

<b>Observation Number:</b>	201900270
<b>Originator:</b>	
<b>Date Created:</b>	08-Jan-2019
<b>Business Unit:</b>	TCS
<b>Business Group:</b>	Automation & Control
<b>Project/Office:</b>	Process (A&C)
<b>Service Line:</b>	EMEA
<b>Site/Office Name:</b>	Woking Process - Chevron
<b>Work Related or Non-Work Related Observation?:</b>	Work Related
<b>Exact Location or Project of Act/Condition/Safe Behaviour:</b>	MTE site office
<b>Observation Type:</b>	Unsafe Condition
<b>Observer Name:</b>	JAMES, Lee (WG)
<b>Observer Email Address:</b>	Lee.James3@woodplc.com
<b>Stakeholder:</b>	Contractor
<b>Observation Date:</b>	07-Jan-2019
<b>Observation Time:</b>	06:30
<b>Observation Close Date:</b>	15-Jan-2019
<b>Observation Category:</b>	Work Environment Fire & Fire prevention
<b>Details of safety observation:</b>	The office fire alarm actuated as a result of burnt toast in the kitchen. The MTE fire marshal cleared the offices and then went to the muster point to take a roll call; however, he was unable to complete an accurate roll call as he did not have access to the clock-in system to print off an attendance sheet - although there were very few people in the office at that time in the morning.
<b>Immediate action taken:</b>	MTE project manager was informed of the situation and he confirmed that the fire marshal would be given access to the clock-in system.
<b>Supporting Information:</b>	
<b>Feedback required?:</b>	No