



***DWRAPS – CAIR Operational Defect Reporting Guidance (for Facility PICs)***

July 2019

# DWRAPS – CAIR Operational Defect Reporting Guidance

- The objective of this slide pack is to provide guidance for facility PICs for the reporting of operational defects encountered during normal operations, maintenance events, and facility inspections.
- The CAIR database will be used for the prioritization of corrective actions for all reported operational defects. The individual CAIR Tasks will be entered via the DWRAPS application as explained in this slide pack. To avoid the duplication of tasks in the CAIR system, be sure to review existing/open CAIR tasks for the facility before submitting a new entry.
- In order to reduce the number of CAIR task entries by the PIC, the PIC may include several identified defects in a single CAIR task entry. The responsible individuals in the next approval tiers will then separate and categorize the individual items as necessary.

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- Under the 'ePOB' tab on the DWRAPS entry screen (as viewed by the PIC), click the 'Add Task' button on the right side of the 'CAIR List' section.

ePOB: Total # of Personnel: 0 AM : IN-PROGRESS

# of Bunks:  Type of Helicopter:

Dept.	Esntl	UWA	FQ	Name	Company	Position	TRN	Person Weight	# of Bags	Baggage Weight	Total Weight	Loc
No ePOB AM Personnel records found.												
Total # Personnel : 0								Weight Totals : 0 0 0 0				

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CAIR List

Operational Field: EW-826A Facility:

Facility	ID	Description	Category	Owner	INC?	MOC#	Status
EW-826A	3924	Test description	Construction	Construction Tech	N		Open
EW-826A	3929	T3	Construction	Construction Engineer	N		Open
EW-826A	3934	T 8	Construction	MI Supervisor	N		Open
EW-826A	3941	Test 123	Construction	MI Supervisor	N		Open
EW-826A	4944	Test 123456	Construction	MI Supervisor	WO	M_001	Open
EW-826A	4961	Test 123	Crane	Maintenance Crane Foreman	WO		Open

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- Once the 'Add CAIR Details' pop-up window opens, use the 'Facility' drop down menu to select the appropriate location.

The screenshot shows the 'Add CAIR Details' pop-up window. The 'Facility' dropdown menu is highlighted with a red circle and an arrow pointing to it. The window contains the following fields and controls:

- Facility:** A dropdown menu with a red asterisk indicating it is required.
- Input Date:** A text field containing '6/13/2019' and a calendar icon, with a red asterisk.
- Category:** A dropdown menu with 'Construction' selected and a red asterisk.
- Description:** A large text area with a red asterisk.
- BSEE/Regulatory Related?:** A checkbox that is currently unchecked.
- Priority:** A dropdown menu with 'Select Priority' selected.
- MOC?:** A text field.
- Shut-In Req?:** A text field.
- MOC #:** A text field.
- Owner:** A text field.
- Priority:** A text field.
- Status:** A text field.
- Add File:** A button.
- Submit, Save, Close:** Buttons at the bottom right.

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- Use the ‘Category’ drop-down menu to identify the appropriate functional group for the defect being reported. Reference the next slide for examples of defects that would fall under the various categories.

The screenshot shows a web application interface for reporting defects. A modal window titled "Add CAIR Details" is open, containing several input fields and buttons. The "Category" dropdown menu is highlighted with a red oval and an arrow pointing to it from the text above. The form includes fields for Facility, Input Date (6/13/2019), Description, BSEE/Regulatory Related?, Priority (Select Priority), MOC?, Shut-In Req?, MOC #, Owner, and Status. There are also buttons for Add File, Submit, Save, and Close.

Facility	Input Date	Category	Description	BSEE/Regulatory Related?	Priority	MOC #	Owner	Status
	6/13/2019	Construction		<input type="checkbox"/>	Select Priority			



# CAIR Task Category Examples (including, but not limited to):

## ■ Automation

- Repeatability issues related to PSHL/LSHL alarm activation
- Inaccurate transmitter readings

## ■ Construction

- Corroded grating
- Heavy active external corrosion on pressure vessels and piping
- Heavy active external corrosion on structural steel
- Large valves that are leaking or otherwise defective (which require rigging support for replacement)

## ■ Crane

- Corrosion on crane structural members
- mechanical issues with hydraulic systems or engine systems
- Defects in safety systems, integrity issues with wire rope, pulleys, sheaves, etc.

## ■ HSER

- Defects or integrity issues with lifesaving equipment
- Chemical hygiene issues
- Industrial hygiene issues

## ■ Operations

- Issues with living quarters
- Artificial lift system issues
- Recurring overboard water quality or export crude BS&W issues
- Flow assurance or production chemistry issues

## ■ Rotating Equipment

- Reliability issues
- Excessive lubricant or coolant leaks

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- Enter a detailed description of the defect being identified.

The screenshot shows a web application interface for reporting defects. A modal window titled "Add CAIR Details" is open. The form contains several fields: "Facility" (dropdown), "Input Date" (calendar icon, value: 6/13/2019), "Category" (dropdown, value: Construction), "Description" (text area, highlighted with a red box), "BSEE/Regulatory Related?" (checkbox), "Priority" (dropdown, value: Select Priority), "MOC?" (checkbox), "MOC #" (text), "Shut-In Req?" (checkbox), "Owner:" (text), "Add File" (button), "Submit", "Save", and "Close" (buttons). The background shows a "CAIR List" table with columns for "Facility" and "Status".

Facility	Status
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open

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- If the defect being identified in the CAIR Task is based on an observation made by BSEE or other regulatory body (for an item that is NOT an issued INC), check the ‘BSEE/Regulatory Related?’ check box. **INCs should still be entered via the BIT system.**

The screenshot shows a web-based form titled "Add CAIR Details". The form contains the following fields and controls:

- Facility:** A dropdown menu with a red asterisk.
- Input Date:** A date input field containing "6/13/2019" and a calendar icon, with a red asterisk.
- Category:** A dropdown menu containing "Construction" and a red asterisk.
- Description:** A large text area with a red asterisk.
- BSEE/Regulatory Related?:** A checkbox, which is circled in red. A red arrow points to it from the text above.
- Priority:** A dropdown menu containing "Select Priority".
- MOC #:** A text input field.
- Owner:** A text input field.
- MOC?:** A text input field.
- Shut-In Req?:** A text input field.
- Add File:** A button.
- Submit, Save, Close:** Three buttons at the bottom right.

In the background, a "CAIR List" table is visible with the following data:

Facility	Status
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open



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- Use the ‘Priority’ drop-down menu to identify the priority of defect being reported. This is the subjective priority as identified by the PIC. All CAIR tasks will be risk-ranked (after entry) by the MI and Construction Teams.

The screenshot shows a web-based form titled "Add CAIR Details". The form contains several input fields and checkboxes. A red arrow points from the top of the form down to a dropdown menu labeled "Priority" which currently shows "Select Priority". The form fields include:

- Facility: [Dropdown menu]
- Input Date: 6/13/2019
- Category: Construction
- Description: [Text area]
- BSEE/Regulatory Related?:
- MOC?: [Text field]
- Shut-In Req?: [Text field]
- MOC #: [Text field]
- Owner: [Text field]
- Priority: [Dropdown menu]
- Status: [Text field]

Buttons at the bottom of the form include "Add File", "Submit", "Save", and "Close".

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- Use the ‘Add File’ button to attach any relevant pictures or documentation associated with the defect being reported. It is recommended to attach pictures if available.

The screenshot shows a web-based form titled "Add CAIR Details". The form contains the following fields and controls:

- Facility:** A dropdown menu with a red asterisk.
- Input Date:** A date input field containing "6/13/2019" and a calendar icon, with a red asterisk.
- Category:** A dropdown menu containing "Construction" and a red asterisk.
- Description:** A large text area with a red asterisk.
- BSEE/Regulatory Related?:** A checkbox.
- Priority:** A dropdown menu containing "Select Priority".
- MOC #:** A text input field.
- Owner:** A text input field.
- MOC?:** A text input field.
- Shut-In Req?:** A text input field.
- Add File:** A button highlighted with a red oval and an arrow pointing to it from the text above.
- Submit, Save, Close:** Three buttons at the bottom right of the form.

In the background, there is a sidebar with a "CAIR List" and a table with columns "Facility" and "Status". The "Facility" column lists "EW-826A" multiple times, and the "Status" column lists "Open" multiple times.

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- Click the ‘Submit’ button to send the CAIR Task to the next step in the CAIR workflow. Click the ‘Save’ button to save this Task as a draft. Click the ‘Close’ button to close this Task without saving.

The screenshot shows a web application interface for adding CAIR details. A modal window titled "Add CAIR Details" is open, containing the following fields and controls:

- Facility:** A dropdown menu with a red asterisk.
- Input Date:** A date input field containing "6/13/2019" and a calendar icon, with a red asterisk.
- Category:** A dropdown menu with "Construction" selected and a red asterisk.
- Description:** A large text area with a red asterisk.
- BSEE/Regulatory Related?:** A checkbox.
- Priority:** A dropdown menu with "Select Priority" selected.
- MOC?:** A text input field.
- MOC #:** A text input field.
- Shut-In Req?:** A text input field.
- Owner:** A text input field.
- Add File:** A button.
- Buttons:** "Submit", "Save", and "Close" buttons are located at the bottom right of the modal. A red arrow points from the top of the modal to this group of buttons, which are also circled in red.

In the background, a "CAIR List" table is visible with the following data:

Facility	Status
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open
EW-826A	Open