

NEXUS Quick Reference Guide

Module 1: Foundations for 3.4U Inspectors

THE 5 CORE CONCEPTS

1. ASSET The physical thing being inspected Examples: Manifold, pipeline, riser, PLET	2. WORKPACK Collection of inspection tasks Example: "2024-Q1-Subsea-ROV"
3. TASK Specific job to be done Example: "Perform GVI on Manifold XYZ-M001"	4. EVENT The actual inspection action Contains all your inspection data
5. FINDING Something specific discovered - Corrosion, damage, wear, debris, missing parts	

HOW THEY CONNECT

```
ASSET: "XYZ Field - Manifold M001"  
└─ WORKPACK: "2024-Q1-Subsea-Inspection"  
    └─ TASK: "GVI of Manifold M001"  
        └─ EVENT: "GVI performed 15-Jan-2024"  
            ├── FINDING 1: "Corrosion on NE flange"  
            ├── FINDING 2: "Anode #3 depleted 40%"  
            └── FINDING 3: "Light marine growth"
```

YOUR 7-PHASE WORKFLOW

PHASE 1: PRE-INSPECTION

- Open NEXUS → WORKPACKS → Select your workpack
- Review task list, asset info, previous inspections
- Study drawings/schematics and read instructions

PHASE 2: DURING INSPECTION

- Take detailed notes on paper with timestamps
- Record locations (compass directions + measurements)
- Log video timestamps for findings

PHASE 3: RECORDING (Creating Event)

- INSPECTION screen → Select asset → Events pane → Add Event
- Fill in: Event Type, Date, Inspector, Task, Duration

PHASE 4: ADDING FINDINGS

- Select event → Findings pane → Add Finding
- Enter: Type, Location, Description, Measurements, Severity
- Attach photos (video grabs), repeat for each finding

PHASE 5: PHOTOS & DOCUMENTATION

- Attach video grabs to findings (with scale reference)
- Add overview photos and link video timestamps

PHASE 6: QUALITY CHECK

- All fields complete? Descriptions clear? Measurements recorded?
- Photos clear and labeled? Data saved in NEXUS?

PHASE 7: HANDOVER

- Mark task complete, double-check all data saved
- Inform client rep: "Task complete, ready for review"

GOOD DATA CHECKLIST

- ✓ **ACCURATE** - Measurements correct
- ✓ **TIMELY** - Same day entry
- ✓ **CONSISTENT** - Standard terms

- ✓ **COMPLETE** - All fields filled
- ✓ **CLEAR** - Readable years later
- ✓ **SPECIFIC** - Compass directions

COMMON MISTAKES

- ✗ **Vague:** "some damage" ✓ **Use:** "Impact damage, 50mm x 30mm, 5mm deep, west-facing leg"
- ✗ **No location:** "on side" ✓ **Use:** "West-facing leg, 2.5m above mudline"
- ✗ **Combined:** Multiple issues in one ✓ **Use:** Separate finding per issue
- ✗ **Poor photos:** Blurry, no scale ✓ **Use:** Clear, focused, scale reference
- ✗ **Late entry:** Days later ✓ **Use:** Same-day entry while fresh

KEY SCREENS

WORKPACKS Screen

- Your job list - View workpacks and task lists

INSPECTION Screen

- Record data - Create events, add findings, attach photos

▶ **IGNORE FOR NOW:** Dashboards • Assets • Library • Planning

KEYBOARD SHORTCUTS

Shortcut	Action
Ctrl + N	Add new (event, finding, etc.)
Ctrl + E	Edit selected item
Ctrl + D	Delete selected item
F5	Refresh / Reload data
Ctrl + F	Find / Search
Space	Open selected document/drawing

PRO TIPS

- Take 15 min pre-job prep - saves hours later
- When in doubt, over-document
- One finding = one issue at one location
- Photos need scale reference
- Be specific with locations
- Check previous inspection data

KEY TERMINOLOGY

Anomaly	Finding tracked long-term
Event Type	GVI, CVI, UT, ACFM, MPI, CP Survey
KP	Kilometre Point (pipeline location)
Asset Hierarchy	Tree structure of assets
Client Rep	Reviews your data first
Video Grab	Screenshot from ROV footage

THE GOLDEN RULE

Your inspection data drives multi-million pound decisions.
Accuracy and completeness are not optional.

BEYOND THE SURFACE

NEXUS Training Series | Module 1: Foundations
beyondthesurfaceoffshore.com