



## PRE-JOB BRIEFS

### Work Safely and Productively

Pre-job briefs are a foundational step in executing work as they are usually reviewed first before starting work. The pre-job brief is a fundamental human performance process that provides workers a checklist to review a job's scope and identify critical steps, initial job safety assessments, job hazards, error-likely situations, and work protection features that should be used to make the job as safe and productive as possible. Performing pre-job briefs on mobile devices, whether online or offline, means that they can be adjusted dynamically as situations dictate and performance improvement opportunities are identified.

### Analyze and Adjust

Having a paper-based or electronic standalone pre-job brief process is a good first step to improve safety and productivity. The DevonWay Pre-Job Briefs solution goes one step further by allowing users to trend and analyze the data collected so that the pre-job brief process can be adjusted to achieve a step change improvement.

## Summary of Benefits

- Minimal training requirements through the use of familiar mobile interfaces
- Always-current forms with automated version control that ensures the most recent version is always being used
- Hard cost savings by eliminating the copying, distribution, and filing of paper-based forms

## Key Features

### Multi-Platform Support

Pre-job briefs can be performed either in a browser or on a mobile app (iOS, Windows, and Android). The mobile app works both online and offline, so briefs can still be completed in field locations with non-existent or, at best, spotty access. Pre-job briefs completed offline are then automatically synced to the server when a network connection becomes available, resulting in a seamless user experience.

### Template Support with Revision Control

Partially filled out briefs can be set up as templates, making future use of those forms more streamlined and efficient. They are created and modified using an intuitive web-based UI that does not require IT skills, but still encourages proper checks and controls through a review and approval workflow prior to publication. Templates can then optionally be sent to the DevonWay Document Management system or a third-party repository for long-term storage.

### Rich Content and Advanced Data Analytics

Images, tables, signatures, and other elements can all be included as fields on a pre-job brief, ensuring users have all the flexibility they need to execute their work effectively. Data collected can then be analyzed using DevonWay's ad hoc reporting and trending capabilities, providing valuable insight into performance improvement opportunities.

The screenshot displays the 'Pre-Job Brief' form in a web-based interface. At the top, there are 'Save' and 'Options' buttons. Below them, a navigation bar shows 'Pre-Job Brief' as the active tab, with a 'New' button and a 'Status: Initiate' indicator. A warning box states: 'Compare all required fields marked with a red asterisk\* then Click [Save] above to add Hazards and Controls.' The form fields include: 'PJB Type' (dropdown), 'Job Title' (text), 'Job Description' (text with a file upload icon), 'Department' (text), 'Crew Code' (text), 'Shift' (text), 'Location' (text with a 'Choose Location' button), 'Online/Outage' (text with a 'Find Online/Outage Event' button), 'Procedure #' (text), 'Work Order #' (text), 'Project #' (text), 'USI/System' (text), 'Unit' (dropdown), 'USI' (text), 'Device' (text), 'Job Date' (calendar icon showing 12/01/2019), 'Job Time' (dropdown showing 01:40), 'Personal Protection Tag (PPT)' (radio buttons for Yes/No), 'Work Authorization (WA)' (radio buttons for Yes/No), 'Clearance Order (CO)' (text), and 'Radiological Exposure Permit (REP)' (text).

## Step Certification

During the brief execution, users electronically certify that each list has been covered. Optionally, do not allow completion of the brief until all items have been electronically marked as complete improvement opportunities.

Save

Options

Acknowledgement Complete

Pre-Job Brief

PJB-2019-2975

Status: Acknowledge

By acknowledging the PJB, I affirm the hazards, controls and lesson learned have been communicated to me in full. In addition, I have had the opportunity to participate in discussion about the workplace hazards and controls as part of my right to know and participate.

Job Title

Lorem slechts een proeftekst uit het druk keren zette riezen. Lorem Ipsum isde standaard proeftekst in deze bedrijfstak sinds de eer uw, toen een onbriy.

Job Description

Lorem slechts een proeftekst uit het druk esk en zetteriezen. Lorem Ipsum is de standaard proeftekst in deze bedrijfstak sinds de eer uw, toen een onb hena lriht loremdi ipsnem and elemts setriy.

Pre-Job Brief Team

+ Add Members

Type	Person	✓	Date	
Supervisor	Diana Ferrand	●	12/01/2019	✗
Participant	Bill Ewer	●	12/01/2019	✗
Participant	Shayan Daneshvar	●	12/01/2019	✗

Main		Troubleshooting
		Job Step
<input type="radio"/> Include	X	✎   Job Step 1
<input type="radio"/> Include	X	✎   Job Step 2
<input type="radio"/> Include	X	✎   test

## Integrated Workflows

Pre-job briefs fit naturally within DevonWay's workflow engine, so work can be performed in the field as a seamless part of a larger process that includes planning, review, validation, and other steps. This streamlines the entirety of a process's lifecycle, from initiation to closure. In addition, during the post-brief, users can quickly generate a new operating experience for wider organizational use and/or instantly initiate a revision to the brief itself.

## Configurable Forms

Admin-definable forms can be created to track every performance aspect of a job, such as job safety assessments, maintenance and work protection fundamentals, hazard identification, and more. Forms can be completed using either the desktop browser UI or the DevonWay mobile app. They do not require IT skills to manage, modify, or update, giving program owners a user-driven tool to improve safety and productivity.

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