

MANUAL

PET-HSE27-HH-MAN-00003 Hearing Fit Testing – VeriPRO - Instruction



Objective

To describe the process to complete hearing fit testing using the VeriPRO device to monitor a worker's ability to effectively fit earplug hearing protection, and to ensure earplugs provide a sufficient level of protection.

Audience

BHP HSE Business Partnership (BP) and site-based medics.

Owner

Annette Bisby, Head of Health & Safety - Corporate

Document Signatures (e-signatures are permissible)

	Business Role	Name	Signature
Approver	VP HSEQ Project	Karelis Holuby	<i>Signature on file – refer to Memorandum: Heritage BHP Petroleum HSE MS Post-Merger Update</i>

Disclaimer:

This document has been updated to meet post-merger requirements. Updates have been restricted to rebranding of logo, company name and revision number and date. Updates have not impacted the design or functionality, or taken away from original intent, of the document.

Contents

- Equipment 3**
 - 1. Calibration 3
- Testing Process 5**
 - 2.1 Testing Location and Set Up 5
 - 2.2 Testing Process 5
- Appendix 6**
 - Appendix 1 – VeriPRO – Preference Settings (One Off)..... 6
 - Appendix 2 – VeriPRO Testing Instructions..... 7
 - Appendix 3 – Exporting Results to Excel.....13
 - Appendix 4 – Uploading Results into Cority.....15
 - Appendix 5 – Exposure Level in dBA18

Equipment

1. Calibration

- *The equipment calibration must be verified prior to conducting fit testing. There is a sticker on the bottom of the processing unit.*
- *The VeriPRO device shall be calibrated annually by the manufacturer (Honeywell). Email hsprepairs@honeywell.com for a Return Merchandise Authorization (RMA), and include your name and contact details (phone, email address, postal address). If you have any questions, you can contact Honeywell at 1 877 837 4776.*
- *The calibration records shall be maintained in the Cority Industrial Hygiene equipment module. Only Cority users will be able to update the calibration records in Cority. Cority users are:*
 - Medics at each Production Unit
 - Houston Health Service
- *Below are the instructions on how to update the VeriPRO calibrations in Cority.*

Step	Instructions	Cority Screenshot																																
1	<p>a. Open Cority PROD instance and go to “Industrial Hygiene” suite</p> <p>b. Go to “Equipment” module.</p> <p>c. To find the VeriPRO device, you may need to check your view and search. Open your VeriPRO device by clicking on it</p>	<p>The screenshot shows the Cority web application interface. On the left is a navigation menu with 'Industrial Hygiene' selected. The main area is titled 'Equipment' and shows a search bar containing 'hp fit'. Below the search bar is a table with columns: Equipment Code, Description, Type, Serial No, Assigned To, Calibration Period, Last Calibration Date, and Next Calibration Date. Three rows of equipment are listed, all of type 'VeriPRO'.</p> <table border="1"> <thead> <tr> <th>Equipment Code</th> <th>Description</th> <th>Type</th> <th>Serial No</th> <th>Assigned To</th> <th>Calibration Period</th> <th>Last Calibration Date</th> <th>Next Calibration Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> HP FIT GOMNEP</td> <td>Veripro</td> <td>Company owned</td> <td>990</td> <td>Cheramie, Steven (20059309)</td> <td>Annually</td> <td>01/25/2018</td> <td>01/25/2019</td> </tr> <tr> <td><input type="checkbox"/> HP FIT GOMSHZ</td> <td>VeriPro</td> <td>Company owned</td> <td>979</td> <td>Cheramie, Steven (20059309)</td> <td>Annually</td> <td>01/24/2018</td> <td>01/24/2019</td> </tr> <tr> <td><input type="checkbox"/> HP FIT HOU</td> <td>VeriPRO</td> <td>Company owned</td> <td>959</td> <td>Gan, Jaime (20095460)</td> <td>Annually</td> <td>04/30/2019</td> <td>04/30/2020</td> </tr> </tbody> </table>	Equipment Code	Description	Type	Serial No	Assigned To	Calibration Period	Last Calibration Date	Next Calibration Date	<input type="checkbox"/> HP FIT GOMNEP	Veripro	Company owned	990	Cheramie, Steven (20059309)	Annually	01/25/2018	01/25/2019	<input type="checkbox"/> HP FIT GOMSHZ	VeriPro	Company owned	979	Cheramie, Steven (20059309)	Annually	01/24/2018	01/24/2019	<input type="checkbox"/> HP FIT HOU	VeriPRO	Company owned	959	Gan, Jaime (20095460)	Annually	04/30/2019	04/30/2020
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<p>2</p> <p>a. Update “Calibration and Maintenance” section on the “Equipment” tab. b. Save changes.</p>	<p>IH Equipment (Devices) ↔ ⓘ</p> <p>Equipment Maintenance History Calibration/Inspection History IH Equipment Documents</p> <p>Save Save and Close Delete Cancel Actions</p> <p>Layouts IH Equipment (Devices)...</p> <p>Details</p> <p>Equipment Code * HP FIT HOU 10 Description VeriPRO</p> <p>Model VeriPRO Equipment Number * 959</p> <p>Supplier Purchase Date 02/07/2015</p> <p>Equipment Type * Company owned (COMP) Calibrator</p> <p>Monitoring / Noise Monitoring <input type="radio"/> Monitoring <input checked="" type="radio"/> Noise Monitoring Direct Reading <input checked="" type="checkbox"/></p> <p>Assigned To Gan, Jaime (20095460) Status Active / in use onsite (A)</p> <p>Inactive Reminders Sent 0</p> <p>Comments FOR CALIBRATION /MAINTENANCE Email service request to hsprepairs@honeywell.com to obtain RMA number & documents. Package & send unit to Honeywell as directed. Payment must be made on US credit card for US services contact HSE Planner for card</p> <p>a Calibration and Maintenance</p> <p>Initial Cost (\$) Calibration Cost 120</p> <p>Last Calibration/Inspection Date * 04/30/2019 Next Calibration/Inspection Date 04/30/2020</p> <p>Calibration/Inspection Period * Annually</p> <p>Last Maintenance Date 02/28/2018 Next Maintenance Date mm/dd/yyyy</p> <p>Maintenance Type Replaced audio processor and headphones</p> <p>Calibration/Inspection History</p> <p>Equipment Location</p> <p>Department (ISAP Personnel Area) * Petroleum(PUS1) Division (ISAP Personnel Subarea)</p> <p>Geographic Location (ISAP HR Entity) Petroleum(PET) Location (ISAP Cost Centre)</p> <p>Organization (ISAP Organization) Occupational Health & Hygiene(30001866) Building (Contracting Company)</p> <p>Floor Area Country UNITED STATES (US)</p> <p>Houston Office</p>																				
<p>3</p> <p>a. Go to the “IH Equipment Documents” tab b. Select “New”</p>	<p>IH Equipment (Devices) ↔ ⓘ</p> <p>Equipment Maintenance History Calibration/Inspection History a IH Equipment Documents</p> <p>IH Equipment Documents</p> <p>New Delete Actions View w/ description Edit View Create View</p> <table border="1"> <thead> <tr> <th>Document Type</th> <th>Description</th> <th>Document Date</th> <th>Received From</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td>Calibration Certificate</td> <td>VERIPRO Cal Cert 20190314 Unit 959</td> <td>03/14/2019</td> <td>Honeywell</td> <td>04/02/2019 1136</td> </tr> <tr> <td>Calibration Certificate</td> <td>VERIPRO Cal Cert 20180228 Unit 959</td> <td>02/28/2018</td> <td>Honeywell</td> <td>03/08/2018 1002</td> </tr> <tr> <td>Calibration Certificate</td> <td>VERIPRO Cal Cert 20170116 Unit 959</td> <td>02/13/2017</td> <td>Honeywell</td> <td>02/13/2017 1355</td> </tr> </tbody> </table>	Document Type	Description	Document Date	Received From	Created Date	Calibration Certificate	VERIPRO Cal Cert 20190314 Unit 959	03/14/2019	Honeywell	04/02/2019 1136	Calibration Certificate	VERIPRO Cal Cert 20180228 Unit 959	02/28/2018	Honeywell	03/08/2018 1002	Calibration Certificate	VERIPRO Cal Cert 20170116 Unit 959	02/13/2017	Honeywell	02/13/2017 1355
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<p>4</p> <p>a. Select document type ie calibration certificate b. Enter document date c. Browse for where you saved the calibration certificate d. Enter description using naming convention e. Save and Close</p>	<p>IH Documents ↔ ⓘ</p> <p>Document</p> <p>New Save and Close Delete Cancel Actions</p> <p>Layouts IH Documents (GRP-000...)</p> <p>Details</p> <p>Worker</p> <p>Document Type * a Calibration Certificate (CAL) b Document Date * 03/14/2019</p> <p>Source Equipment Source Id HP FIT HOU</p> <p>Import File * c Browse...</p> <p>Received From Honeywell To Be Reviewed By</p> <p>Description * d VERIPRO Cal Cert 20190314 Unit 959</p> <p>Add Note</p> <p>Notes</p> <p>e Save and Close</p>																				

Testing Process

- *Currently, only earplugs can be fit tested using VeriPRO. Earmuffs cannot be fit tested. If using a BHP Houston VeriPRO laptop, the generic username and password should be located on the laptop. Never link the laptop to a BHP LAN or BHP wifi, as either will delete the generic user account and all the associated VeriPRO data saved to the laptop hard drive.*

2.1 Testing Location and Set Up

- *Initial set up of the VeriPRO device is outlined in Appendix 1. VeriPRO testing shall be performed in a quiet location with limited distractions.*

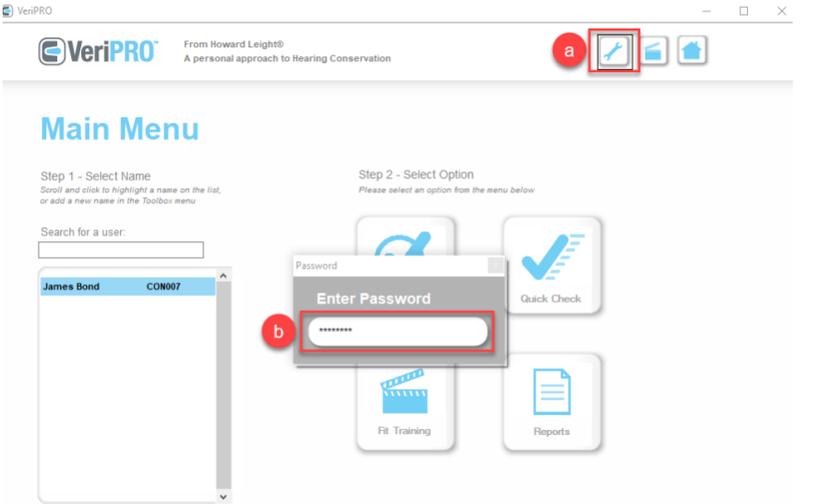
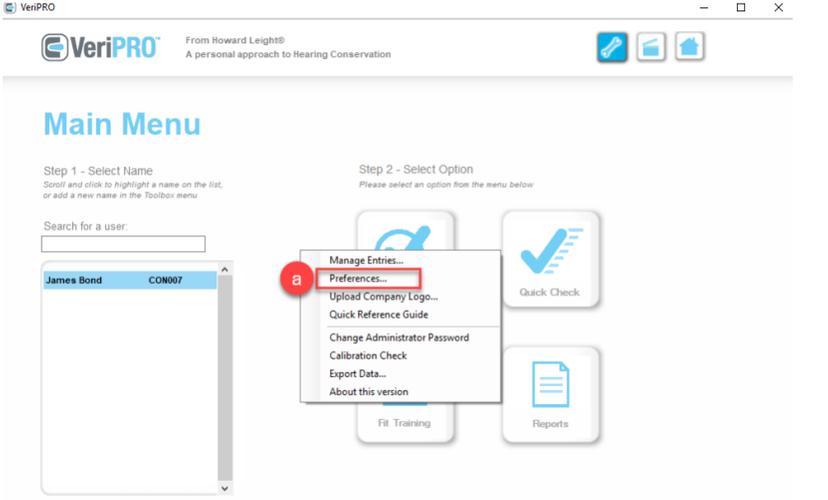
2.2 Testing Process

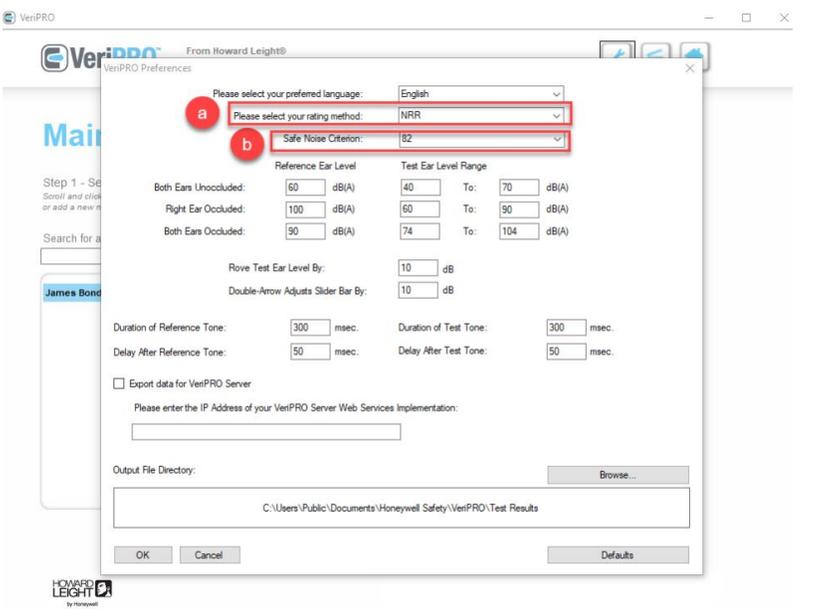
- *Identification, tracking and scheduling of hearing protection fit testing is the responsibility of the worker's employer. For BHP employees and agency contractors this identification, tracking and scheduling will be completed by the BHP HSE Business Partners (BPs) using the Cority Hearing Conservation Compliance report. If changes are needed to the enrollments, HSE BP is to contact Cority System Administrator.*
- *When scheduling a hearing protection fit test, the worker shall be told to bring:*
 - *The earplugs they usually use with them to the testing appointment along with the details of the earplug's manufacturer and product name.*
 - *For BHP employees and agency contractors they need to bring their 1SAP employee identification number (starts with 200 for BHP employees, and 800 for agency contractors).*
- *The tester shall perform hearing protection fit testing using a calibrated VeriPRO device following the instructions provided in Appendix 2.*
- *The results shall be explained to the worker and a printed copy of the report provided.*
- *For BHP employees and Agency Contractors, the results shall be uploaded into Cority. You will need to export the details of all of your tests into Excel and then upload it to Cority. Details of how to export the Excel spreadsheet are in Appendix 3, and details on how to upload the results to Cority are outlined in Appendix 4.*

Appendix

Appendix 1 – VeriPRO – Preference Settings (One Off)

The following outlines how to set up the preference settings required when setting up VeriPRO for the first time.

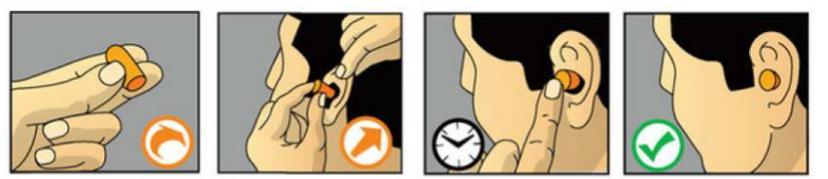
Step	Instructions	VeriPRO Screenshot
1	a. Open VeriPRO b. Click the toolbox button – enter “password” as password.	 <p>The screenshot shows the VeriPRO Main Menu interface. At the top right, there is a toolbox icon highlighted with a red box and labeled 'a'. Below the main menu, a search bar is visible with the user 'James Bond CON007' listed. A dialog box titled 'Enter Password' is open, with a red box around the password input field labeled 'b'.</p>
2	a. Select “Preferences” from the list.	 <p>The screenshot shows the VeriPRO Main Menu interface. A dropdown menu is open over the toolbox area, with the 'Preferences...' option highlighted by a red box and labeled 'a'. Other options in the menu include 'Manage Entries...', 'Upload Company Logo...', 'Quick Reference Guide', 'Change Administrator Password', 'Calibration Check', 'Export Data...', and 'About this version'.</p>

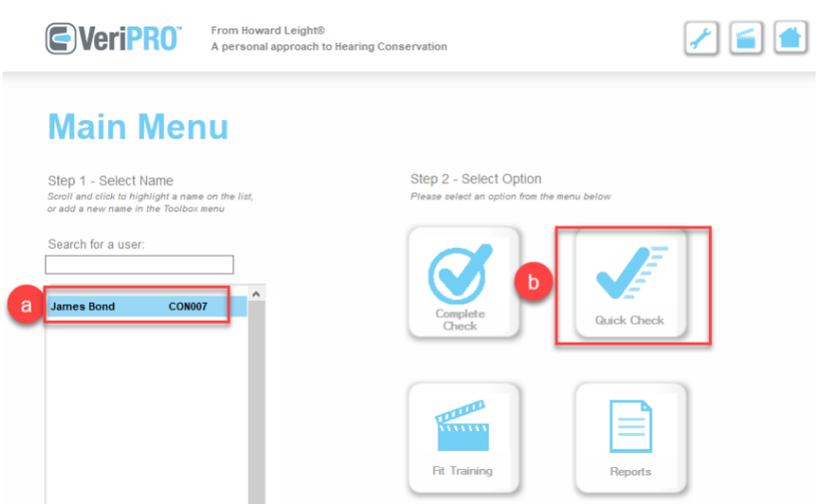
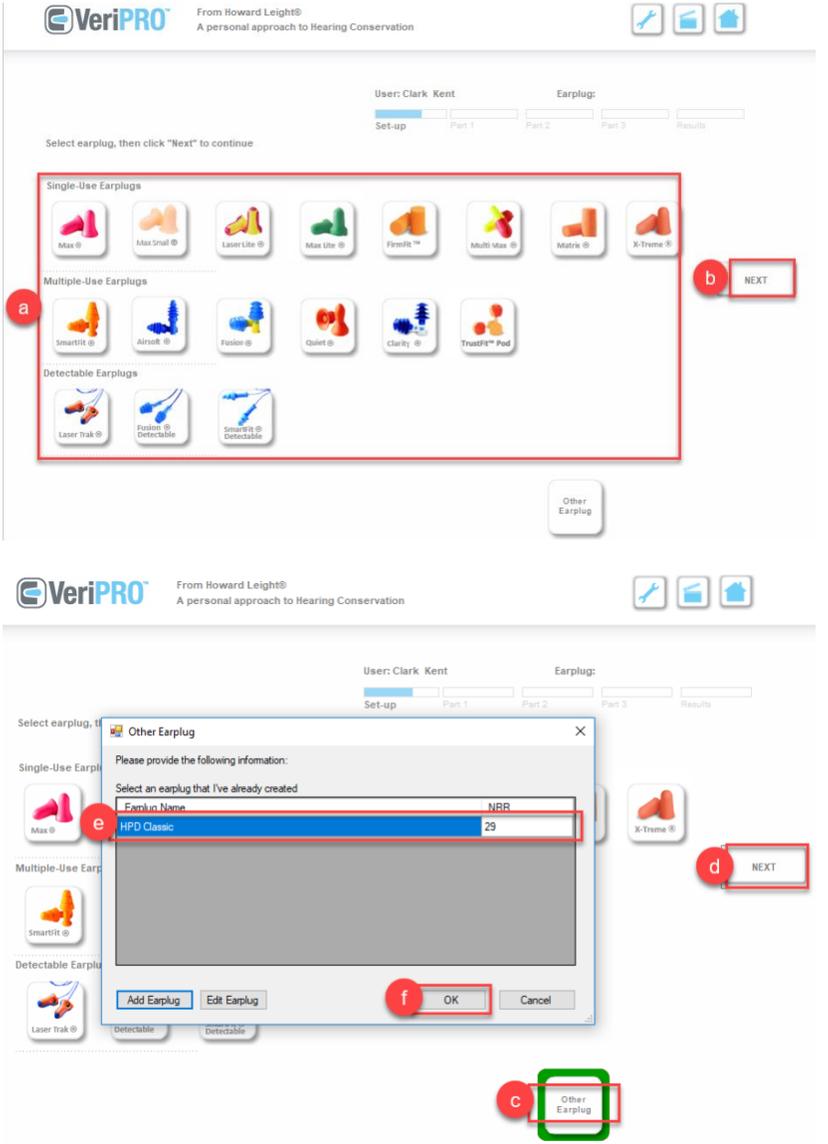
Step	Instructions	VeriPRO Screenshot
3	<ul style="list-style-type: none"> a. Set rating method to “NRR” b. Set safe noise criterion to “82”(dBA) c. Leave all other field as default 	

Appendix 2 – VeriPRO Testing Instructions

The following outlines how to conduct a VeriPRO hearing protection fit test. If you require further information, please consult the quick reference guide located with the VeriPRO device, or the [VeriPRO Quick Reference Guide](#).

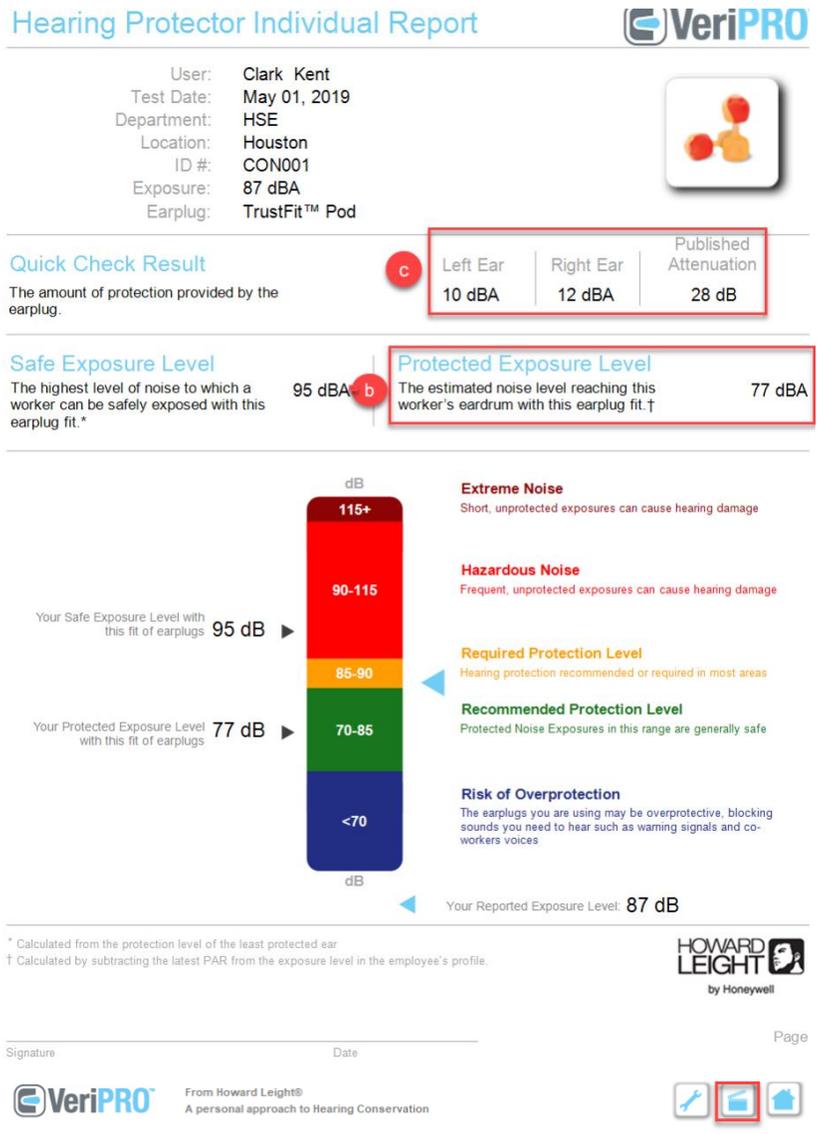
When using the VeriPRO NEVER delete any of the workers, this will result in loss of records.

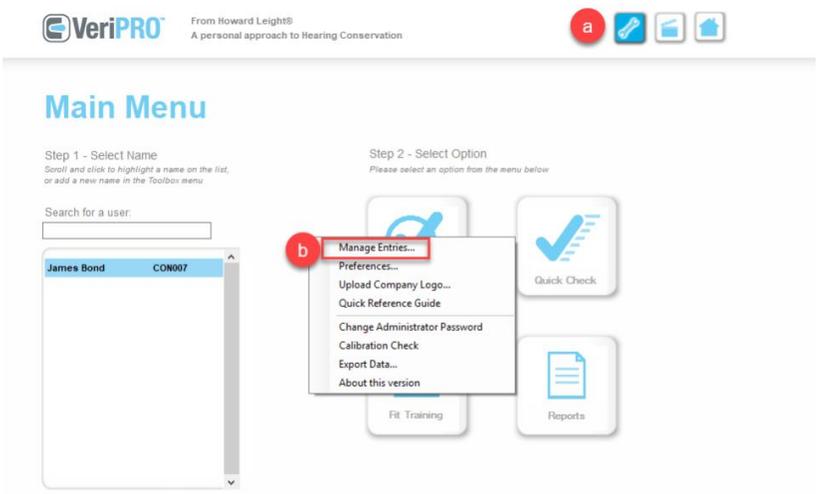
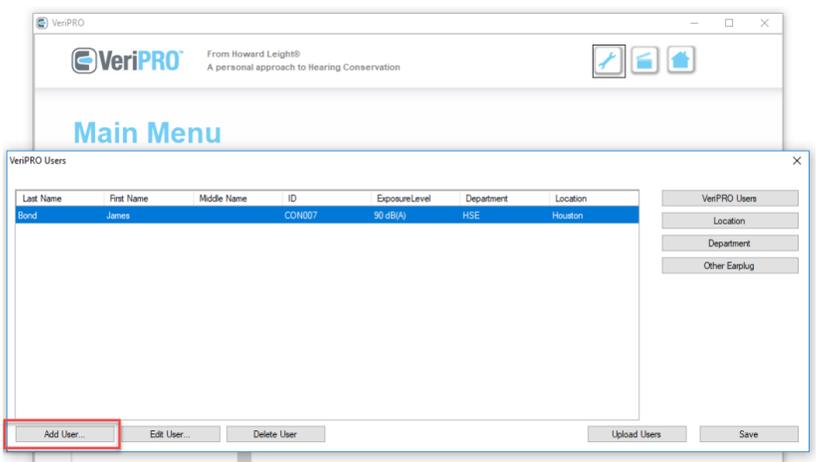
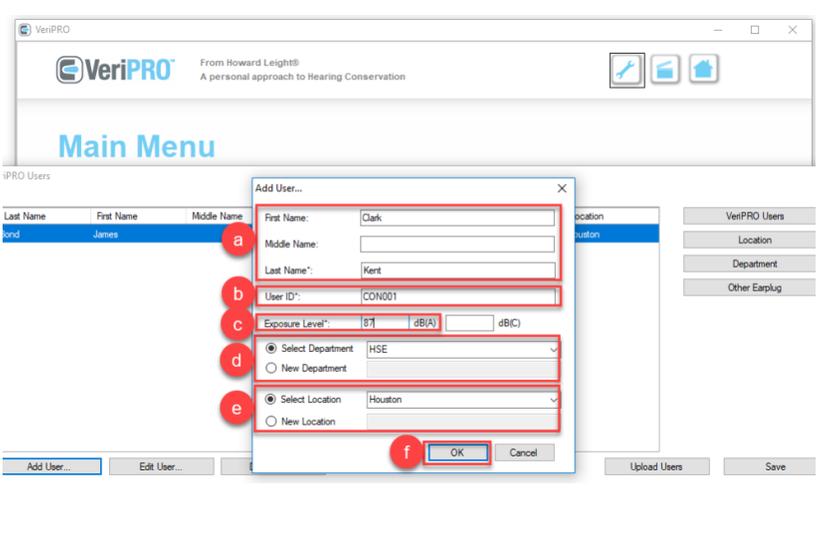
Step	Instructions	VeriPRO Screenshot
1	<ul style="list-style-type: none"> a. Introduce yourself b. Explain that the purpose of the hearing protection fit test is to verify the worker can correctly fit their earplugs, and the earplugs provide sufficient protection. c. Briefly explain the process. d. Ask worker which earplugs they usually use in the workplace. e. Ask the worker to fit the earplugs and check the fit. Provide coaching to the worker to improve fitting of earplugs if needed. 	 <div style="display: flex; justify-content: space-between;"> <div data-bbox="690 1417 885 1554"> <p>Roll: With clean hands, firmly roll entire ear plug between thumb and fingers to form a thin, tight cylinder.</p> </div> <div data-bbox="901 1417 1096 1554"> <p>Insert: Using one hand, gently lift top of ear up to open ear canal. With other hand, insert rounded end of ear plug.</p> </div> <div data-bbox="1112 1417 1307 1554"> <p>Hold: With forefinger, hold ear plug in place for 30 to 45 seconds to form a comfortable, snug fit.</p> </div> <div data-bbox="1323 1417 1518 1554"> <p>Correct: When inserted correct, the flat side of the ear plug is positioned at opening of the ear canal.</p> </div> </div>

Step	Instructions	VeriPRO Screenshot
<p>2</p> <p>Select Worker</p> <p>Open VeriPRO</p> <p>a. Select worker’s name to highlight it</p> <p>b. Click on “Quick Check” button, and go to next step</p> <p>If worker’s name does not appear on the list, go to step 7</p>		 <p>The screenshot shows the VeriPRO Main Menu. At the top, it says 'VeriPRO From Howard Leight® A personal approach to Hearing Conservation'. Below this, there are two main sections: 'Step 1 - Select Name' and 'Step 2 - Select Option'. In Step 1, there is a search box and a list of users. 'James Bond CON007' is highlighted with a red box and labeled 'a'. In Step 2, there are four buttons: 'Complete Check', 'Quick Check', 'Fit Training', and 'Reports'. The 'Quick Check' button is highlighted with a red box and labeled 'b'.</p>
<p>3</p> <p>Testing – Earplug Selection</p> <p>Click on the “CONTINUE” button.</p> <p>a. Select the earplug the worker reported they usually use in step 1</p> <p>b. Click on “NEXT.”</p> <p>c. If their earplug is not displayed select “Other Earplug”</p> <p>d. Click on the “NEXT” button.</p> <p>e. Select earplug from list.</p> <p>f. Click on “OK” button</p>		 <p>The screenshot shows the Earplug Selection screen. At the top, it says 'VeriPRO From Howard Leight® A personal approach to Hearing Conservation'. Below this, there are fields for 'User: Clark Kent' and 'Earplug:'. There are also fields for 'Set-up', 'Part 1', 'Part 2', 'Part 3', and 'Results'. The main area is titled 'Select earplug, then click "Next" to continue'. It contains three sections: 'Single-Use Earplugs', 'Multiple-Use Earplugs', and 'Detectable Earplugs'. Each section has several earplug icons. A red box highlights the entire earplug selection area, labeled 'a'. A 'NEXT' button is highlighted with a red box and labeled 'b'. Below the earplug selection area is an 'Other Earplug' button. The bottom screenshot shows the 'Other Earplug' dialog box. It says 'Please provide the following information: Select an earplug that I've already created'. There is a table with two columns: 'Earplug Name' and 'NRR'. The first row is 'HPD Classic' with '29' in the NRR column. This row is highlighted with a red box and labeled 'e'. There are 'Add Earplug', 'Edit Earplug', 'OK', and 'Cancel' buttons. The 'OK' button is highlighted with a red box and labeled 'f'. The 'Other Earplug' button from the previous screenshot is highlighted with a green box and labeled 'c'. A 'NEXT' button is also visible in the bottom right, labeled 'd'.</p>

Step	Instructions	VeriPRO Screenshot
	<p>g. If it is not displayed click on “Add Earplug”</p> <p>h. Enter earplug name,</p> <p>i. Enter Noise Reduction Rating (NRR) found on packaging or manufacturer’s website.</p> <p>j. Click “Save.”</p> <p>Highlight earplug and click “OK.”</p>	
<p>4</p>	<p>Testing – Without Earplugs</p> <p>a. Explain the testing process to the worker.</p> <p>Note: Worker should not wear any earplugs at the start of the test.</p> <p>b. Worker to place headphones over their ears as shown: right ear = red, left ear = blue.</p> <p>c. Click “CONTINUE.”</p> <p>d. Ask worker to slide the blue bubble up/down the vertical bar until the pulsing tones in their left ear and right ears are the same.</p> <p>e. Worker selects match. This process will be repeated at several frequencies.</p> <p>NOTE: If the worker is unable to match the tone, then try clicking on the double arrows, at the top and bottom of the slider bar, to move to a higher or lower range.</p>	

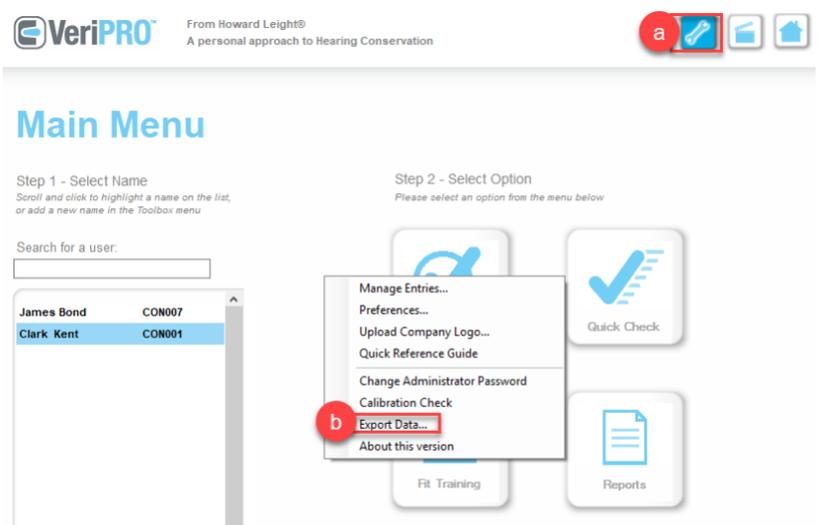
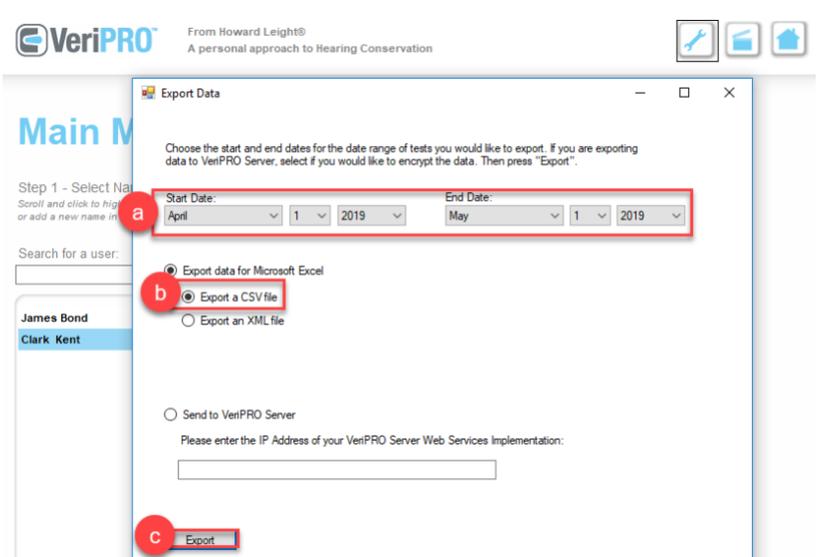
Step	Instructions	VeriPRO Screenshot
	<p>Testing – Earplug Check</p> <p>f. Ask worker to remove headphones, fit right earplug only, and put headphones back on</p> <p>g. Click on “CONTINUE”. Worker to follow the same process as above to match the tones using the blue bubble.</p> <p>h. Ask worker to remove headphones, fit left earplug as well, put headphones back on.</p> <p>i. Click on “CONTINUE”. As before the worker will use the blue bubble to match the tones in both ears.</p> <p>When the test is finished, click on “CONTINUE.”</p>	
<p>5</p>	<p>Result Report - View on screen</p> <p>a. Select “View on Screen.”</p>	

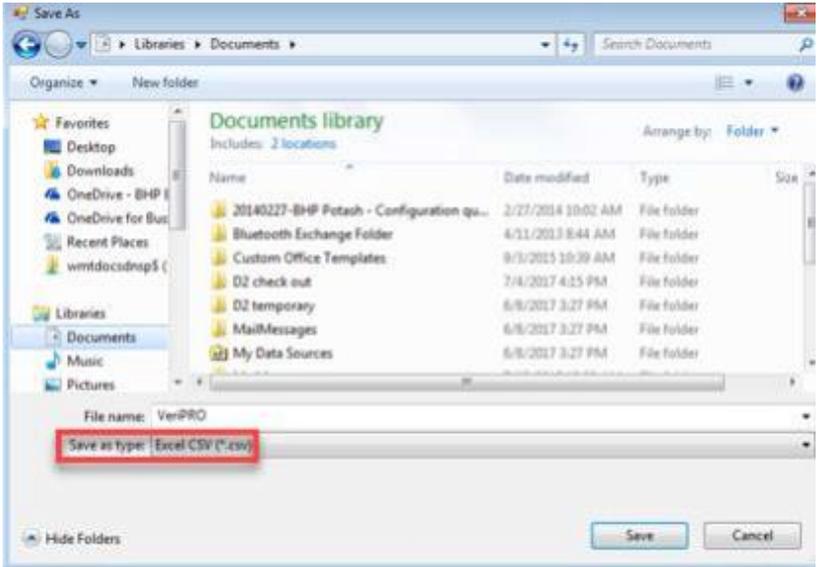
Step	Instructions	VeriPRO Screenshot
	<p>Results Report</p> <p>Explain the outcome of the test</p> <p>b. Protected Exposure Level</p> <ul style="list-style-type: none"> • <82dBA = earplugs provide adequate protection based on the SEG exposure entered, worker has PASSED the test. • ≥82dBA = earplug does not provide adequate protection, worker has FAILED the test, you must retest: <ul style="list-style-type: none"> - Provide further education and return to step 2 to repeat the test. - Return to step 2 BUT use the “Complete Check” test with the same earplug. - Use a different type of earplug and return to step 2 to repeat the test, <p>If after education and trying at least 3 different earplugs the worker was unable to pass the test, the worker must use earmuffs. This needs to be documented on the printed report and scanned and retained in Cority.</p> <p>c. Quick Check Result</p> <ul style="list-style-type: none"> • Shows how much protection the worker achieved in their left and right ears compared to the level of protection they should have gotten if fitted properly. In this example the worker achieved 10-12dBA of protection but should have gotten 28 dBA of protection, they failed to fit the earplug properly. The process outlined above should be followed to retest the worker. <p>NOTE: VeriPRO has training on how to fit earplugs select one of the “Fit Training” icons, or use this link: How to Fit Earplugs</p>	 <p>The screenshot shows a 'Hearing Protector Individual Report' for Clark Kent, dated May 01, 2019. It details a 'Quick Check Result' showing 10 dBA protection in the left ear and 12 dBA in the right ear, compared to a 'Published Attenuation' of 28 dB. A 'Protected Exposure Level' of 77 dBA is shown, which is above the 'Required Protection Level' of 85-90 dB. A vertical bar chart on the right indicates noise levels from <70 dB to 115+ dB, with the worker's reported exposure level of 87 dB highlighted in blue. The report also includes a 'Main Menu' with options like 'Complete Check', 'Quick Check', 'Fit Training', and 'Reports'.</p>

Step	Instructions	VeriPRO Screenshot
6	<p>Conclusion</p> <ul style="list-style-type: none"> • Provide worker with PDF copy of report (use the print icon at the top left of the report screen). • Check if worker has any final questions and thank them for their time. 	
7	<p>Create new worker</p> <ol style="list-style-type: none"> Click on toolbox button – enter “password” as the password. Select “Manage Entries” 	 <p>The screenshot shows the VeriPRO Main Menu. At the top, there is a search bar for users, currently showing 'James Bond CON007'. Below the search bar is a list of users. To the right of the search bar, there is a 'Manage Entries...' button highlighted with a red box and the letter 'b'. Other buttons include 'Quick Check', 'Fit Training', and 'Reports'. The menu also includes options like 'Preferences...', 'Upload Company Logo...', 'Quick Reference Guide', 'Change Administrator Password', 'Calibration Check', 'Export Data...', and 'About this version'.</p>
8	<p>Select “Add User”</p>	 <p>The screenshot shows the VeriPRO Main Menu with a 'VeriPRO Users' window open. The window contains a table with columns: Last Name, First Name, Middle Name, ID, ExposureLevel, Department, and Location. The table has one row: Bond, James, Middle Name, CON007, 90 dB(A), HSE, Houston. Below the table are buttons for 'Add User...', 'Edit User...', and 'Delete User'. The 'Add User...' button is highlighted with a red box.</p>
9	<p>Fill in the following fields</p> <ol style="list-style-type: none"> Worker’s first and last name User ID: BHP employees = 1SAP employee number starting with 200 Agency contractors = 1SAP worker number starting with 800 Service contractors = enter Cority CON number if you have Cority access, or contractors’ surname again NOTE: 1SAP numbers must be used for employees and agency contractors in order to import results into Cority. Exposure level in dBA field only – use the Exposure Risk Profile SEG’s Noise95% UCL, Appendix 5 shows you how to find this. Department – enter employer name, e.g., BHP or Schlumberger etc. 	 <p>The screenshot shows the VeriPRO Main Menu with the 'Add User...' dialog box open. The dialog box has the following fields: First Name (Clark), Middle Name, Last Name (Kert), User ID (CON001), Exposure Level (87 dB(A)), Department (HSE), and Location (Houston). Red boxes and letters 'a' through 'f' indicate the fields: 'a' for First Name, 'b' for Middle Name, 'c' for Last Name, 'd' for Department, 'e' for Location, and 'f' for the OK button.</p>

Step	Instructions	VeriPRO Screenshot
	<p>e. Location – enter work location, e.g. GOM Shenzi. f. Click “OK” and go back to Step 2.</p> <p>If the department/location drop down box does not have the item you need, select the new department/location button and type it in.</p>	

Appendix 3 – Exporting Results to Excel

Step	Instructions	VeriPRO Screenshot
<p>1</p>	<p>a. Clinic on Tools icon b. Select “Export Data”</p>	
<p>2</p>	<p>a. Enter the date range of testing (e.g. the campaign start date and end date) b. Check box for export to Excel CSV file. c. Click on “Export”</p>	

Step	Instructions	VeriPRO Screenshot
3	a. Name the file and save it as a csv file	 <p>The screenshot shows a Windows 'Save As' dialog box. The title bar reads 'Save As'. The address bar shows 'Libraries > Documents'. The left sidebar shows 'Documents' selected. The main pane shows a list of folders in the 'Documents library'. At the bottom, the 'File name' field contains 'VeriPRO' and the 'Save as type' dropdown is set to 'Excel CSV (*.csv)'. A red box highlights the 'Save as type' dropdown. 'Save' and 'Cancel' buttons are at the bottom right.</p>

Appendix 4 – Uploading Results into Cority

Step	Instructions	Screenshot																																				
1	<p>User Id on the VeriPRO CSV file must match the worker # in Cority.</p> <p>To check go to Cority:</p> <ol style="list-style-type: none"> Go to the Demographics module Search for the worker Confirm their Cority worker # matches the User Id in the VeriPRO CSV file. <p>NOTE: If the worker does not exist in Cority you will need to create the worker’s profile in Demographics if you want to import their records.</p> <p>Repeat the above for all workers listed in the VeriPRO CSV file.</p>	<p>VeriPRO CSV</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>First Name</td> <td>Last Name</td> <td>User Id</td> <td>Department</td> <td>Location</td> <td>Exposure</td> <td>Exposure</td> <td>GUID</td> <td>Test Type</td> <td>Left Atten</td> <td>Left Atten</td> </tr> <tr> <td>2</td> <td>James</td> <td>Bond</td> <td>CON007</td> <td></td> <td>Houston</td> <td>70</td> <td>0</td> <td>3f86d396-f</td> <td>Quick Che</td> <td>0</td> <td>19</td> </tr> </tbody> </table> <p>Cority Demographic Module</p> <p>The screenshot shows the Cority Demographic Module interface. The 'Workers' section is active, displaying a search bar with 'Bond' entered and a list of results. The first result is 'Bond, James' with a worker ID of 'CON007'.</p>		A	B	C	D	E	F	G	H	I	J	K	1	First Name	Last Name	User Id	Department	Location	Exposure	Exposure	GUID	Test Type	Left Atten	Left Atten	2	James	Bond	CON007		Houston	70	0	3f86d396-f	Quick Che	0	19
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2	<p>Earplug name on VeriPRO CSV file must match the earplug equipment code in Cority.</p> <p>To check:</p> <ol style="list-style-type: none"> Go to the Industrial Hygiene/Equipment module. Select the “Hearing Protection Devices – Ear Plugs” view. Look for the earplug equipment code and compare to VeriPRO CSV file. If they are not the same, change the VeriPRO CSV file earplug name to match the equipment code. In the example given, HPD Classic rather than 3M Classic. <p>NOTE: If the ear plug is not listed – you need to create it. Things to remember:</p> <ul style="list-style-type: none"> Make sure you are using the Industrial Hygiene Equipment (PPE) layout. Make sure the equipment code starts with “HPD” Fill in the mandatory fields and Noise Reduction Rating. <p>Repeat the above for all earplugs listed in the VeriPRO CSV file.</p>	<p>VeriPRO CSV</p> <table border="1"> <thead> <tr> <th></th> <th>X</th> <th>Y</th> <th>Z</th> </tr> </thead> <tbody> <tr> <td>Test Date</td> <td>10/19/2018</td> <td>Earplug Name</td> <td>Published</td> </tr> <tr> <td></td> <td></td> <td>3M Classic</td> <td>29</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th>X</th> <th>Y</th> <th>Z</th> </tr> </thead> <tbody> <tr> <td>Test Date</td> <td>10/19/2018</td> <td>Earplug Name</td> <td>Published</td> </tr> <tr> <td></td> <td></td> <td>HPD Classic</td> <td>29</td> </tr> </tbody> </table> <p>Cority IH Equipment Module</p> <p>The screenshot shows the Cority IH Equipment Module interface. The 'Equipment' section is active, displaying a list of hearing protection devices. The 'HPD Classic' entry is highlighted, showing a description of '3M E-A-R Classic ear plug' and a noise reduction rating of 29.</p>		X	Y	Z	Test Date	10/19/2018	Earplug Name	Published			3M Classic	29		X	Y	Z	Test Date	10/19/2018	Earplug Name	Published			HPD Classic	29												
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Step	Instructions	Screenshot
3	<p>Import spreadsheet into Cority</p> <ol style="list-style-type: none"> Go to Industrial Hygiene suite – Hearing Fit module Actions – Import Results Select Standard = VeriPRO Select File = Browse for the VeriPRO CSV file you saved. Select Import – you will get a Cority message asking if you want to upload the records to Cority – select Yes. <p>There will be a second Cority message. Confirm all the records were added, and none were rejected.</p> <p>NOTE: If records were rejected go back and repeat steps 1 and 2.</p>	<p>The screenshot shows the Cority Industrial Hygiene suite interface. The top screenshot displays the 'Hearing Fit Tests' page, which includes a table of test results. A red box labeled 'a' highlights the 'Import Results' button in the 'Actions' menu. The bottom screenshot shows the 'Hearing Fit Test: Import Utility' page, where a red box labeled 'c' highlights the 'Select Standard' dropdown menu (set to 'Veri PRO'), a red box labeled 'd' highlights the 'Browse...' button next to the 'Select File' field, and a red box labeled 'e' highlights the 'Import' button.</p>

Step	Instructions	Screenshot
4	<p>Entering Overall Pass/Fail result for each worker.</p> <p>Open the worker's test record (click on the worker's name)</p> <ol style="list-style-type: none"> Click on the "Fit Tests" tab Click on the hearing protector Check "Protected Exposure" field If Protected Exposure ≤ 82 select "Pass" for Overall Pass Fail" If Protected Exposure >82 select "Fail" and trigger a new hearing protection fit test for the worker. Click on Save and close. 	

Appendix 5 – Exposure Level in dBA

To locate the worker’s Exposure Risk Profile, use this link [Exposure Risk Profile](#) – navigate through the folder structure to find the right BET. For example – for Shenzi click on Conventional → Shenzi → select most recent Exposure Risk Profile.

To work out the 95% UCL (See screenshot below for visual steps).

1. Click on the Quantitative Assessment tab at the bottom of the spreadsheet.
2. Look for the worker’s SEG (e.g., Operations Techn & CRO).
3. Go to noise exposure.
4. Look across to the 95% UCL column and take the number in dBA.

Quantitative Assessment (Exposure Profiles)		Final Classification		Criteria: 95% UCL or Lands 95% UCL	
Extend the tables below as needed.		Possibly exceeding the OEL		≥ to the OEL	
		Possibly exceeding 50% of the OEL		≥ 50% of the OEL & < the OEL	
		Possibly exceeding 10% of the OEL		≥ 10% of the OEL & < 50% of the OEL	
		Unlikely to exceed 10% of the OEL		< 10% of the OEL	

Site/Asset	Shenzi										
SEG Name	SEG Population (N)	Samples collected	Date Monitoring Completed	Analysis Method	OEL	Shift Adjusted OEL	Normal Distribution	Mean	SD	95% UCL	Final Classification
							Lognormal Distribution	MVUE	GSD	Land's 95% UCL	
OIM & Supervision, Planner (Production, Maintenance) SHE-01											
Noise	12	24	11/21/2016	Dosimeter	85 dBA	85dBA	Normal	76.2	2.7	86.2	Possibly exceeding the OEL
Benzene	12	12	11/22/2016	Badge	0.5	0.475	Normal	0.043	2.1	0.098	Possibly exceeding 10% of the OEL
Toluene	12	12	11/23/2016	Badge	50	33.5	Normal	0.131	2.6	0.343	Unlikely to exceed 10% of the OEL
Ethylbenzene	12	12	11/21/2016	Badge	100	95	Normal	0.098	1.8	0.185	Unlikely to exceed 10% of the OEL
Xylene	12	12	11/25/2016	Badge	50	33.5	Normal	0.337	2.04	0.733	Unlikely to exceed 10% of the OEL
Naphthalene	12	1	9/20/2014	Badge	10	10	Normal	0.27		0.27	Unlikely to exceed 10% of the OEL
Total Hydrocarbons	12	12	11/21/2016	Badge	20	13.4	Normal	1.18	1.9	2.3	Possibly exceeding 10% of the OEL
Operations Techn & CRO SHE-03											
Noise	23	29	11/21/2016	Dosimeter	85 dBA	85dBA	Normal	83.5	2.1	88.5	Possibly exceeding the OEL
Benzene	23	37	11/21/2016	Badge	0.5	0.475	Normal	0.035	1.9	0.055	Unlikely to exceed 10% of the OEL
Toluene	23	37	11/21/2016	Badge	50	33.5	Normal	0.08	1.7	0.11	Unlikely to exceed 10% of the OEL
Ethylbenzene	23	37	11/21/2016	Badge	100	95	Normal	0.08	1.7	0.1	Unlikely to exceed 10% of the OEL
Xylene	23	37	11/21/2016	Badge	50	33.5	Normal	0.25	1.7	0.36	Unlikely to exceed 10% of the OEL
Naphthalene	23	14	9/20/2014	Badge	10	10	Normal	0.266	1.21	0.299	Unlikely to exceed 10% of the OEL
Total Hydrocarbons	23	37	11/21/2016	Badge	20	13.4	Normal	0.796	1.78	1.12	Unlikely to exceed 10% of the OEL
Methanol	23	6	9/21/2014	NIOSH 2000	200	133	Normal	0.055	1.1	0.062	Unlikely to exceed 10% of the OEL
DPM	23	12	11/21/2016	NIOSH 5040	30	28	Normal	1.3	1.47	1.8	Unlikely to exceed 10% of the OEL
I&A Technician SHE-06											
Noise	5	18	11/21/2016	Dosimeter	85 dBA	85dBA	Normal	83.3	1.5	85.8	Possibly exceeding the OEL
Benzene	5	16	11/21/2016	Badge	0.5	0.475	Normal	0.04	1.8	0.07	Possibly exceeding 10% of the OEL
Toluene	5	16	11/21/2016	Badge	50	33.5	Normal	0.09	1.7	0.143	Unlikely to exceed 10% of the OEL
Ethylbenzene	5	16	11/21/2016	Badge	100	95	Normal	0.09	1.7	0.142	Unlikely to exceed 10% of the OEL
Xylene	5	16	11/21/2016	Badge	50	33.5	Normal	0.3	1.86	0.5	Unlikely to exceed 10% of the OEL
Naphthalene	5	5	9/20/2014	Badge	10	10	Normal	0.27	1.19	0.28	Unlikely to exceed 10% of the OEL
Total Hydrocarbons	5	16	11/21/2016	Badge	20	13.4	Normal	0.79	1.76	1.27	Unlikely to exceed 10% of the OEL
Methanol	5	8	9/21/2014	NIOSH 2000	200	133	Normal	0.12	1.3	0.2	Unlikely to exceed 10% of the OEL
DPM	5	4	9/22/2014	NIOSH 5040	30	28	Normal	1	1.1	1.3	Unlikely to exceed 10% of the OEL
Mechanic / tech											

NOTE: If you are unsure about which SEG the worker fits into, go to the Define SEGs tab and the job titles are listed for each SEG (see screenshot below).

Site/Asset	Shenzi										
SEG Name	Description of Primary Tasks	Shift Rotation	Shift Length	Work Period	HR Job Titles						
OIM & Supervision, Planner (Production, Maintenance) SHE-01	Officer in charge, office work and inspections of platform, control room ops	1st	12	14 days on; 14 days off	OIM (2), ops super (2), Maintenance super (2), Associate planning specialist (2), field materials tech (1), Sr. materials tech (1), Associated Process engineer (2)						
Operations Techn & CRO SHE-03	Daily rounds, shake outs, MMS pilot level testing, valve replacement, isolations	1st/2nd	12	14 days on; 14 days off	Field ops tech (11), Sr. Ops Tech (9), Ops tech (3)						
I&A Technician SHE-06	control system, PLC, meter calibrations, IMMS server checks, trouble shooting	1st	12	14 days on; 14 days off	Field I&A tech (2), Sr. I&A tech (3)						
Mechanic / tech SHE-07	break down, intrusive PMS, change oil & filters, fire water checks, lube oil top offs.	1st	12	14 days on; 14 days off	Sr mech tech (2), Field Mechanical Tech (3)						
Electrical Tech SHE-08	electrical maintenance, PMS, HVAC, UPS battery charging system checks	1st	12	14 days on; 14 days off	Electrical tech (1), Sr. Electrical tech (1), Field electrical tech (2)						
Medic & HSE	Medical work, training, helideck ops	1st	12	14 days on; 14 days off	HSE specialist (2), admin HSEC reporting (medic) (2)						