



Safety-Management-Valuation-Program

User Manual

Version: 3.0.0.0 (2018/1)

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How to Use This Document

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General

1.1 What is SMVP

The ordinance for major accidents dated by march 15th 2017 (Twelfth ordinance in order to realize the Federal Pollution Control Act – 12.BImSchV; Major Accident Ordinance: DIRECTIVE 2012/18/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 July 2012 on the control of major-accident hazards involving dangerous substances, amending and subsequently repealing Council Directive 96/82/EC) requires, that firm areas, that concern the extended responsibility of the ordinances for major accidents, possess a safety-management-system in order to prevent major accidents. The German ordinance for major accidents names fundamental requirements for the major-accident prevention policy and for the safety management system (SMS) in § 8 and Appendix III.

Within the framework of an inspection plan done by the State Agency for Nature, Environment and Consumer Protection North Rhine-Westphalia, Germany - in the office for safety of facilities – in order to assess the quality of the safety management system of potentially dangerous facilities, that had been completed in spring 1999, there also was developed an it-program called „Safety-Management-Valuation-Program (SMVP)".

First of all, the program SMVP was made for the government office in NRW, Germany as help in order to inspect safety management systems, but it also can be used by other interested , e.g. carriers of firm domains, referring to the ordinance for major accidents.

The present version of SMVP has a renewed menu interface and contains further program changes. Data from projects created using the "old" SMVP can be imported into the "new" SMVP. To benefit from the contents of the new catalogs, a new project must be created.

SMVP is freely available and can be downloaded from the website of the State Office for Nature, Environment and Consumer Protection NRW, Germany. At irregular intervals, supplemented and extended catalogs are also made available for download.

1.2 System requirements

- Operating system: Windows from version 7 or compatible applications
- MS.NET Framework Version 4.0
- Microsoft Access Runtime
- PDF Reader or compatible applications

For the full functionality of the reporting function additionally Software is needed:

- Text processing: Microsoft Word from version 2010 or compatible applications
- Calculation: Microsoft Excel from version 2010 or compatible applications



1.3 Install and Uninstall

General:

Start the install of SMVP by executing the setup file (setup.exe). This is in the directory where the appropriate zip file (SMVP.zip) is unpacked. A division into a German and an English version is no longer necessary, since the language can be changed later within the program by selecting the national flags (Figure 1).



Figure 1 National Flags for language change

After install, the computer may need to be shut down for updating the system files and restart.

Note:

When using older operating systems such as Windows XP or similar you must be equipped with appropriate administrator rights.

If the Microsoft Access Runtime is not installed or not in a current version, it can come to the following error message (Figure 2) at startup:

The 'Microsoft.ACE.OLEDB.12.0' provider is not registered on the local machine.

In this case, the Microsoft AccessDatabaseEngine (32 Bit Version) has to be installed and then the SMVP application has to be restarted.

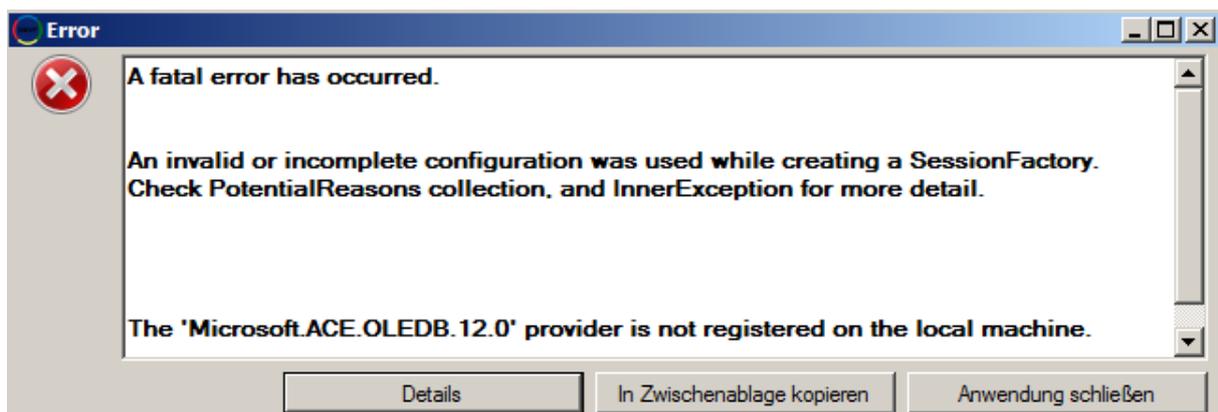


Figure 2 Error message Access Runtime is missing

Uninstall:

The program can be removed through the Control Panel under Programs and Features.

Do you want to keep the Access-databases (SMVP de.accdb, SMVP en.accdb) you have to copie and save them manually before activating the uninstall routine, otherwise, they will be removed.



Program execution:

The program starts by double clicking smvp.exe in the file directory or accessed from the start menu.

1.4 Database locking

To avoid problems that may arise in the same database with the simultaneous access of several programs, the program has a mechanism to prevent this. When accessing the Access-database, a file SMVP_de.laccdb or SMVP_en.laccdb will be generated (Figure 3), documenting the access.

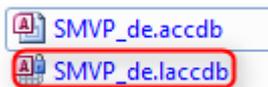


Figure 3 Lock file

The SMVP application checks for the presence of this file and will show a message (Figure 4).

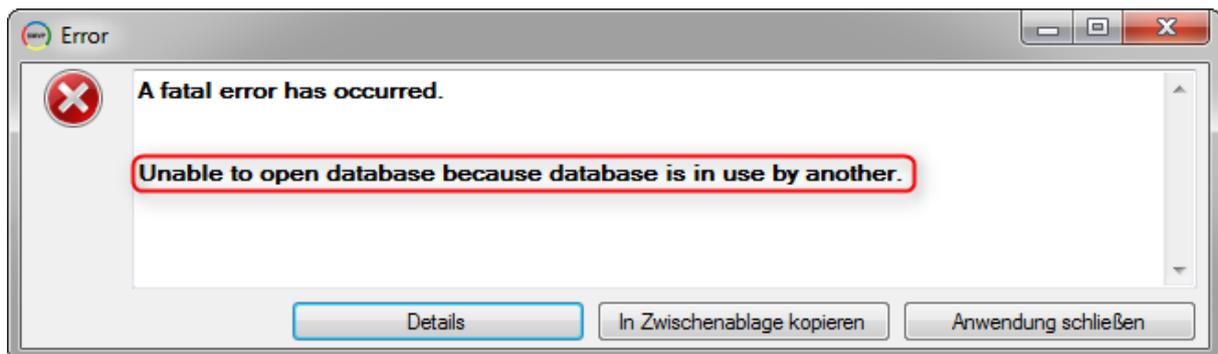


Figure 4 Lock message

Because of a program crash or other problems, it may happen that this laccdb-file is not removed and thus the SMVP-application is no longer bootable. In this case, it must be deleted manually.

1.5 Others

Privacy & IT Security:

The data stored in SMVP is not encrypted and thus accessible to anyone who has access to the .accdb file. This explicitly includes the deposited answers. Due to the structure of the program, macros are also necessary, which may result in manipulation by third parties (unauthorized persons) to the user's system.

Internet Access:

SMVP does not require Internet access, all data is processed and stored locally. No data will be transferred to the LANUV.



Change language:

A change of language (as described under 1.3) leads to a change of the underlying database (.accdb file). As a result, a project started in German does not exist in the English database because it was only created in the German database. In this case, a new project must be created in the English database.

Contact:

If you have any questions about the content or technical problems, please contact LANUV NRW, Germany via the e-mail address: SMVP@lanuv.nrw.de

If you would like to be kept up to date on further SMVP-related projects (extended catalogs, new versions, etc.), we offer you the opportunity to be included in an e-mail distribution list. For this please write an e-mail with the subject "mailing list" to the e-mail address SMVP@lanuv.nrw.de



2 Operating Manual

2.1 General

To prevent misunderstandings, there are three points towards the behavior of the program which are historically limited and in order to maintain backward compatibility:

- All entered data are automatically saved. There is no separate save function available (Detail: entered data is written directly to the .accdb database there is no intermediate or processing level, which means that there is no "Undo" function).
- All catalogues are deactivated by default and have to be selected manually as shown in 2.3.2
- The percentages of the project evaluation (menu point: Specify all current answers in project) always refer to all questions of the Areas, regardless of how many questions were answered or how many Areas were activated.

2.2 Project

2.2.1 Project management

After having started SMVP, following dialog (Figure 5) will appear.

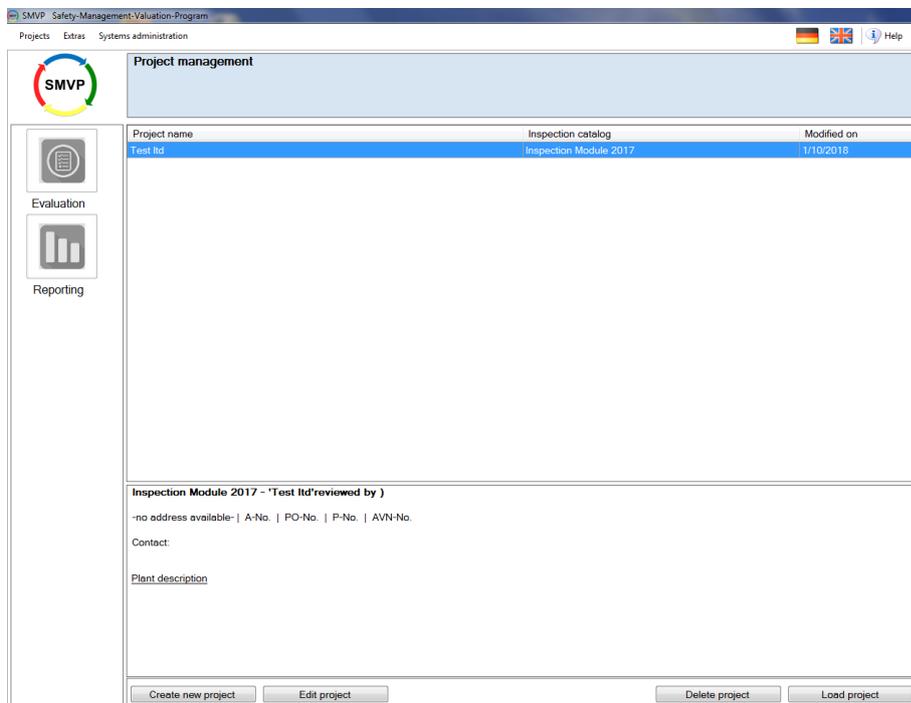


Figure 5 Project management



It shows an overview of all projects and allows loading, editing, deleting and creation of projects. In addition, you can open the Project Manager via the menu *projects* → *Open project management*.

2.2.2 Create new project

To create a new project, click on the button **Create new project** in Figure 5. Enter the relevant data of the plant owner in the following dialog (

Figure 6). **Save** creates the new project and changes to the project evaluation. **Cancel** goes back to the project management.

Figure 6 Project creation

Company area and projectname are mandatory and must be completed. If you enter a value in the fields Agency- No, Plantowner-No., Plant-No. and AVN-No., it is checked when saving that the correct length of the numbers is satisfied (3/7/4/4).

2.2.3 Load project

To load a saved project, select it in the table (Figure 5) and click on the button **Load project**. The evaluation mask opens.



2.3 Evaluation

2.3.1 Answering points of review

Loading the project in Figure 5 opens the review mask (Figure 7).

The screenshot shows the 'Project evaluation' interface for 'Inspection Module 2017 - Test ltd'. The main area contains a table of review points with columns for 'Area', 'Reviewpoint', and 'Evaluation'. The table is filtered to show 'outstanding evaluation' results. The right-hand panel displays a question about assessing rules for new staff members, with a text area for the answer and a section for the rationale of valuation. At the bottom, there are buttons for 'Select areas under review', 'Calculate', and 'Next question'.

Figure 7 Evaluation of the review points

1. Filters the review points based on their status.
2. Filters the review points based on their answer.
3. This list contains all answers given, concerning the areas of review (P_P), which area assigned to the corresponding areas of review (P_G). By single clicking the corresponding line, the point of review with the corresponding answer will be chosen.
4. Area of review
5. Reviewpoint, which is to be answered.
6. Valuation help for the current point of review.
7. The box for the carrier answer of the current question. Here you can freely type in.
8. Reason for valuation. Here you can freely type in.
9. Available answers. By single left clicking on the corresponding circle, you choose the answer.
10. Opens the mask to choose the areas of review.
11. Opens the reporting mask.
12. Jump to the next question.



2.3.2 Choosing areas of review

Choose your areas of review (Figure 8), by left clicking those areas of review, which are important for the current project.

Click **Update** to apply the changes or **Cancel** to restore the initial state.

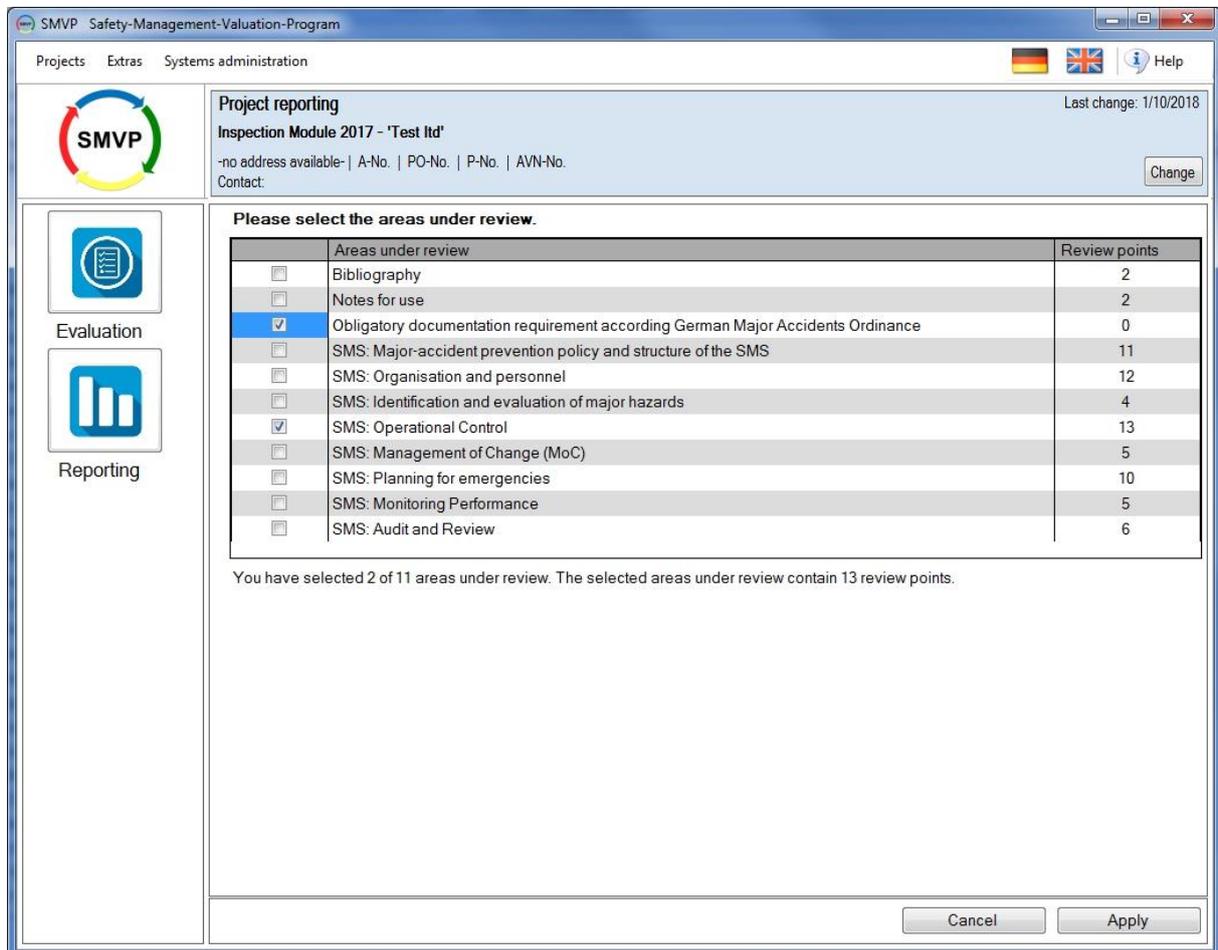


Figure 8 Selection of areas under review



2.4 Reporting

By pressing the buttons **Calculate** (Figure 7) or **Reporting** the reporting mask opens (Figure 9).

Select a reportfunction from the list by clicking the left mouse button on the corresponding report. The **Show** button creates the corresponding report and displays it.

The displayed report can now be printed or exported. Valid export formats include Excel, Word and PDF.

The calculations are below the node "Diagram/Analysis". The calculations are based on the selected areas of review.

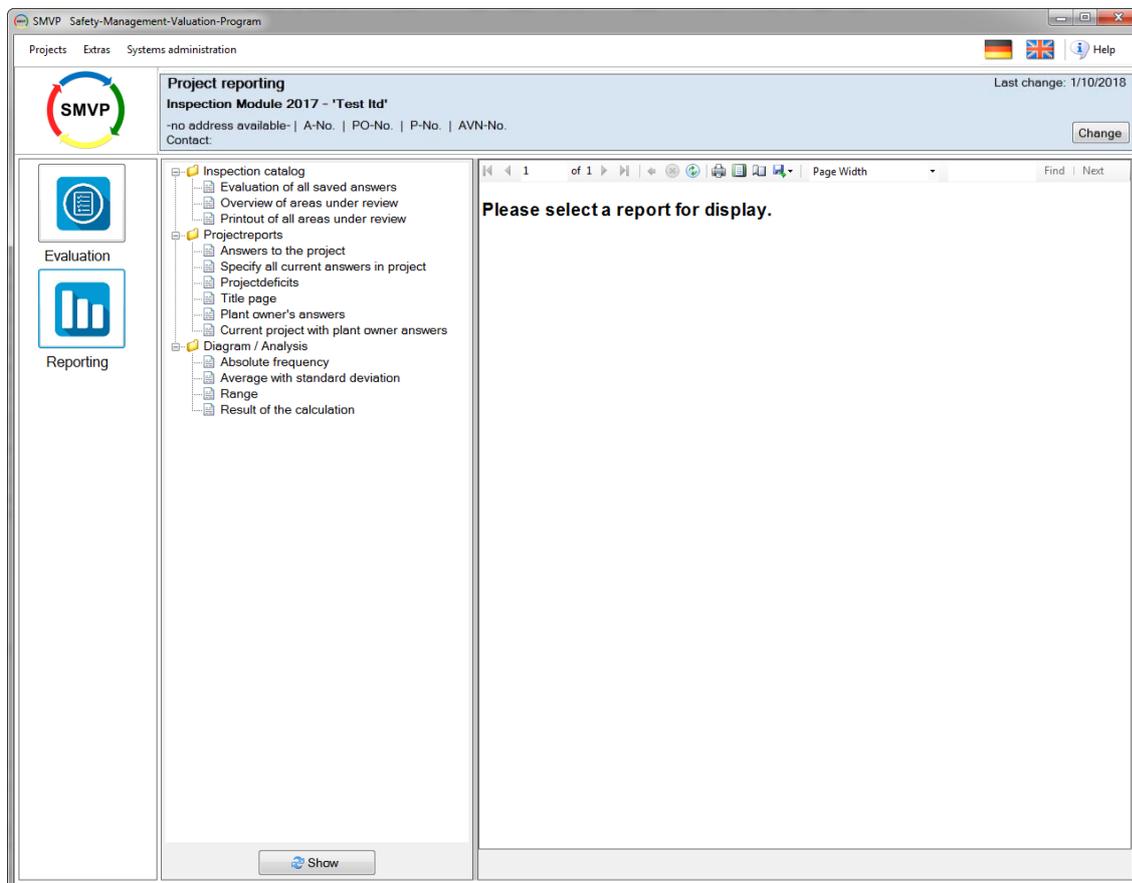


Figure 9 Reporting



2.5 Import

2.5.1 Import projects

Choose "import projects" in the menu extras -> import -> "import projects" (Figure 10).

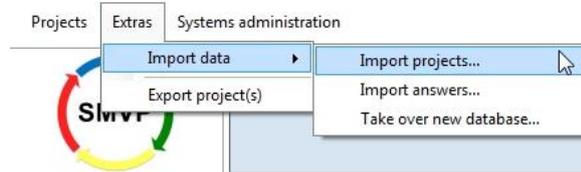


Figure 10 Import projects

Select with the following dialog (Figure 11) the database out of which you want to import projects. By using the file filter you can choose between the different Access formats (.mdb or .accdb). The current format is accdb, which is preset. In order to perform an import from a file with an old format, the filter on MDB must be changed so that the file appears in the list of files.

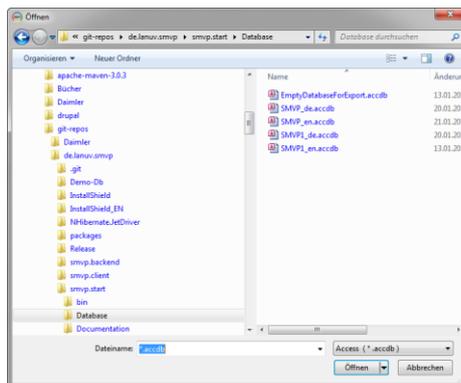


Figure 11 Select database with projects

In the following dialog (Figure 12), all available projects are shown.

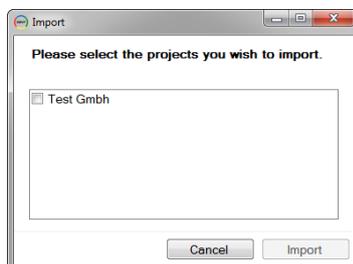


Figure 12 Select projects for import

Mark the project that you want to import by clicking on the box, left to the project name. Click again to remove the mark.

Click **Import**.



In case you want to import a project with the same name as a database project, following dialog (Figure 13) will appear.

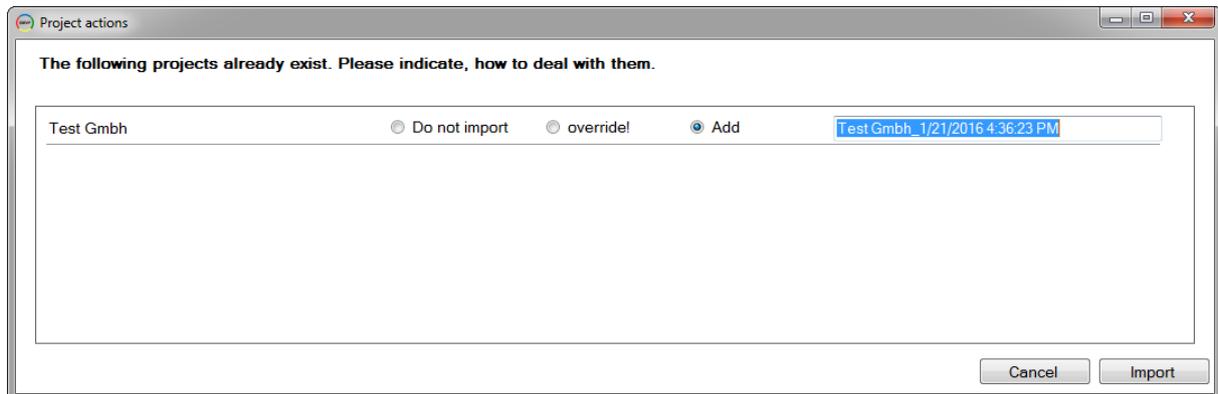


Figure 13 Select the actions for existing projects

Choose one option for every entry and click **Import**. If you want to cancel the import, click **Cancel**.

If legacy data is imported, it is checked that a catalog named "German Hazardous Incident Ordinance 2005 based on Seveso-II-Directive" exists. All projects are assigned to this standard catalog.

The project name cannot exceed 50 characters. If a longer name is entered, the program terminates during import and exits!

If a project contains a catalog name, which does not exist in the current SMVP database, aborts the import and indicates which projects contain invalid catalog name!

2.5.2 Carrier answers

Choose "import answers" in the menu extras -> import (Figure 14).

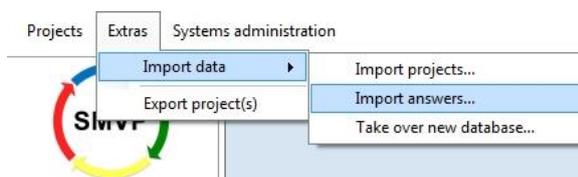


Figure 14 Import answers



Select with following dialog (Figure 15) the database from which you want to import the carrier answer. By using the file filter you can choose between the different Access formats (.mdb or .accdb). The current format is .accdb, which is preset. In order to perform an import from a file with an old format, the filter on MDB must be changed so that the file appears in the list of files.

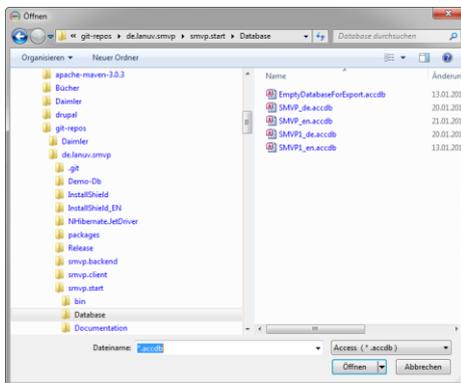


Figure 15 Select database with answers

In the following dialog (Figure 16), all available projects that are saved in the database will be presented. A message tells you, if there are more projects, which could not be assigned, because a project with the name does not exist.

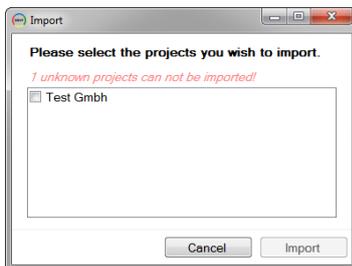


Figure 16 Select projects for import

Choose one option for every entry and click **Import**. If you want to cancel the import, click **Cancel**.

2.5.3 Import database

Choose "Take over new database" from the menu extras -> import (Figure 17).

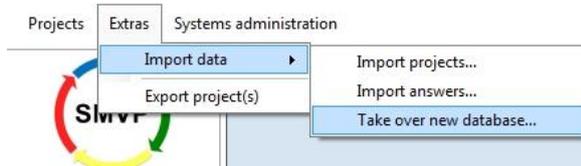


Figure 17 Take over new database



Select with following dialog (Figure 18) the database from which you want to import the carrier answer. By using the file filter you can choose between the different Access formats .mdb or .accdb). The current format is .accdb, which is preset. In order to perform an import from a file with an old format, the filter on MDB must be changed so that the file appears in the list of files.

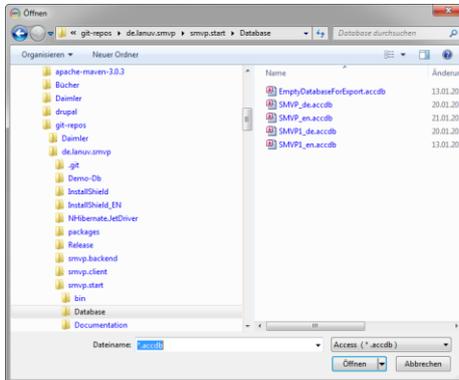


Figure 18 Select database

The new database will be checked regarding the correct structure. The database you have worked on until now will be saved in the database folder under another database name.

2.5.4 Installation/Adding of new catalogues

In analogy to 2.5.3 also new catalogues can be installed with the function “Take over new database” as soon as they are published and downloaded from the LANUV-homepage.



2.6 Export projects

Choose "Export projects..." in the menu extras -> export (Figure 19).

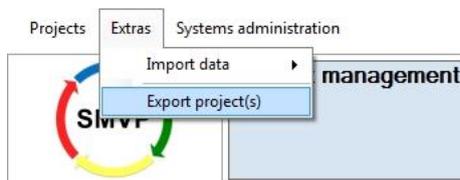


Figure 19 Export projects(s)

In the following dialog (Figure 20), all available projects are shown. Mark the project that you want to import by clicking on the box, left to the project name. Click again to remove the mark.

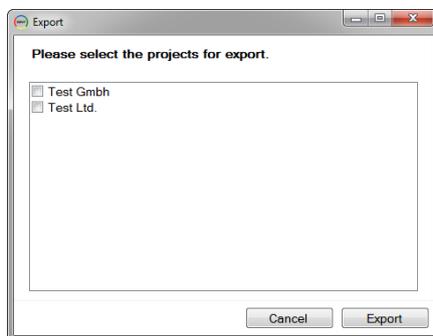


Figure 20 Project selection for export

Click **Export**.

With the following dialog (Figure 21), define the target folder as well as the filename for the export.

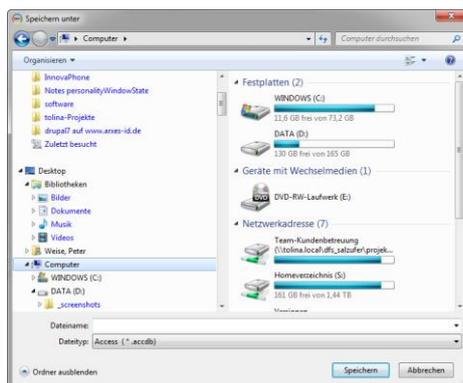


Figure 21 Select target folder and filename



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