



SPILL DOCTOR



GET READY TO GO DIGITAL WITH *Spill Doctor*

Client Onboarding PLAN

So, you've made the decision to move away from the old paper based approach to compliance and risk management, but what is the next step? The Pilot Study model we have developed is the perfect platform for potential clients to gain a first-hand account of the system – with the least effort and lead time required on our client's behalf.

Moving away from your current approach and system may seem to be a daunting procedure, but transferring and improving upon your current system isn't a lonely task, our on-boarding and client support staff ensure this process is seamless, transferring your current safety processes to our convenient and easy to use digital platform by moving with you, step by step, through the following stages.

CLIENT ONBOARDING ROLL-OUT PLAN:

- *Uploading and defining user's roles and privileges within the platform*
- *Uploading of your current Safety File*
- *Task-type template creation*
- *System installation and user training*

Compu-pliance is a powerful compliance and risk management solution which offers you unrivalled Health & Safety insights and control, supported by ongoing client service – we continually strive to give our clients the best service levels possible and the Pilot Study model is a lensed perspective into the software's full functionality, starting with small, manageable sections that showcase the rich user-driven features we have to offer.



Once your system is Live, the support you receive from Spill Doctor is fast, pro-active and agile, with fulltime staff spanning four offices across two continents - we are always available to help you get the most from the system during the pilot study's implementation period. Personal client-centric service is never more than a phone call away and the account management team we have assembled are experienced HSE practitioners, drawing upon rich personal backgrounds from various industries, we are perfectly poised to share and impart valuable learnings onto our partnered clients. The Pilot Study is an opportunity we are excited to extend to our potential clients, we are confident that the value it will display on a short term time frame will be more than sufficient in demonstrating the boundless functionality Compu-pliance possesses as well as the long arm of Spill Doctor's client support structures.

CLIENT ONBOARDING ROLL-OUT SCHEDULE

1. Initial Data Entry: (1 week)

- a. **System Users**
 - i. All Employees/Contractors, including their occupation, system access requirements, responsibilities and roles within the software - what they are allowed to create, share, edit and access.
- b. **Task Type/Template Creation**
 - i. **Equipment Registers:** All lists of equipment that require periodic inspection, pre-use inspections and specific equipment inspection standards are uploaded into Compu-pliance, linking back to Users/Employees/Contractors responsible for both the periodic inspections and the use of the equipment, already setup in the previous step.
 - ii. **Pre-Use and Pre-Start Task Types Created,** and added to the Task Dispatch module, managing which tasks are sent to the relevant on-site users at the predefined intervals and frequencies.
 - iii. **Setup of DSTI (Daily Safety Task Instructions) and conducting of mini risk assessments.**
- c. **Safety File**
 - i. Upload 5 Issue-Based Risk Assessments to Compu-pliance, best to identify 5 most commonly occurring tasks which the assessments cover.
 - ii. Upload 5 Safe Work Procedures relating to the above selected Risk Assessments.

2. System Installation & User Training: (3 Days)

- a. Lasting three days, Spill Doctor conducts user system training for the pre-selected pilot study users, as well as installation of the application on all PC/Smartphone/Tablet devices required.
- b. Ongoing client support and ad-hoc assistance.

