Adding HSE Plan record

1. **HSE *Plan*** screen allows the client to enter for ***Leading*** and ***Lagging Indicators*** on a daily basis. This allows the client to keep track on the ***HSE plan***.

2. To add ***HSE Plan*** record, first select a ***Well*** record and a ***Day*** record from the ***Well Operations*** and ***Day*** selectors respectively.

3. Next, mouse-over the ***SafeNet*** menu tab and select ***HSE Plan*** from the drop down menu.

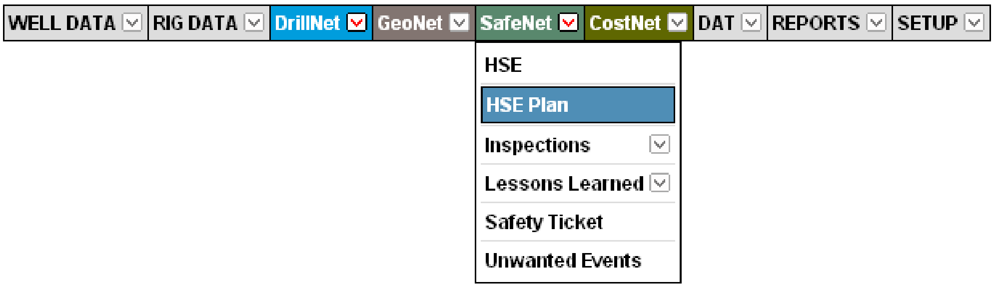

Figure 1.0 Accessing the HSE Plan menu

4. This will load the ***HSE Plan Data*** page, showing the existing record associated with the selected ***Well*** and ***Day*** records.

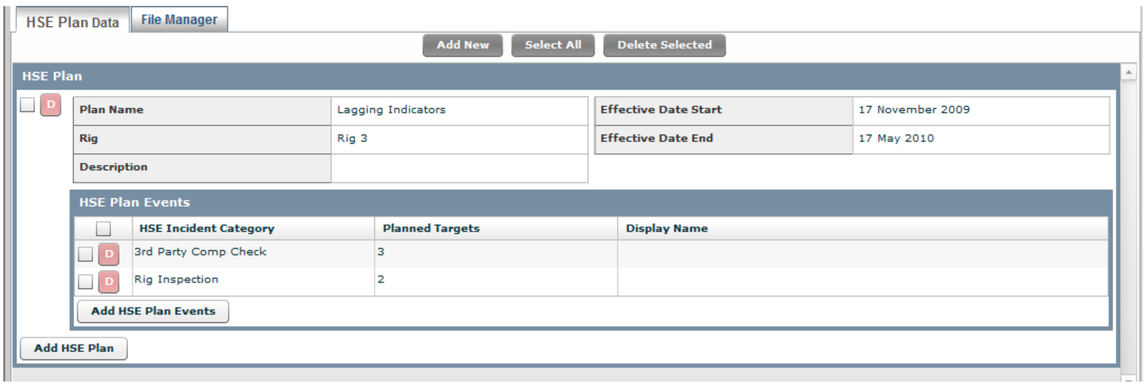

Figure 1.1 the HSE Plan Data page.

5. To add and setup ***HSE Plan*** record, click either the ***Add New*** button at the top of the page or the ***Add HSE Plan*** at the bottom of the page.

6. A row is automatically added to the table. To perform inline editing, mouse-over the row and click the column. Enter the necessary information.

    - ***Plan Name*** field is a dropdown option showing Leading and Lagging indicators
    - ***Rig*** field lists the rig names used by the site.
    - ***Effective Start Date and Effective End Date*** refers to the start and dates of the HSE Plan.

7. Click the ***Add HSE Plan Events*** to add events to the HSE Plan.

Figure 1.2 the HSE Plan Data page.

    - ***HSE Incident Category*** is a dropdown field that allows the selection of desired ***HSE Incident*** category.
    - ***Planned Targets*** are the targets value to be shown in the report.
    - ***Display Name*** field refers to the name entered here will appear in the report.

8. To save, click the ***Confirm*** button.