

✓ Acknowledgment

I acknowledge that I have read, understood, and will comply with SOP# {224} {name} version {}.

{Worker Name} {LoginID} {DT}

Optional Comments:

NOTES

✗ Cancel

✓ Send

✗ Non - Acknowledgment

I am not able to acknowledge that I have read, understood, and will comply with SOP# {224} {name} version {}.

{Worker Name} {LoginID} {DT}

To help us improve this procedure, please detail reason(s):

NOTES

Note: A refusal reason is mandatory.

✗ Cancel

✓ Send

- email notify?
- response? to worker and/or SPV/WTL?
- back and forth communication?
- log all comms?
- notify user on resolution?
- who is/are the assigned BP manager(s)?

INTERMEDIATE PAGE FOR BOTH WORKER AND MANAGER

Add Note

Notify Sharon Avery

Just Add Note

via Sharon Avery email or SPV/WTL/MGR

insert to db



email to BP mgr,
'from' worker if has
email, otherwise from
SPV/WTL or MGR.

Attention Mario:

Best Practice: 3342
Name: Welding procedures
Date/Time: 2018.11.07 5PM

A non-acknowledgment with notes
has been received from Sharon Avery.
To view click this link.

Thank you.

Best Practice: 3342
Name: Welding procedures
Date/Time: 2018.11.07 5PM

Worker: Sharon Avery 4432432 Welder
BP Manager: Bill King 55434 NTM

Transcript:

Sharon Avery 2018.07.11 5pm: I refuse to acknowledge...
Sharon Avery 2018.07.11 5pm: I had a problem understanding this SOP, it is not clear
Bill King 208.07.11 5:20 pm: OK Sharon we will correct this, in the meantime please acknowledge
Sharon Avery 2018.11.5:34 pm: OK I am going to acknowledge now pending changes

Add Note

☐ I acknowledge that I have read... (shows for worker)

Status:

Closed

 Manager (only) can 'close' this issue.