/2023	Pending Revert	YGN	Please change the checklist


4

3

2

7. Editing a revised report and Submitting

Revise the report based on endorser's remark and submit again

Hazard Description	<div>Test report for user manual</div>		<h3>Tools and Equipment</h3> <p><input checked="" type="checkbox"/> Using wrong tools for the job</p> <p><input type="checkbox"/> Using tools incorrectly</p> <p><input type="checkbox"/> Using defective tools</p> <p><input type="checkbox"/> Others <input type="text"/></p>
Immediate Action	<div>Test report for user manual</div>		
Location	<div>YGN</div>		
Exact Location	<div>reception</div>		
Photo	<div> <div>Script Error</div> <div>  An error has occurred in the script on this page. Line: 278 Char: 1 Error: Library not registered. Code: 0 URL: outlook:000000038A1BB1005E5101AA1BB08002B2A56C2000454D934D44422E444C4C000000000000001B55FA20AA6611CD9BC800AA002FC45A0C00000074696E6D61756E Do you want to continue running scripts on this page? <div>Yes No</div> </div> </div>		
Change Photo	<div>Choose File</div>	No file chosen	<h3>Procedures/Training</h3> <p><input type="checkbox"/> Lack of competence / training</p> <p><input type="checkbox"/> Inadequate procedures</p> <p><input type="checkbox"/> Procedures not known / understood</p> <p><input type="checkbox"/> Procedures not followed</p> <p><input type="checkbox"/> Inadequate / Lack of supervision</p> <p><input type="checkbox"/> Poor housekeeping</p> <p><input type="checkbox"/> Others <input type="text"/></p>
Attachment	View attached file		
Change Attached File	<div>Choose File</div>	No file chosen	
Endorser Name	<div>endorser1</div>		
<div>Submit Report</div>			

8. My Reports Sub-menu for Reporter

Show the reports submitted and saved as draft by reporter

1

[My Reports](#)
[My Tasks](#)
[New Report](#)

My UAUC Reports

Task No	Title	UAUCType	Reporter/Observer Name	Observation Date	Status	Location		
2	UAUC/YGN/2023/8	Test report for user manual	UA	Tin Mg Win	10/19/2023	Pending Endorsement	YGN	Details

9. UAUC Reports Filtering (For all user roles)

Users can filter UAUC Reports on **FILTER REPORTS >>**

- 1 - Report Status
- 2 - Location (*YGN, YET, POC, MS, RATU ENRA*)
- 3 - UAUC Type (*UA, UC*)
- 4 - Duration (From Date – To Date)
- 5 - Employee Type (*GPM, Contractor*)
- 6 - Reporter

FILTER REPORTS >>

1

Report Status

All

2

Location

All

3

UA/UC

Pending Endorsement

Endorsed

Pending Action

Pending Closure

Pending Revert

Rejected

Closed

4

Date From

05/01/2023

to

10/19/2023

5

Employee Type

All

6

Reported By

All

Search

10. UAUC Reports by chart (For all user roles)

Users can UAUC reports count charts on **SHOW GRAPHS >>**

- 1 - Report by Type
- 2 - Report by Status
- 3 - Report by Location
- 4 - Report by Checklist



11. UAUC Report Details (For all user roles)

Users can see UAUC Report details for reference


Reference No	Hazard Description	UAUC Type	Reporter Name	Report By	Observation Date	Status	Location	Endorser Name	Revert Remark	
UAUC/MS/2023/4	Test report from action verifier Test report from action verifier	UC	averifier1	GPM	10/17/2023	Pending Endorsement	YGN	endorser1	testing revision	Details
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UAUC/YGN/2023/2	Test report 2 from reporter 1	UA	reporter1	GPM	10/17/2023	Closed	YGN	endorser1		Details
UAUC/YGN/2023/1	Test report from reporter 1	UA	reporter1	GPM	10/17/2023	Closed	YGN	endorser1		Details
UAUC/POC/2023/7	test from reporter 1	UA	reporter1	GPM	10/18/2023	Pending Closure	POC	endorser1	pls change checklist	Details
UAUC/MS/2023/6	Testing for revised again	UC	reporter1	GPM	10/18/2023	Closed	MS	endorser1	revised test again insert location	Details
UAUC/YGN/2023/5	Test for revise page	UA	reporter1	GPM	10/18/2023	Endorsed	YGN	endorser1	unchange	Details

Report Details

Observer Name	reporter1	Report Photo	
Report By	GPM		
Company	GPM		
Endorser Name	endorser1		
Observation Date	10/17/2023		
Observation Time	2:21 PM		
UAUType	UA		
Hazard Description	Test report from reporter 1		
Immediate Action	Testing action		
Location	YGN	Attached File	View File
Exact Location	CAA	Checklist	Position of People
Status	Closed		Risk of poor manual handling

[Back to List](#)

Script Error


An error has occurred in the script on this page.

Line: 278
Char: 1
Error: Library not registered.
Code: 0
URL: outlook-0000000038A1B81005E5101AA1B86800262A56C2000454D534D44422E444C4C00000000000000001B59FA20AA6611CD98C800AA002FC45A0C00000074696ED61756E

Do you want to continue running scripts on this page?

Yes No