

# **Digitize Your Paper Shift Handovers**

With j5 Operations Management Solutions



Date: 17/06/2017 Morning Handover  
 Outgoing Operator: Roger Copperfield  
 Incoming Operator: John Smith  
 Area: Distillation  
  
 0832 Field operator called issues with valve on  
 discharge. Says he needs clearance to isolate it.  
 Will try and get hold of John.  
 0904 Fire extinguishers being tested near main tank  
 0933 Informed Unit 2 is down for maintenance.  
 (Wasn't in handover)  
 0945: FK202 -> Manual... opening up to increase  
 level.  
 0948: FK201 -> Back to 30% (Wasn't aware this was  
 being tested)  
 1003 Permit Hwzz .. work on hold waiting for gas  
 measurements  
 1025 Still can't get hold of John .. <sup>FK203</sup> operator still  
 waiting.  
 1042 Tech lead called to ask for test sample on  
 position 34 in outlet... sending a tech down  
 1045 LK604 high alarm is driving me crazy. I thought  
 this was fixed last week... Bypassing  
 1045 Can't make target on flow... still waiting for Tech  
 to work valve... Unit 2 still down.

## Isn't it time to digitally transform your shift handover procedures?

It is now accepted that the use of inadequate communication and data collection methods, such as paper shift handovers, has contributed to cause catastrophic industrial accidents.

The high risks of poor shift handover procedures have been highlighted on numerous CSB and HSE investigation reports over many years, with strong advice to improve these critical communications.

There is a host of compelling reasons to reconsider the use of paper shift handovers, as outlined below.

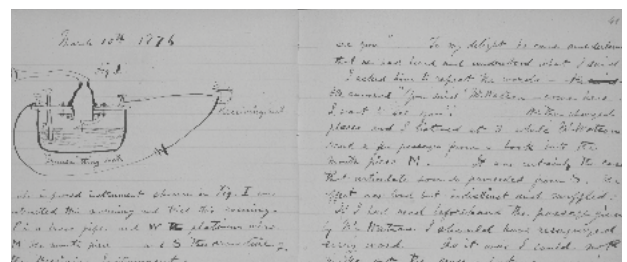
### Lack of Visibility

With paper shift handovers, information is stuck in the control room. When an industrial event happens, critical data is not available unless the logger verbally speaks to their colleagues or shows them the actual record they wrote. This may lead to missing vital follow-up actions and to potential hazards.



### Tedious Data Search

Paper logbooks are usually stored in folders, filing cabinets and archives, making the process of finding specific information a laborious task. Searching for key operations information can be like finding a needle in a haystack, which is unacceptable in the digital age of process safety.



## **Why persist with troublesome paper shift handovers at potentially hazardous industrial facilities?**

**There is an important requirement for more efficient, consistent and detailed data at this crucial point of day-to-day operations.**

### **Manual Data Collection**

Real-time operations and maintenance data has to be recorded manually. Not having immediate, seamless access to this information across an industrial site can slow down strategic decision making and have a serious impact on efficiency, production and safety.

### **Low Flexibility**

There are many changes to shift handover procedures over the life of an industrial site. This means that data collection methods often need to be adapted, leading to many different types of paper shift handovers, all which need to be tailored individually and shared across sites.

### **Procedures not Followed**

With paper shift handovers, there is no guarantee that everyone follows the correct procedures. No pre-defined entry structure can, in fact, cause confusion, leading to inconsistent data entries and inefficient reporting. Paper encourages short-hand writing, which can make information illegible and may not respect layout, categorization and hierarchies.

### **No Mobile Capabilities**

Personnel have to get back to the control room to access shift handover information. This affects productivity in the plant, with valuable time consumed just to see the shift handover.







# j5 Shift Handover

j5 Operations Management Solutions are one evolving framework of operations management and process safety applications connecting people and processes.

Meeting HSE Shift Handover recommendations, the j5 Shift Handover application is used by many large multinational organizations to improve shift-to-shift communication and to reduce the risk of potential hazardous accidents.

Remarkably, users of j5 Shift Handover have reported saving 30 minutes during the shift handover process. This is particularly valuable after an extended day shift, when many events have occurred.

**The following are just some of the key benefits of using j5 Shift Handover.**



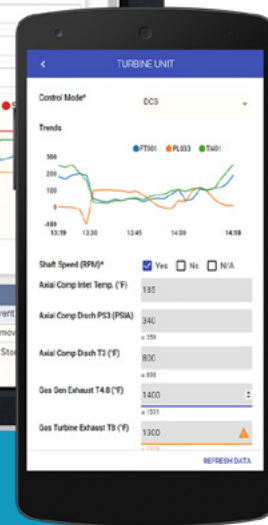
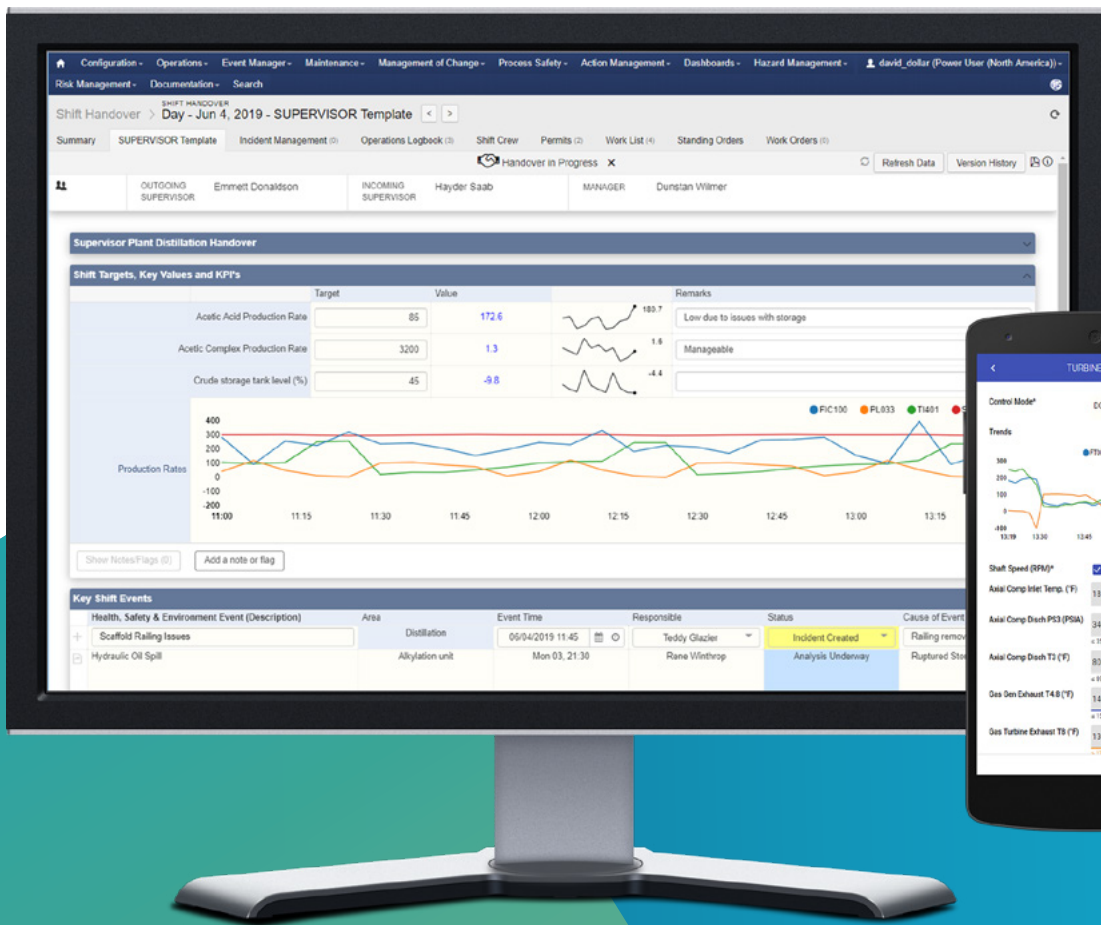
## Full Visibility

j5 Shift Handover data is available to all authorized users, whether onsite or offsite. Users have access to current and historic entries using off-the-shelf query tools and drill-down capabilities. Managers and operations teams are always aware of critical plant activity through notifications, dashboards, reports and views.



## Immediate Finding of Data

With j5 Shift Handover, data is always online and can be queried at any stage across the plant by all authorized users. Searching through the whole database is nearly instantaneous, which means that users can locate and action information of interest swiftly. Functionalities like filters, Boolean buttons and search engines save an enormous amount of time.



## Automatic Real-time Data Collection

j5 Shift Handover meets every industrial site's key requirement that real-time information is readily available. Important real-time and process data from Data Historians, CMMS, DCS, EAM, PLC and SCADA systems can be automatically interfaced with j5 Operations Management Solutions. As a result, complimentary applications are connected and information is easily shared between teams.

## Procedural Compliance

j5 Shift Handover provides an efficient, repeatable and auditable shift handover procedure for multiple areas and sites. The application ensures that users follow defined procedures and intelligent workflows help operators not to make mistakes. Reports may be emailed to an unlimited number of interested recipients.

## Off-the-shelf Enterprise Scalability

Installing and upgrading j5 Operations Management Solutions is an efficient process. A single web server allows personnel across multiple sites to access j5 Shift Handover. This saves time and financial costs, allowing customers to allocate more resources to operate their plants. The disruptive j5 IndustraForm® Templates technology makes configuring j5 Shift Handover intuitive, thanks to a familiar spreadsheet-like environment.

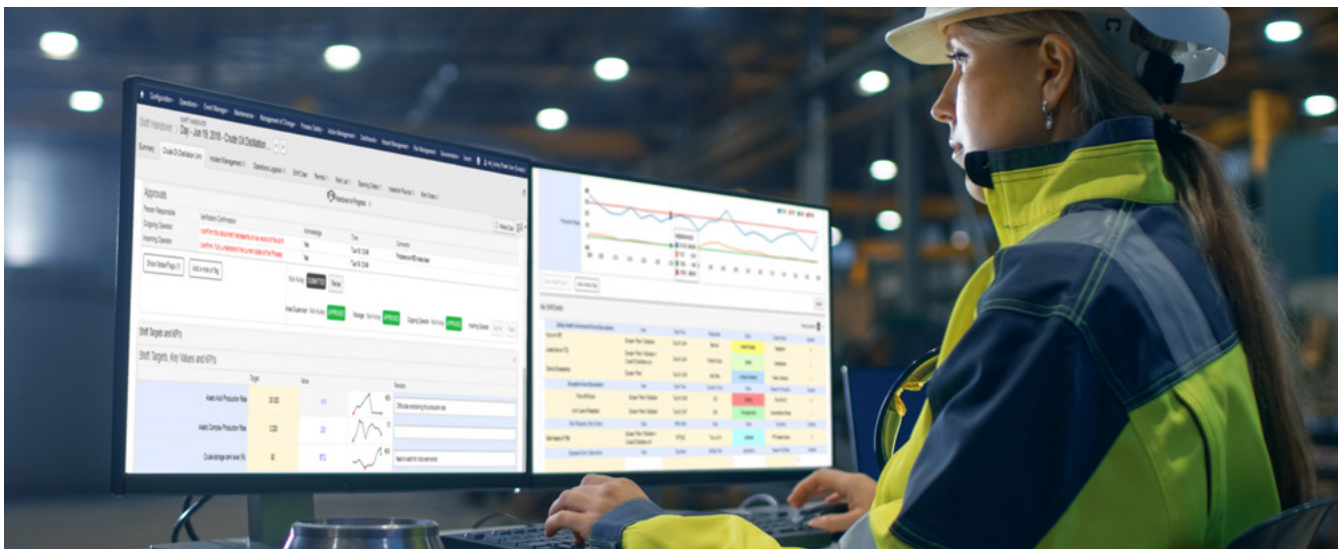
## Mobility

j5 Mobility is used on industry-standard mobile devices based on popular operating systems. Any authorized user can view operations information on a mobile device, which means that staff do not need to regularly return to the control room. Thanks to j5 IndustraForm Templates, desktop and mobile applications are now in sync, and there are no advanced source code programming skills required to deploy mobile applications.



**It has become an essential tool. Managers now have the ability to issue night orders, standing orders and new procedures and then have the ability to see that their direct report received and acknowledged.”**

**Plant Manager**  
Calpine







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Our technologies are shaping urban and production ecosystems to become increasingly connected and autonomous — ensuring a scalable, sustainable future.

Hexagon's PPM division empowers its clients to transform unstructured information into a smart digital asset to visualize, build and manage structures and facilities of all complexities, ensuring safe and efficient operation throughout the entire lifecycle.

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