

This user manual provides the guidance for the use of the CIDE application, currently available on this url:

<https://pproo.azo.hr/cide/app/>

## **User role types and rights**

There are currently three target users groups (roles) defined within the CIDE application:

### **1. ROLE\_CIDE\_COORDINATOR**

Inspection Coordinator: Providing the possibility to create the Coordinated Inspections and to read the inspection records filled by the Specific Inspectors. Coordinator can delete an inspection that has no saved records yet.

This role provides the Coordinated inspector with the possibility to:

- create a new coordinated inspection
- create a new specific inspection
- delete a coordinated and/or specific inspection that has no saved records

### **2. ROLE\_CIDE\_INSPECTOR**

Specific inspector group: This role offers Specific Inspector with the possibility to: Collect defined type of information for the specific inspections created by the Inspection Coordinator, particularly:

- provide the Score for defined criteria and Note, where relevant
- provide the information about the Open issues
- report: uploading the report (PDF)

### **3.ROLE\_CIDE\_ADMIN**

System administrator: Representing the role with full administration control on top of the system.

This role provides the Administrator with the possibility to:

- create a new coordinated inspection
- create a new specific inspection
- delete a coordinated and/or specific inspection that has no saved records

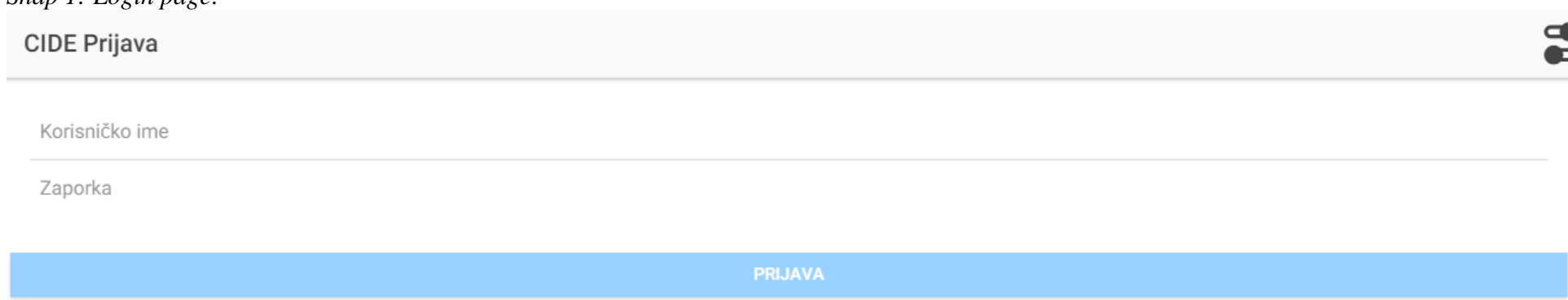
This Manual is still a draft version, providing the information for the further testing and operational deployment phase. Based on the outcomes and feedback received, documentation will be updated.

## Login

In order to access the application functionality, users have to authorize via Login page, entering their credentials (login and password). The credentials will be provided by the administrator.

Login page url: <http://pproo.azo.hr/cide/app/#/login>

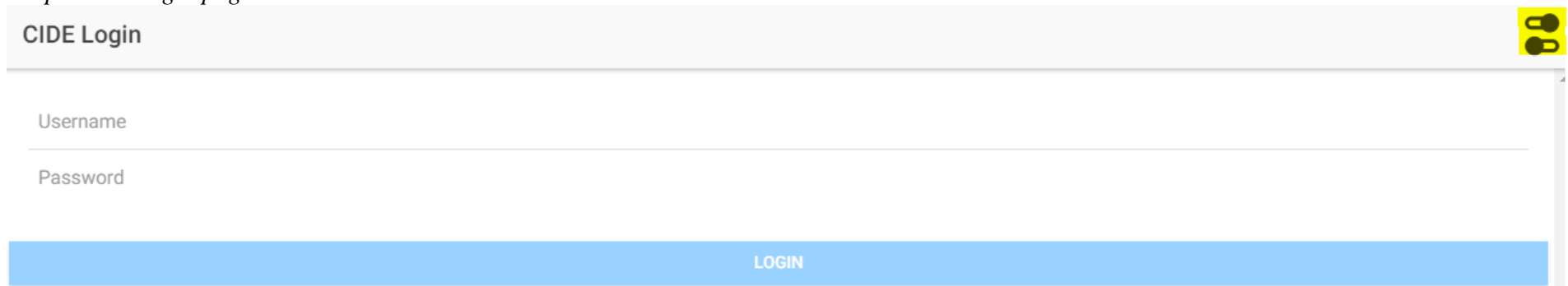
*Snap 1: Login page:*



The screenshot shows the login page of the CIDE application. The page has a light gray header with the title "CIDE Prijava" on the left and a dark gray toggle switch icon on the right. Below the header, there are two input fields: "Korisničko ime" (Username) and "Zaporka" (Password). At the bottom of the form, there is a blue button labeled "PRIJAVA" (Login).

Default version of the app is available in Croatian language. There is also possibility to switch into the English version of the application, using the switch button (highlighted in yellow in the next image)

*Snap 2: EN Login page:*



The image shows a web browser window displaying the 'CIDE Login' page. The page has a light gray header bar with the text 'CIDE Login' on the left and a yellow padlock icon on the right. Below the header, there are two input fields: 'Username' and 'Password'. The 'Password' field has a small icon on the right side. At the bottom of the form, there is a blue button labeled 'LOGIN'.

After a successful authorization, user will access the Home page, providing the information relevant to his role.

### Snap 3: Home page:

← Aplikacija CIDEQ

Dobrodošli: *cide\_environmental*  
Uloge: **ROLE\_CIDE\_ENV**

#### O aplikaciji


Aplikacija CIDE sadrži alate koji olakšavaju provedbu i dokumentiranje inspeksijskih nadzora u području zaštite okoliša u Republici Hrvatskoj. Aplikacija CIDE kao dio informacijskog sustava BIFISIC omogućuje upravljanje podacima i informacijama vezanima za koordinirane i specifične inspeksijske nadzore SEVESO područja postrojenja.

#### CIDE sadrži dva glavna alata

- hibridnu aplikaciju (internetsku i mobilnu) - za korisnike
- programsko sučelje - za obradu podataka

Aplikacija CIDE izrađena je u okviru Twinning projekta „Unaprjeđenje sustava praćenja kemikalija i opasnih tvari te integracija Seveso baze podataka u Informacijski sustav zaštite okoliša (ISZO) kao jedinstveni centralni Seveso informacijski sustav“ (CRO SEVESO).

#### Važne informacije



Inačica: 0.1.2

Datum objave: 21.01.2019

## Establishment search



After selecting the magnifier icon, user can access the page with the establishments.

*Snap 4: Establishments page screenshot:*

← Područja postrojenja					
Traži po imenu ili OIB-u					
OIB	Operater	Ime	Općina	Adresa	Alati
27759560625	INA-INDUSTRIJA NAFTE, d.d.	BP Prelog	PRELOG	Trg sv. Florijana 14a	☰ (1)
27759560625	INA-INDUSTRIJA NAFTE, d.d.	BP Sesvetski Kraljevec	SESVETE	Selska 16	☰ (1)
27759560625	INA-INDUSTRIJA NAFTE, d.d.	Rafinerija nafte Sisak	SISAK	A. Kovačića 1	☰ (2)
27759560625	INA-INDUSTRIJA NAFTE, d.d.	Beli Manastir-Osječka	BELI MANASTIR	Osječka 1f	☰ (1)
23268154531	ALUFLEXPack NOVI d.o.o. za proizvodnju	POGON DRNIŠ	DRNIŠ	S. RADIĆA 65	+
20262622069	Čakovečki mlinovi, dioničko društvo za proizvodnju i promet prehrambenih proizvoda, Čakovec	RJ Zajednički poslovi	ČAKOVEC	Mlinska 1	+
75970517069	OPĆA BOLNICA DUBROVNIK	OPĆA BOLNICA DUBROVNIK	DUBROVNIK	Dr. Roka Mišetića 2	+
75550985023	PETROL društvo s ograničenom odgovornošću za trgovinu i prijevoz nafte i naftnih derivata	Skladište i punionica plina Unešić	UNEŠIĆ	Dubrave 1	+
27759560625	INA-INDUSTRIJA NAFTE, d.d.	BP Umag	UMAG (UMAGO)	Šetalište V. Gortana 5/a	+
27759560625	INA-INDUSTRIJA NAFTE, d.d.	BP Novi Vinodolski	NOVI VINODOLSKI	Kralja Tomislava 33/B	+

Establishments can be searched and filtered by the Name or by OIB. Establishments summary provides an information about the ID, OIB, Name of the establishment, Municipality, Address and access to the tools for specific inspections.

## Coordinated inspection creation

Coordination inspection can be created by the user role Inspection coordinator. After authorization, the role is visible via Home page with relevant role "ROLE\_CIDE\_COORDINATOR".

*Snap 5:Coordinator home page:*



The screenshot shows the home page of the 'Aplikacija CIDE' for a user with the role 'ROLE\_CIDE\_COORDINATOR'. The page has a light gray header with a back arrow, the title 'Aplikacija CIDE', and a search icon. The main content area is white and contains several sections: a welcome message, a description of the application, a list of features, a description of the project, and a section for important information with social media icons. The footer shows the version 'Inačica: 0.1.2' and the date 'Datum objave: 21.01.2019'.

← Aplikacija CIDE

Dobrodošli: **cide\_coordinator**  
Uloge: **ROLE\_CIDE\_COORDINATOR**

O aplikaciji

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CIDE sadrži dva glavna alata

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Važne informacije



Inačica: 0.1.2  
Datum objave: 21.01.2019



After entering into the Establishments section, coordinator can create the new Coordinated Inspection via selecting the "+" sign ,  
Inspection coordinator can create new Coordinated Inspection.

*Snap 6: Creating new Coordinated Inspection:*

← Unijeti koordinirani inspekcijski nadzor za Logistika,Logistički terminali,Regija Split,Terminal 1 Solin, Instalacija 02-Vranjičko Blato ✓ ✕

ID	Vrsta	Datum	Koordinator
oYq9wdL9yAejPXgE	<div>Vrsta</div>	01 / 02 / 2019	<div>✕ cide_coordinator</div>

# Specific inspection creation

After creating the new Coordinated Inspection, Coordinated Inspector can create the new Specific inspection.

*Snap 7: Creating new Specific inspection:*

← Koordinirani inspekcijski nadzor BENTINSKA POSTAJA DUGO SELO + ✕

ID	Datum	Vrsta	Koordinator	Zapisnik	Alati
03GWpmbk5XezJn4K	02/02/2019	IED	Stefano Cocchi	<div>Choose File No file chosen</div>	<div>☰ (2)</div>

In the form for the new specific inspection, Inspection Coordinator selects type of inspection (there are 13 different types of specific inspection under the coordinated inspections) and automatically the relevant organisation responsible for the particular Specific inspection is assigned.

*Snap 8: Specific inspection details:*

← Unijeti inspekcijski nadzor za 4q2Volej25ejNmGQ








Vrsta	Datum	Organizacija
<div><div>elektroenergetska inspek... <input type="radio"/></div><div>inspekcija gospodarenja ... <input type="radio"/></div><div>inspekcija zaštite okoliša <input type="radio"/></div><div>inspekcija zaštite i spaša... <input type="radio"/></div><div>inspekcija opreme pod tl... <input type="radio"/></div><div>poljoprivredna inspekcija <input type="radio"/></div><div>inspekcija zaštite prirode <input type="radio"/></div><div>rudarska inspekcija <input type="radio"/></div><div>sanitarna inspekcija <input type="radio"/></div><div>veterinarska inspekcija <input type="radio"/></div><div>vodopravna inspekcija <input type="radio"/></div><div>inspekcija zaštite na radu <input type="radio"/></div><div>protupožarna inspekcija <input type="radio"/></div></div>	01 / 02 / 2019	

After filling up the information for the Specific inspection, summary table already contains the information about the first specific inspection for the particular Coordinated inspection.

Based on the type of the specific inspection selection appropriate organisation will be assigned based on the "[List of specific inspections and the corresponding institutions](#)".



*Snap 9: Example of first Specific inspection under the Coordinated inspection:*

Inspekcijski nadzor za 03GWpmbk5XezJn4K							+	×
ID	Vrsta	Datum	Organizacija	Zapisnik	Alati	Izmijenjeno		
M7Vl4zbqj2dpr0Zq	EL/elektroenergetska inspekcija	20/02/2019	Ministry of Environment and Energy	Choose File   No file chosen	  	20/02/2019		
qmQ05xe73je7rJX0	VOD/vodopravna inspekcija	18/02/2019	Ministry of Environment and Energy	Choose File   No file chosen	 	03/02/2019		

## Inspection report upload/download








Specific inspection final report can be uploaded by the Specific inspector for particular Specific inspection. Upload function is available under the particular Specific inspection record in the column "Report".

*Snap 10: Specific inspection report upload:*


← Inspekcijski nadzor za P8V4y1aKOnaQGw5W							+	×
ID	Vrsta	Datum	Organizacija	Zapisnik	Alati	Izmijenjeno		
4q2Volej25ejNmGQ	OPT/inspekcija opreme pod tlakom	22/02/2019	Ministry of Economy, Entrepreneurship and Crafts		  	22/02/2019		
LkQWjneg56bwZ1p0	IZO/inspekcija zaštite okoliša	22/02/2019	Ministry of Environment and Energy	Choose File   No file chosen	  	22/02/2019		
pPy7LDdwjRb1YKXA	EL/elektroenergetska inspekcija	21/02/2019	Ministry of Environment and Energy	Choose File   No file chosen	 	21/02/2019		

In order to access already uploaded Specific inspection report, user can click download button and save report on local drive.

*Snap 11: Specific inspection report download screenshot:*

← Inspekcijski nadzor za P8V4y1aK0naQGw5W							+ ×	
ID	Vrsta	Datum	Organizacija	Zapisnik	Alati	Izmijenjeno		
4q2Volej25ejNmGQ	OPT/inspekcija opreme pod tlakom	22/02/2019	Ministry of Economy, Entrepreneurship and Crafts		  	22/02/2019		
LkQWjneg56bwZ1p0	IZO/inspekcija zaštite okoliša	22/02/2019	Ministry of Environment and Energy	<input type="button" value="Choose File"/> No file chosen	  	22/02/2019		
pPy7LDdwjRb1YKXA	EL/elektroenergetska inspekcija	21/02/2019	Ministry of Environment and Energy	<input type="button" value="Choose File"/> No file chosen	 	21/02/2019		

## Filling score for a specific inspection


In connection to the specific inspections, inspectors shall first select from the tools button with link to the Criteria and score section . Consequently can select particular criterion from the available codelist values. Where relevant, for each elementary criterion inspector can insert/update the note.

Snap 12: Specific inspection score for criteria and note download:

Kriteriji i ocjena rm0wMvbmZOdYAlO1			✓	✕
Kriteriji	Ocjena	Napomena		
<b>1. ORGANIZACIJA I OSOBLJE</b>				
ORGANIZACIJSKA SHEMA TVRTKE - razine upravljanja sustavom sigurnosti	potpuno provedeno/nadograđuje se-(0) ▼	propisno usvojeni propisi		
TIJEK KOMUNIKACIJE I/ILI INFORMACIJA VEZANIH ZA SPRJEČAVANJE RIZIKA ORGANIZIRANE SU PREMA USPOSTAVLJENOJ ORGANIZACIJSKOJ STRUKTURI-način izvještavanja	potpuno provedeno/nadograđuje se-(0) ▼	Napomena (najviše 500 znakova)		
ODRŽAVANJE RADNIH POSTUPAKA IZMEĐU RAZLIČITIH RAZINA I FUNKCIJA OPERATERA (provjera svakodnevnih postupaka od vrha do baze i obrnuto)	potpuno provedeno/nadograđuje se-(0) ▼	propisno usvojeni propisi		
ODGOVORNOSTI VEZANE UZ SIGURNOST I ZDRAVSTVENO STANJE ZAPOSLENIH + redovito se preispituju i kada se dogodi organizacijska promjena	potpuno provedeno/nadograđuje se-(0) ▼	Napomena (najviše 500 znakova)		
<b>2. PREPOZNAVANJE I PROCJENA ZNAČAJNIH OPASNOSTI</b>				
MJESTA U POSTROJENJU KAO IZVORI OPASNOSTI I VJEROJATNO MOGUĆI UZROCI NASTANKA VELIKE NESREĆE SU PREPOZNATI	dokumentirano/dostupno-(1) ▼	Napomena (najviše 500 znakova)		
PROCESNI DIJAGRAM TOKA - PROCJENA RIZIKA KOD POJEDINIH PROCESA U POSTROJENJU JE PROVEDENA, usvojene su i primjenjene procedure za sustavno prepoznavanje značajnih opasnosti	dokumentirano/dostupno-(1) ▼	Napomena (najviše 500 znakova)		
METODE IDENTIFICIRANJA RIZIČNIH SCENARIJA I OPASNOSTI, OCJENJIVANJE VJEROJATNOSTI ODREĐENOG SCENARIJA	dokumentirano/dostupno-(1) ▼	Napomena (najviše 500 znakova)		

## Adding open issues for a specific inspection

In order to document specific issues related to the inspections, user can document these issues via separate section, which can be launched by the


green issue button .


Inspector can create and update issues related to the inspection via set of attributes:

- issue description
- accomplished according to the measures/prescriptions on the inspection minutes (Yes/No)
- deadline (date)
- administrative measure (decision) – accomplished (Yes/No)
- information to court/misdemeanor warrant (text field-2000 characters)

*Snap 13: Open issue section screenshot:*

← Nesukladnosti za y83X46dBBXd79jAk✓✕






ID	Opis nesukladnosti	Provedeno u skladu s mjerama iz zapisnika	Rok	Postupljeno sukladno opomeni	Optužni prijedlog/prekršajni nalog	Ažurirano	Alati
	Ovdje opišite nesul	Mjere ▾	dd. mm. rrrr	Izvršeno ▾		01. 02. 2019 ✕	



## Deleting Specific inspection

If needed, specific inspection can be deleted. This can be done by the delete icon under the particular specific inspection only by the Admin or Coordinator.

*Snap 14: How to delete the specific inspection:*

← Specific inspection for LkQWjneg5YbwZ1p0							 	
ID	Type	Date	Organisation	Report	Tools	Modified		
y83X46dBBXd79jAk	VOD/Water inspection	2019-03-31	Ministry of Environment and Energy	<a href="#">Přehledávat...</a> Nie je zvolený súbor.	  	2019-01-31		

Note: Specific inspection can be deleted only till information about the score and issue is inserted.

Online version available on:

<https://github.com/HRSEVESOSK/cide-ionic-app/wiki/02-User-manual>