

# Fine Form

iOS App

We need website and native iOS app built to enable users to fill out documents on their mobile device.

Documents will be sent to us (Neon Room PTY LTD)  
We will upload the document to the website (Needs to be created)  
I will then use the web interface to draw boxes around fields that need to be filled out with the type of box for each.  
These boxes will then tell the app where to position the entered field, it will also tell the app what type of field it is so the app can open the correct input method, Eg Text, Numerical, Photo, Sign

The document is the saved with a Serial Number and Key.  
This must be entered on the device for the form to be downloaded.

**A .pdf parsing system will need to be created on the website to handle many types of document styles.**

Documents are very repetitive, users are filling out the same words and phrases all the time.  
This is why I'd also like a phrase dictionary to be included in the app.  
So as the user is typing it will recognise the phrase and not just the word.

Points to note

- App must work perfectly in either portrait or landscape
- Types of fields to be filled out are - Text(blue) Tick/Cross(red) Address(yellow) Camera/Photo(green) Signature(orange) Date(purple) Numbers(pink)
- The first field of the document will be the document name for saving and also the subject line for sending email
- The user's profile will be used when sending emails Name, Company, then the email will be the "from" field
- The App Zooms in when filling out a field
- There will be a next button to the user can simply move the the next field from the keypad
- App needs to handle multiple page documents
- Order of fields will be the same as order created on website
- Warning prompts for specific responses in fields to display in app
- Show user details from profile at the start of every document sent via email
- Email Subject line for each sent doc will be first field filled out on the document
- Packaged app has one form already installed on the device
- Bug fixing and support for at least 3-6 months

We have created photoshop files for both the website and app, all graphics will be supplied by us.

The project is urgent and an accurate timeline needs to be met otherwise a dishonor deduction will apply.

Use the words “Fine Form” in your proposal

This project will be similar to “B4 U Start” which allows filling out a single type of form.

This new project will enable any type of dynamic form to be filled out on a device with the same ease and simplicity

<https://itunes.apple.com/us/app/b4-u-start-lite-more-than/id935567226?mt=8>

Other similar apps and websites

<https://www.iformbuilder.com>

<http://www.dynoforms.com/index.html>

<https://www.nestforms.com>

<https://safetyculture.com/iauditor/>

<https://www.google.com/forms/about/>

One major difference between these apps and websites is that I want to upload a created .pdf form and only select the input field positions and type.

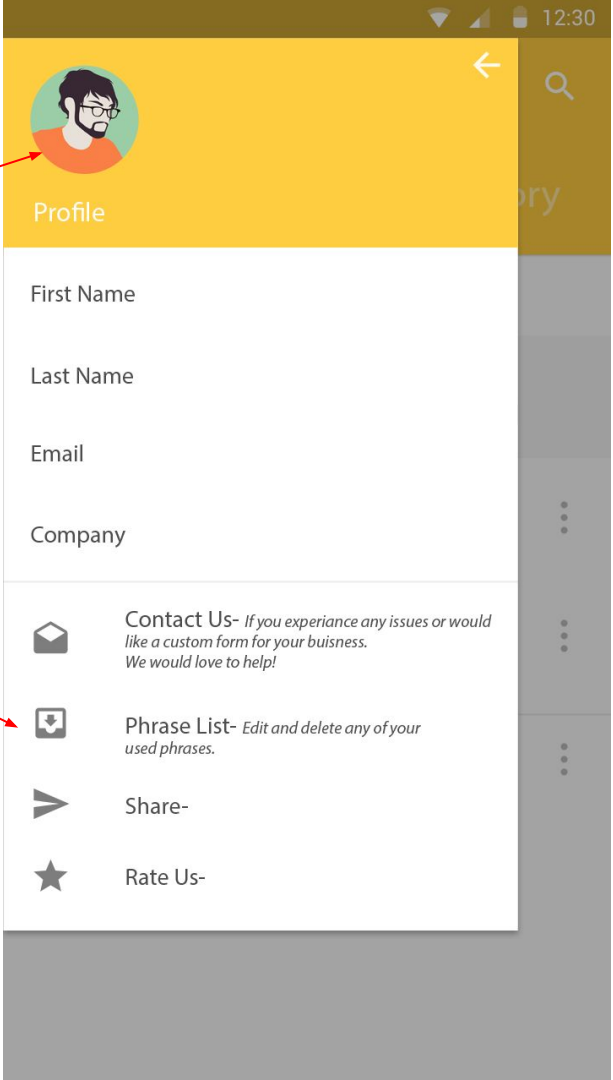
I don't want to create or build each form from scratch.

Menu button has the user profile

We may need to use profile details for sending Documents via email.

Profile picture is also editable by pressing it

And another key button is the phrase list. Where the user can delete any unwanted phrases.



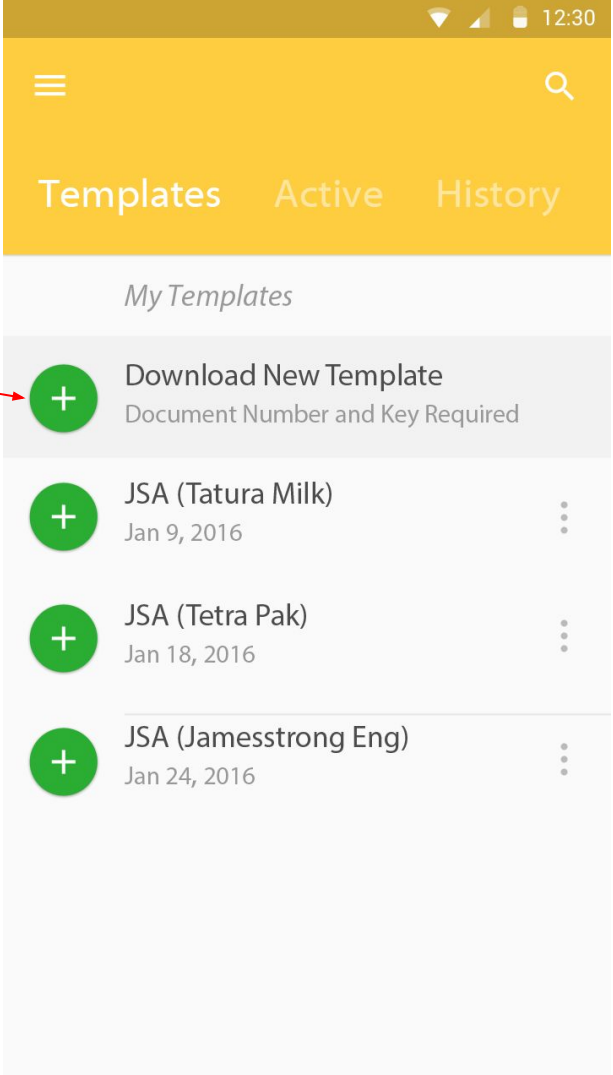
OPENING SCREEN

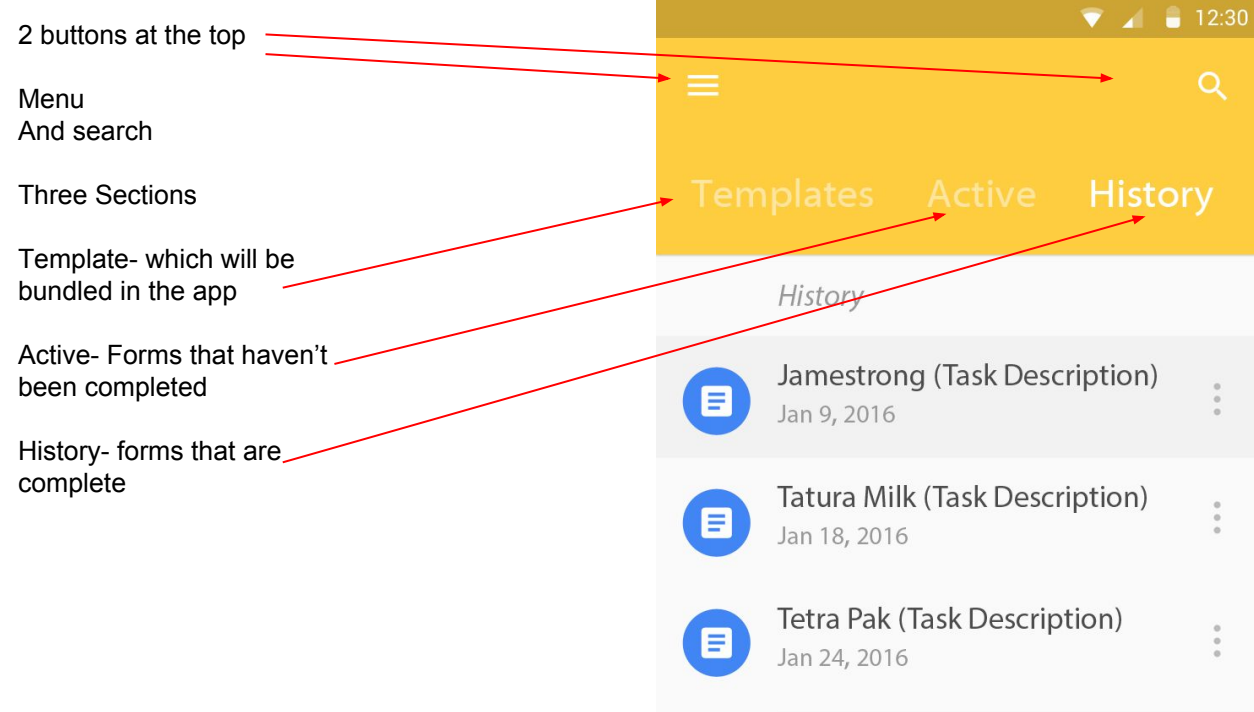
Templates

We will create these, 3 in total for version 1.

Download template is a button that will link to the web interface documents.

If the user presses + give option to contact Neon Room to set up a document for you. Annual Fee Applies.







# ~~JOB SAFETY ANALYSIS WORKSHEET~~

|                      |                              |                             |                     |                    |                |                  |                 |                    |  |
|----------------------|------------------------------|-----------------------------|---------------------|--------------------|----------------|------------------|-----------------|--------------------|--|
| Company Name         |                              |                             | Date                |                    |                |                  |                 |                    |  |
| Site Name            |                              |                             |                     | 1<br>Insignificant | 2<br>Minor     | 3<br>Significant | 4<br>Major      | 5<br>Severe        |  |
| Site Address         |                              |                             | 6<br>Almost Certain | 7<br>Medium        | 8<br>High      | 9<br>Very high   | 10<br>Extreme   | 11<br>Catastrophic |  |
| Contractor           |                              |                             | 12<br>Likely        | 13<br>Medium       | 14<br>Medium   | 15<br>High       | 16<br>Very high | 17<br>Extreme      |  |
| Work permit required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | 18<br>Moderate      | 19<br>Low          | 20<br>Medium   | 21<br>Medium     | 22<br>High      | 23<br>Very high    |  |
| Job number           |                              |                             | 24<br>Unlikely      | 25<br>Very low     | 26<br>Low      | 27<br>Medium     | 28<br>Medium    | 29<br>High         |  |
| Activity             |                              |                             | 30<br>Rare          | 31<br>Very low     | 32<br>Very low | 33<br>Low        | 34<br>Medium    | 35<br>Medium       |  |

[illegible]

A navigation bar with a yellow background. It contains four icons from left to right: a left-pointing arrow, a circular arrow (undo), a right-pointing arrow (redo), and a checkmark. Arrows point from the text labels below to each icon.

## SAFETY ANALYSIS WORKSHEET

Macy's Manpower

|                        |       |        |
|------------------------|-------|--------|
| Marathon Oil           | 4     | 5      |
| Marriott International | Major | Severe |
| Marriott International |       |        |

|    |  |   |                 |               |
|----|--|---|-----------------|---------------|
| 15 |  | Marsh & McLennan<br>Marshall & Ilsley Corp. | 10<br>Extreme   | 10<br>Extreme |
|    |  |   | 10<br>Very high | 10<br>Extreme |

|             |                              |                             |               |      |           |
|-------------|------------------------------|-----------------------------|---------------|------|-----------|
| it required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Masco         | 12   | 15        |
|             |                              |                             | Massachusetts | High | Very high |
|             |                              |                             | Massachusetts | 8    | 10        |

|    |  |                       |             |             |
|----|--|-----------------------|-------------|-------------|
| if |  | Mutual Life Insurance | Medium      | High        |
|    |  | Mattel                | 4<br>Medium | 5<br>Medium |
|    |  | McDonald's            |             |             |

|  | Hazards   | Risk Co   | McDonald's<br>McGraw-Hill   | Responsible Person   |
|--|---|---|---|--|
| quired to<br>stivity in the<br>are carried | Against each task list the<br>hazards that could cause<br>injury when the task is being<br>performed. | List the control measure<br>required to eliminate or<br>minimise the risk of injury<br>arising from the identified<br>hazard. | Use the risk matrix to<br>evaluated the<br>likelihood or<br>probability of the risk<br>and the severity of<br>the consequences. | Write the name of the person<br>responsible (supervisor or<br>above) to implement the<br>control measure identified. |
|  |   |   |   |  |
|  |   |   |   |  |



Fill out form as shown.

Phrase list will be shown for predictive text fields

A great option could be swipe to delete phrase.

← Save ✓

AFETY ANALYSIS WORKSHEET

Name

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Yes

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No

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Hazards

Risk Co

quired to  
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are carried

Against each task list the  
hazards that could cause  
injury when the task is being  
performed.

List the control measure  
required to eliminate or  
minimise the risk of injury  
arising from the identified  
hazard.

Use the risk matrix to  
evaluated the  
likelihood or  
probability of the risk  
and the severity of  
the consequences.

Write the name of the person  
responsible (supervisor or  
above) to implement the  
control measure identified.

Major

Severe

18  
Extreme

16  
Extreme

10  
Very high

12  
Extreme

12  
High

15  
Very high

8  
Medium

10  
High

4  
Medium

5  
Medium

Responsible Person

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space

return

When signature fields is pressed an area where the user can write his signature appears where the keypad would normally be

*Caracraft*

## Showing date and time picker

| Done       |    |    | Next |
|------------|----|----|------|
| Mon Jul 22 | 11 | 51 |      |
| Tue Jul 23 | 12 | 52 |      |
| Wed Jul 24 | 1  | 53 | AM   |
| Today      | 2  | 54 | PM   |
| Fri Jul 26 | 3  | 55 |      |
| Sat Jul 27 | 4  | 56 |      |
| Sun Jul 28 | 5  | 57 |      |
| Mon Jul 29 | 6  | 58 |      |

Number fields

Number keypad to appear instead of letters

12:30

|                      |                              |                             |  |   |
|----------------------|------------------------------|-----------------------------|--|---|
| Company Name         |                              | Date                        |  |   |
| Site Name            |                              |                             | <div><div>1</div><div>Insignificant</div></div>  | <div><div>2</div><div>Minor</div></div>     |
| Site Address         |                              |                             | <div><div>3</div><div>Significant</div></div>    | <div><div>4</div><div>Major</div></div>     |
| Contractor           |                              |                             | <div><div>5</div><div>Almost Certain</div></div> | <div><div>6</div><div>Medium</div></div>    |
| Work permit required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <div><div>7</div><div>Moderate</div></div>       | <div><div>8</div><div>Low</div></div>       |
| Job number           | 123456789                    |                             | <div><div>9</div><div>Unlikely</div></div>       | <div><div>10</div><div>Very low</div></div> |
| Activity             |                              |                             | <div><div>11</div><div>Rare</div></div>          | <div><div>12</div><div>Very low</div></div> |

| Activity   | Hazards  | Risk Control  | Risk Rating   | Responsible P  |
|--|--|---|---|--|
| List the task required to perform the activity in the sequence they are carried out. | Against each task list the hazards that could cause injury when the task is being performed. | List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard. | Use the risk matrix to evaluate the likelihood or probability of the risk and the severity of the consequences. | Write the name of responsible (sup above) to implement control measure |
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Done

Next

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Go

12:30

|                      |                              |                             |                     |               |                  |
|----------------------|------------------------------|-----------------------------|---------------------|---------------|------------------|
| Company Name         |                              | Date                        |                     |               |                  |
| Site Name            |                              |                             | 1<br>Insignificant  | 2<br>Minor    | 3<br>Significant |
| Site Address         |                              |                             | 5<br>Almost Certain | 10<br>High    | 15<br>Very high  |
| Contractor           |                              |                             | 4<br>Likely         | 8<br>Medium   | 12<br>High       |
| Work permit required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | 3<br>Moderate       | 6<br>Medium   | 12<br>High       |
| Job number           |                              |                             | 2<br>Unlikely       | 4<br>Low      | 6<br>Medium      |
| Activity             |                              |                             | 1<br>Rare           | 2<br>Very low | 3<br>Low         |

| Activity   | Hazards  | Risk Control  | Risk Rating   | Responsible Po  |
|--|--|---|---|---|
| List the task required to perform the activity in the sequence they are carried out. | Against each task list the hazards that could cause injury when the task is being performed. | List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard. | Use the risk matrix to evaluate the likelihood or probability of the risk and the severity of the consequences. | Write the name of responsible (super above) to implement control measure id |
|  |  |   |   |   |
|  |  |   |   |   |
|  |  |   |   |   |
|  |  |   |   |   |
|  |  |   |   |   |

Done

Next

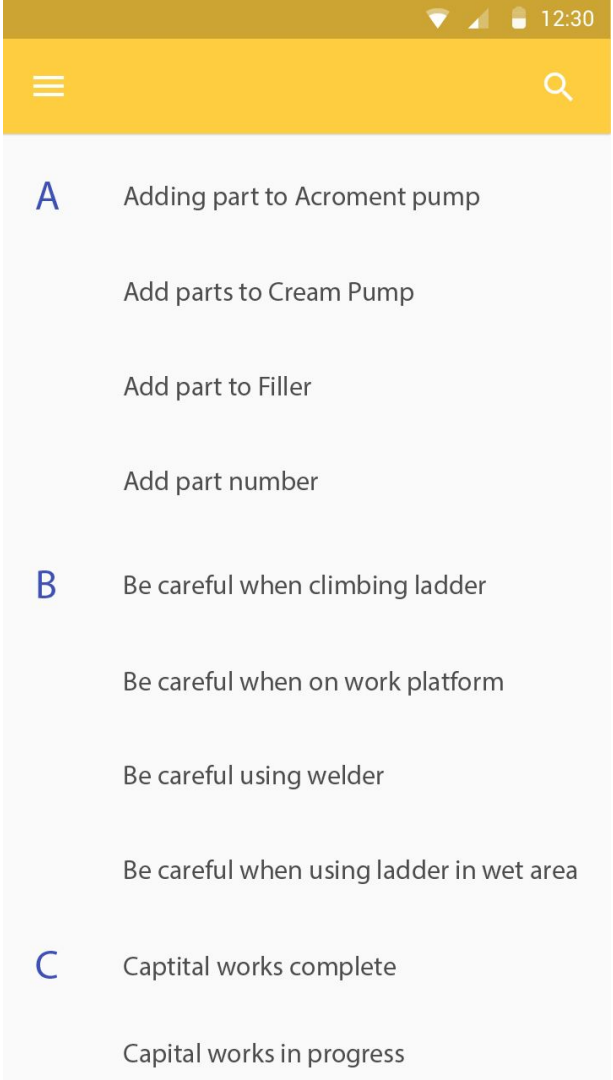
✓

X

NA

Predictive Phrase List

This list is in the user menu so the user can remove any unwanted phrases by swiping left to delete.



## **Native iOS App**

1. User downloads app
2. First time user is taken to profile page to fill out their credentials if they wish (Not Required)
3. User chooses one included templates or to download from website
4. User begins filling out form
5. User can save or complete at any stage
6. User can then tap in any (rectangle) to add text with keypad to fill out the document
7. Certain fields automatically show (Text,Tick,Address,Camera,Signature,Date and Number) Keypad
8. User can then save or send the filled out document (compressed file size) .pdf
9. Incomplete documents are stored in (active list)
10. History is kept for each completed form on the device
11. Any document can be opened and edited, but is saved as a copy with a new date and time when editing took place.

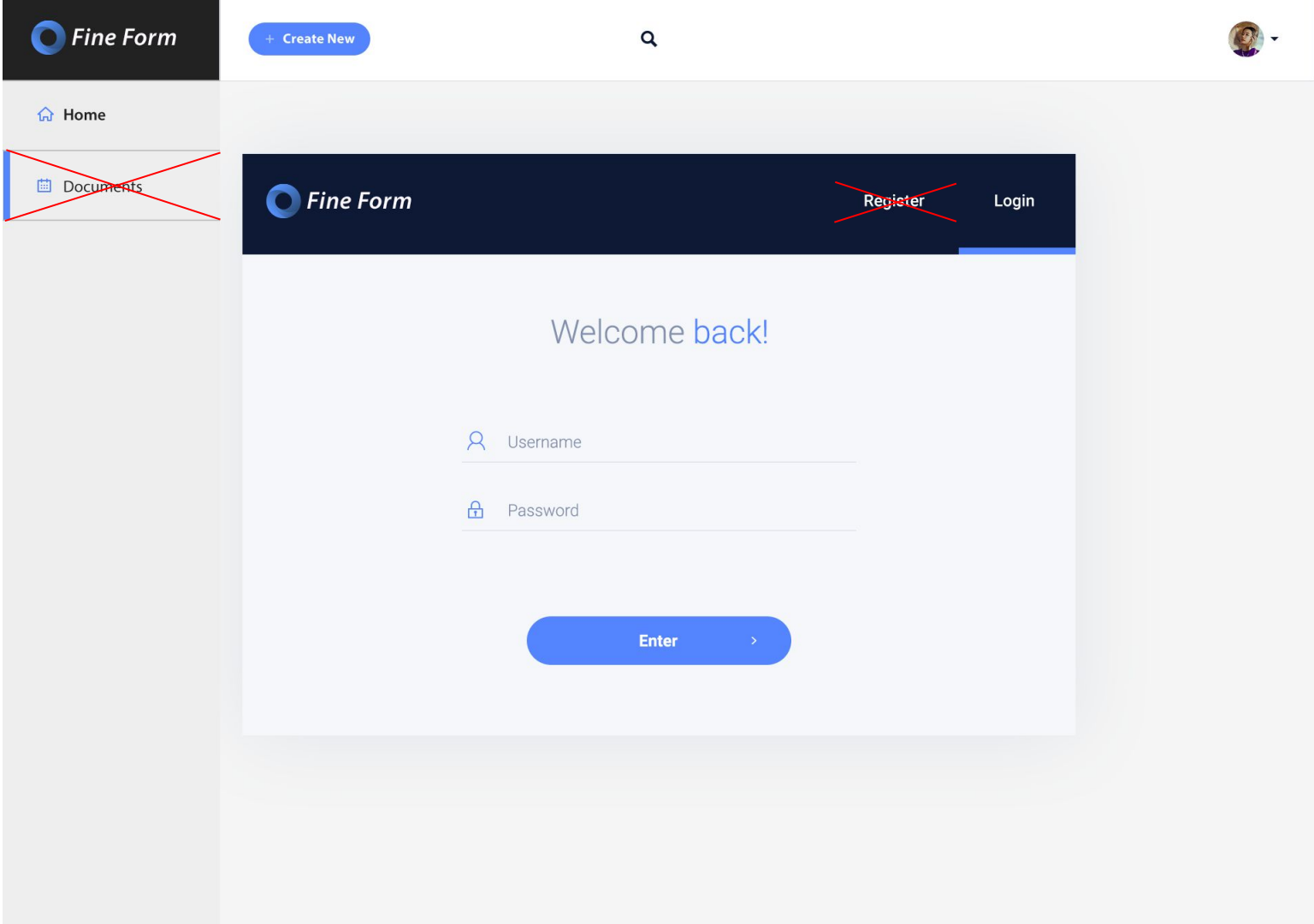
## **Website Neon Room Admin Panel**

1. Neon Room Admin login required
2. Dashboard shows add documents on server
3. Upload a new document
4. Edit document
5. Delete document
6. Create field positions and type on website
7. Create any special (in app prompts) that we wish to occur so some particular selections (IFTTT)
8. After document is complete save and create Serial Number and KEY
9. These details will have to be entered into the Native iOS app for the document to be downloaded and stored onto any iPhone with the app installed onto it.

# Fine Form

Web Interface





[illegible]



Fine Form



 Documents

## &gt;



N JSA Worksheet  
Doc: 123457689 Key: 098765465

**Free PSD Template vol. 3**  
🕒 5 days left

**New logo for Google**

**New website for Windu.org**

**Free PSD Template vol. 2**  
⌚ 5 days left

## Iconset Vol. 3

|                      |                              |                             |                     |                    |               |                  |                 |                 |
|----------------------|------------------------------|-----------------------------|---------------------|--------------------|---------------|------------------|-----------------|-----------------|
| Company Name         |                              |                             | Date                |                    |               |                  |                 |                 |
| Site Name            |                              |                             |                     | 1<br>Insignificant | 2<br>Minor    | 3<br>Significant | 4<br>Major      | 5<br>Severe     |
| Site Address         |                              |                             | 5<br>Almost Certain | 5<br>Medium        | 5<br>High     | 5<br>Very high   | 5<br>Extreme    | 5<br>Extreme    |
| Contractor           |                              |                             | 4<br>Likely         | 4<br>Medium        | 8<br>Medium   | 12<br>High       | 16<br>Very high | 20<br>Extreme   |
| Work permit required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | 3<br>Moderate       | 3<br>Low           | 6<br>Medium   | 9<br>Medium      | 12<br>High      | 15<br>Very high |
| Job number           |                              |                             | 2<br>Unlikely       | 3<br>Very low      | 4<br>Low      | 6<br>Medium      | 8<br>Medium     | 10<br>High      |
| Activity             |                              |                             | 1<br>Rare           | 1<br>Very low      | 2<br>Very low | 3<br>Low         | 4<br>Medium     | 5<br>Medium     |

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**Fine Form**



## Documents

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|----------------------|------------------------------|-----------------------------|---------------------|--------------------|---------------|------------------|-----------------|-----------------|
| Company Name         |                              |                             | Date                |                    |               |                  |                 |                 |
| Site Name            |                              |                             |                     | 1<br>Insignificant | 2<br>Minor    | 3<br>Significant | 4<br>Major      | 5<br>Severe     |
| Site Address         |                              |                             | 5<br>Almost Certain | 5<br>Medium        | 15<br>High    | 15<br>Very high  | 25<br>Extreme   | 25<br>Extreme   |
| Contractor           |                              |                             | 4<br>Likely         | 4<br>Medium        | 8<br>Medium   | 12<br>High       | 16<br>Very high | 20<br>Extreme   |
| Work permit required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | 3<br>Moderate       | 3<br>Low           | 6<br>Medium   | 9<br>Medium      | 12<br>High      | 15<br>Very high |
| Job number           |                              |                             | 2<br>Unlikely       | 7<br>Very low      | 4<br>Low      | 6<br>Medium      | 8<br>Medium     | 10<br>High      |
| Activity             |                              |                             | 1<br>Rare           | 1<br>Very low      | 2<br>Very low | 3<br>Low         | 4<br>Medium     | 5<br>Medium     |

[illegible]

- Delete
- Copy
- Paste
- And create action



[Home](#)



## Documents

## &gt;



|                      |                              |                             |                     |                    |               |                  |                 |                 |
|----------------------|------------------------------|-----------------------------|---------------------|--------------------|---------------|------------------|-----------------|-----------------|
| Company Name         |                              |                             | Date                |                    |               |                  |                 |                 |
| Site Name            |                              |                             |                     | 1<br>Insignificant | 2<br>Minor    | 3<br>Significant | 4<br>Major      | 5<br>Severe     |
| Site Address         |                              |                             | 5<br>Almost Certain | 5<br>Medium        | 10<br>High    | 15<br>Very high  | 20<br>Extreme   | 25<br>Extreme   |
| Contractor           |                              |                             | 4<br>Likely         | 4<br>Medium        | 8<br>Medium   | 12<br>High       | 16<br>Very high | 20<br>Extreme   |
| Work permit required | Yes <input type="checkbox"/> | No <input type="checkbox"/> | 3<br>Moderate       | 3<br>Low           | 6<br>Medium   | 9<br>Medium      | 12<br>High      | 15<br>Very high |
| Job number           |                              |                             | 2<br>Unlikely       | 2<br>Very low      | 4<br>Low      | 6<br>Medium      | 8<br>Medium     | 10<br>High      |
| Activity             |                              |                             | 1<br>Rare           | 1<br>Very low      | 2<br>Very low | 3<br>Low         | 4<br>Medium     | 5<br>Medium     |

| Activity   | Hazards  | Risk Control  | Risk Rating   | Responsible Person   |
|--|--|---|---|--|
| List the task required to perform the activity in the sequence they are carried out. | Against each task list the hazards that could cause injury when the task is being performed. | List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard. | Use the risk matrix to evaluate the likelihood or probability of the risk and the severity of the consequences. | Write down the name of the person responsible for the control measure. |

Create Action

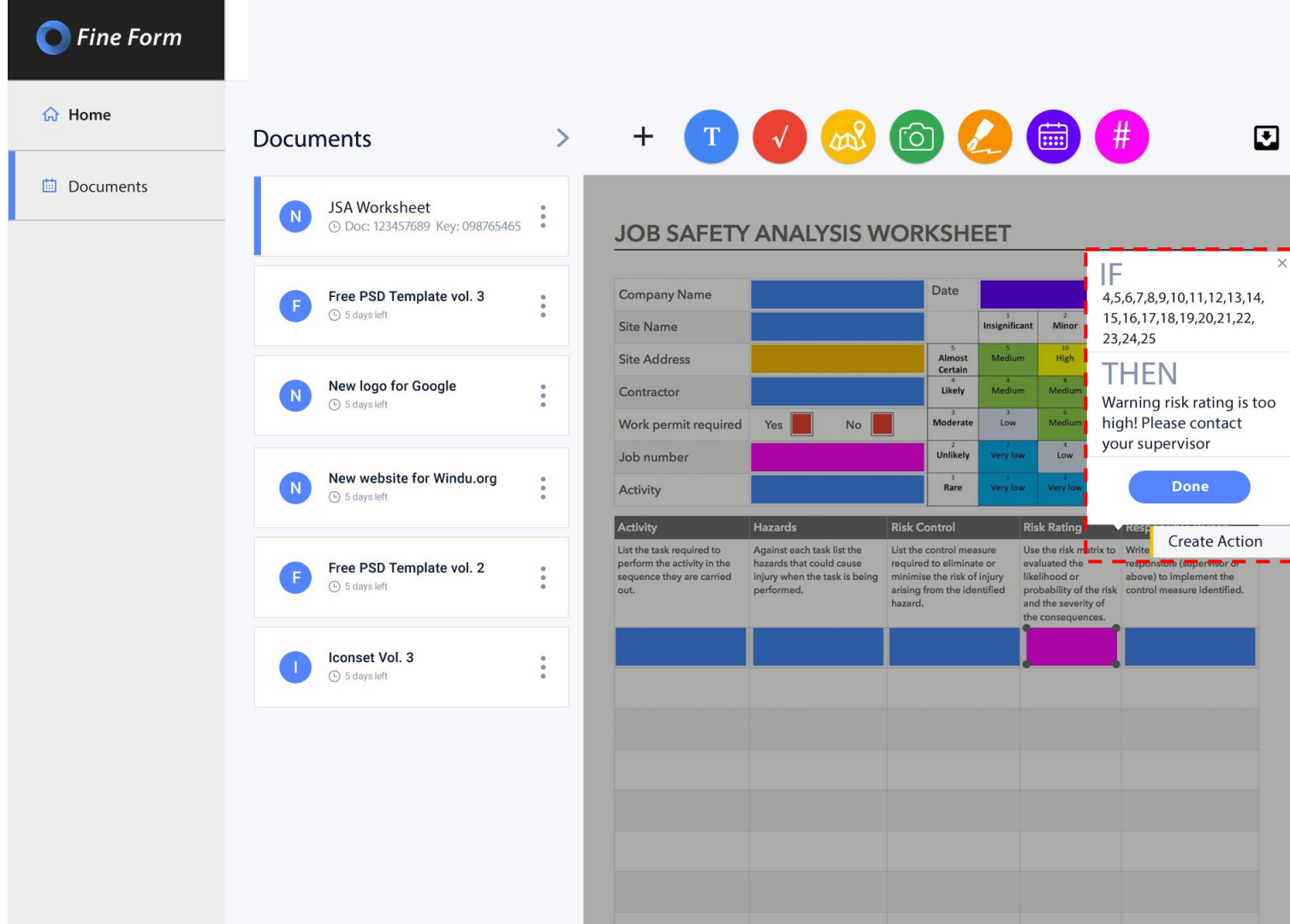
Copy Field

Delete Field

## Create Action

This will trigger a warning “prompt” within the app if a certain selection is made.

Here I have created an action  
If the user fills out this form  
and any of those number  
sections are made in that  
field then the app will display  
a prompt for the user to see.



# Fine Form

Example of included Document

Included document  
App will be bundled with this  
document.

## JOB SAFETY ANALYSIS WORKSHEET

| Document Name        |  |  |                    |             |                  |                |             |
|----------------------|--|--|--------------------|-------------|------------------|----------------|-------------|
| Company Name         |  |  |                    |             |                  |                |             |
| Site Name            |  | Use this risk matrix to evaluate the likelihood or probability of the risk and the severity of the consequences. |                    |             |                  |                |             |
| Site Address         |  |  |                    |             |                  |                |             |
| Contractor           |  |  | Insignificant<br>1 | Minor<br>2  | Significant<br>3 | Major<br>4     | Severe<br>5 |
| Work permit required | Yes <input type="checkbox"/> No <input type="checkbox"/> | Almost Certain<br>5  | Medium<br>4        | High<br>3   | Very High<br>2   | Critical<br>1  |             |
| Job number           |  | Likely<br>3  | Medium<br>4        | High<br>5   | Very High<br>6   | Critical<br>7  |             |
| Activity             |  | Moderate<br>4  | Low<br>3           | Medium<br>2 | High<br>1        | Very High<br>5 |             |
| Date                 |  | Unlikely<br>5  | Very Low<br>4      | Low<br>3    | Medium<br>2      | High<br>1      |             |
|                      |  | Rare<br>1  | Very Low<br>2      | Low<br>3    | Medium<br>4      | High<br>5      |             |

[illegible]

| Additional notes and all involved parties to sign: | Take a photo of the worksheet |
|--|-------------------------------|
| Notes<br><br>                                      |                               |
| Sign<br><br>                                       |                               |
| Sign<br><br>                                       |                               |
| Sign<br><br>                                       |                               |







Document after fields have been created for filling out.

## JOB SAFETY ANALYSIS WORKSHEET

| Document Name        |     |     |    |     |  |  |  |
|----------------------|-----|-----|----|-----|--|--|--|
| Company Name         |     |     |    |     |  |  |  |
| Site Name            |     |     |    |     |  |  |  |
| Site Address         |     |     |    |     |  |  |  |
| Contractor           |     |     |    |     |  |  |  |
| Work permit required | Yes | Red | No | Red |  |  |  |
| Job number           |     |     |    |     |  |  |  |
| Activity             |     |     |    |     |  |  |  |
| Date                 |     |     |    |     |  |  |  |

[illegible]

| Additional notes and all involved parties to sign: |   |
|--|---|
| Notes  |  |
| Sign   |  |
| Sign   |  |
| Sign   |  |

Typical type of document that will be uploaded to the website

Tátura Milk Industries

Confined Space – Evaporator Entry

If you need to get into any part of the evaporator to remove deposits, do a plant inspection, any cleaning or minor maintenance then this form must be completed prior to entering the plant. Use this form in conjunction with "B" Category Confined Space Entry Procedure - Appendix R

Should any part of the evaporator need to be entered for any reason, eg welding, major maintenance, then a full Confined Space Entry Procedure must be adhered too.

| Atmospheric Testing                |                    |         |   |
|------------------------------------|--------------------|---------|---|
| Gas                                | Category "B" Level | Reading | If any reading is outside the Category B levels then a Full Confined Space Entry Procedure must be adhered too. |
| Oxygen O <sub>2</sub>              | 19.5% - 23.5%      |         |   |
| Hydrogen Sulphide H <sub>2</sub> S | Maximum 5ppm       |         |   |
| Flammable/Explosive                | Maximum 10%        |         |   |
| Carbon Monoxide                    | Maximum 10ppm      |         |   |

**Tag Outs**  
The person entering the confined space must be the person to tag out the equipment. Once the person entering the confined space is finished then this person is to remove the tags from the plant and confirm all information on this sheet.

| Evaporator  |  | Date   |         |      |
|---|--|--------|---------|------|
| Area to be Entered                                      | Items To Isolate                             | Tag On | Tag Off | Name |
| Separator,Ducts, Calandria,PCD, Flash Vessel and Regens | Cooling Tower Water (4effect and Mora)       |        |         |      |
|   | Steam into Evaporator                        |        |         |      |
|   | CIP Pump                                     |        |         |      |
|   | Product Pumps into/out of the area of entry. |        |         |      |
|   | Condensate Pumps                             |        |         |      |
|   | MVR Fans/Vacuum Pumps                        |        |         |      |

Record tools etc, taken into the plant and tick off that they have been taken out and accounted for.

| Equipment Taken In | Equipment Taken Out | Name |
|--------------------|---------------------|------|
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |

**Standby Person**  
Ensure a standby person is present prior to entering the plant. The standby person needs to remain at the entry point while the person is inside the plant. If at any time the standby person vacates this entry point then the person within the confined space will need to exit the plant.

**Emergency Situations**  
Do not enter a confined space to rescue a worker in emergency situation unless you are prepared.  
Always use Emergency Response/Rescue Procedures – Confined Space which is attached to the back of this form.

**Protective Equipment**  
Wear appropriate personal protective equipment if needed.

After document is uploaded to website I will manually create the field positions and type

Like this

Confined Space – Evaporator Entry

If you need to get into any part of the evaporator to remove deposits, do a plant inspection, any cleaning or minor maintenance then this form must be completed prior to entering the plant. Use this form in conjunction with "B" Category Confined Space Entry Procedure - Appendix R

Should any part of the evaporator need to be entered for any reason, eg welding, major maintenance, then a full Confined Space Entry Procedure must be adhered too.

Atmospheric Testing

| Gas                                | Category "B" Level | Reading | If any reading is outside the Category B levels then a Full Confined Space Entry Procedure must be adhered too. |
|------------------------------------|--------------------|---------|---|
| Oxygen O <sub>2</sub>              | 19.5% - 23.5%      |         |   |
| Hydrogen Sulphide H <sub>2</sub> S | Maximum 5ppm       |         |   |
| Flammable/Explosive                | Maximum 10%        |         |   |
| Carbon Monoxide                    | Maximum 10ppm      |         |   |

Tag Outs

The person entering the confined space must be the person to tag out the equipment. Once the person entering the confined space is finished then this person is to remove the tags from the plant and confirm all information on this sheet.

| Evaporator  |  | Date        |         |      |
|---|--|-------------|---------|------|
| Area to be Entered                                      | Items To Isolate                             | Time Tag On | Tag Off | Name |
| Separator,Ducts, Calandria,PCD, Flash Vessel and Regens | Cooling Tower Water (4effect and Mora)       |             |         |      |
|   | Steam Into Evaporator                        |             |         |      |
|   | CIP Pump                                     |             |         |      |
|   | Product Pumps into/out of the area of entry. |             |         |      |
|   | Condensate Pumps                             |             |         |      |
|   | MVR Fans/Vacuum Pumps                        |             |         |      |

Record tools etc, taken into the plant and tick off that they have been taken out and accounted for.

| Equipment Taken In | Equipment Taken Out | Name |
|--------------------|---------------------|------|
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |

Standby Person

Ensure a standby person is present prior to entering the plant. The standby person needs to remain at the entry point while the person is inside the plant. If at any time the standby person vacates this entry point then the person within the confined space will need to exit the plant.

Emergency Situations

Do not enter a confined space to rescue a worker in emergency situation unless you are prepared.

Always use Emergency Response/Rescue Procedures – Confined Space which is attached to the back of this form.

Protective Equipment

Wear appropriate personal protective equipment if needed.

After document is uploaded to website I will manually create the field positions and type

Like this.

This form only required number fields and predictive text fields

But others may be more complex and require many different field types.

- Standard Text (grey)
- Predictive text (blue)
- Tick/Cross/NA (red)
- Address (yellow)
- Camera/Photo (green)
- Signature(orange)
- Date (purple)
- Numbers(pink)

Refined Risk Industries

Confined Space – Evaporator Entry

If you need to get into any part of the evaporator to remove deposits, do a plant inspection, any cleaning or minor maintenance then this form must be completed prior to entering the plant. Use this form in conjunction with "B" Category Confined Space Entry Procedure - Appendix R

Should any part of the evaporator need to be entered for any reason, eg welding, major maintenance, then a full Confined Space Entry Procedure must be adhered too.

Atmospheric Testing

| Gas                                | Category "B" Level | Reading | If any reading is outside the Category B levels then a Full Confined Space Entry Procedure must be adhered too. |
|------------------------------------|--------------------|---------|---|
| Oxygen O <sub>2</sub>              | 19.5% - 23.5%      |         |   |
| Hydrogen Sulphide H <sub>2</sub> S | Maximum 5ppm       |         |   |
| Flammable/Explosive                | Maximum 10%        |         |   |
| Carbon Monoxide                    | Maximum 10ppm      |         |   |

Tag Outs

The person entering the confined space must be the person to tag out the equipment. Once the person entering the confined space is finished then this person is to remove the tags from the plant and confirm all information on this sheet.

| Evaporator  |  | Date Time |         |      |
|---|--|-----------|---------|------|
| Area to be Entered                                      | Items To Isolate                             | Tag On    | Tag Off | Name |
| Separator,Ducts, Calandria,PCD, Flash Vessel and Regens | Cooling Tower Water (4effect and Mora)       |           |         |      |
|   | Steam Into Evaporator                        |           |         |      |
|   | CIP Pump                                     |           |         |      |
|   | Product Pumps into/out of the area of entry. |           |         |      |
|   | Condensate Pumps                             |           |         |      |
|   | MVR Fans/Vacuum Pumps                        |           |         |      |

Record tools etc, taken into the plant and tick off that they have been taken out and accounted for.

| Equipment Taken In | Equipment Taken Out | Name |
|--------------------|---------------------|------|
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |
|                    |                     |      |

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Protective Equipment

Wear appropriate personal protective equipment if needed.

END