

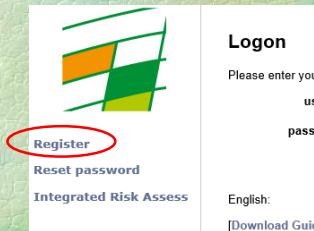
Guidance on how to work with the IRAM Web Application

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How to register

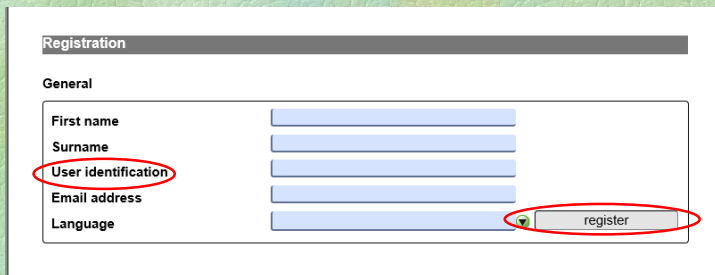
1. Open <https://www.fms.nrw.de/lip/authenticate.do>
2. Press Register



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How to register

3. Fill in **Registration** form and press a button **register**.



The screenshot shows a 'Registration' form with a 'General' section. It contains five input fields: 'First name', 'Surname', 'User identification', 'Email address', and 'Language'. The 'User identification' field is circled in red. To the right of the 'Language' field is a 'register' button, also circled in red.

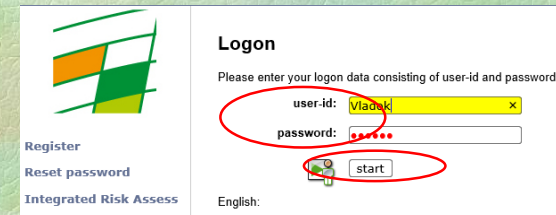
4. DO NOT FORGET **User identification** since it is your **user-id** needed for registration.

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How to register

5. You will get a **password** needed for registration on your e-mail.

6. Go to the first page and enter **user-id** and **password**.



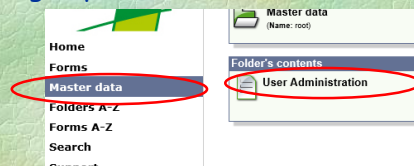
The screenshot shows a 'Logon' form. On the left, there is a logo and links for 'Register', 'Reset password', and 'Integrated Risk Assess'. The main form area has the text 'Please enter your logon data consisting of user-id and password.' Below this are two input fields: 'user-id:' with the value 'Vladek' and a red 'x' icon, and 'password:' with red dots. A 'start' button is at the bottom, circled in red. There is also a small icon of a person next to the 'start' button.

7. Press button **start**.

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How change a password

1. After logon press **Master data** and **User administration**.



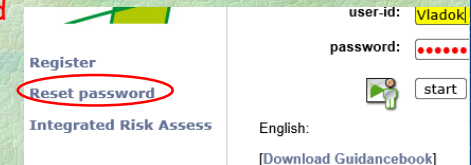
2. Enter a new password and repeat it.

The screenshot shows the 'User Administration' form. Under the 'General' section, there are input fields for: First name (Vladimir), Surname (Kaiser), User identification (VKaiser), Email address (vladimir.kaiser@gov.si), Language (EN), Password (masked with dots, circled in red), and Repeating password (masked with dots, circled in red).

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If you forgot your password...

1. Open <https://www.fms.nrw.de/lip/authenticate.do>
2. Press **Reset password**



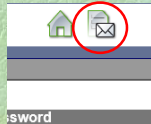
3. Enter **User identification (user-id)** and **Email address**.

The screenshot shows the 'Lost password' form. It has a title 'Lost password' and a subtitle 'If you lost your password you can reset it here'. Below this are two input fields: 'User identification' and 'Email address'. At the bottom, there is a note: 'Please enter your e-mail address and then click the e-mail-icon. Your password will be reset and sent the to e-mail address above.'

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If you forgot your password...

4. Click **e-mail-icon**.

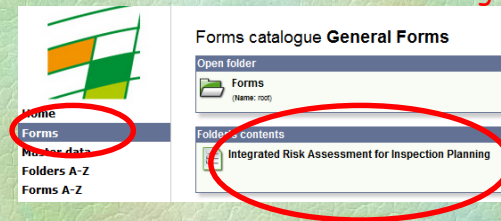


5. You will get a **new password**.

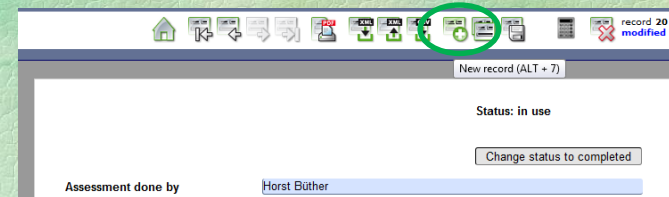
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How to open a risk assessment template

1. Click on **Forms** and then on **Integrated Risk Assessment**



2. After the form opened click on **+**



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How to open a risk assessment template

3. Click on the **green Arrow** and then choose the proper inspection task from the drop down list

Assessment done by: Horst Büther

Inspection object: _____ ID: _____

Inspection task: **▼** (green arrow highlighted)

Date of inspection plan: _____

Integrated Risk Assessment: _____

Address data:

Street: _____

Postal code: _____ Location: _____

4. Then type the name of the inspection object (installation), the ID-number of it, the date of the last inspection, and if you like further address data

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How to score the criteria

1. Now you can start with scoring in the **light blue fields**

Impact criteria	Maximum score	Score	Shift of score (weight)
Type and kind of installation	4	0	0
Impacts on human health or the environment	4	0	0
Emissions to air	4	0	0
Releases to water	4	0	0
Off-site transfer of waste	4	0	0
Input of waste	4	0	0
Quality of the local environment (air, water and noise)	4	0	0
Sensitivity of the local environment	4	0	0
Risk of accidents	3	0	0

Minimum number of highest score: 2

Lowest risk category: 1

Highest risk category: 4

2. If necessary you can adjust the **Lowest** and the **Highest** risk category

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How to score the criteria

3. To open the scoring pop-up click on the ... field

Impact criteria	Maximum score	Score	Shift of score (weight)
Type and kind of installation	4	3	0
Impacts on human health or the environment	4	2	0
Emissions to air	4	1	0
Releases to water	4	0	0

Description	Value
No releases to water	0
Releases of water with substances falling under group 1	1
Releases of water with substances falling under group 2	2
Releases of water with substances falling under group 1 and at least two of the other groups	3
Releases of water with substances falling under group 1 and at least three of the other groups	4

Minimum number of highest score: 2 Lowest risk category: 1 Highest risk category: 4

4. Search the scoring from the pop-up and click on the number

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How to score the criteria

5. Then score the Operator Performance criteria in the same way

Operator performance criteria	Weight of criteria	Score
Compliance	2	0
Attitude of the operator	1	0
Environmental Management System	1	0

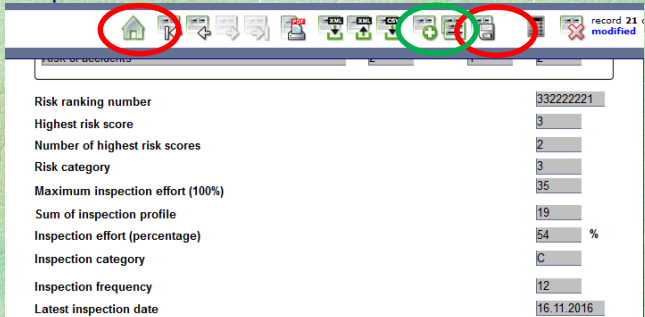
Mean of operator performance

6. After the scoring is finalised click on the calculator

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How to score the criteria

7. The risk category, inspection frequency, date of next inspection and other results are shown in table



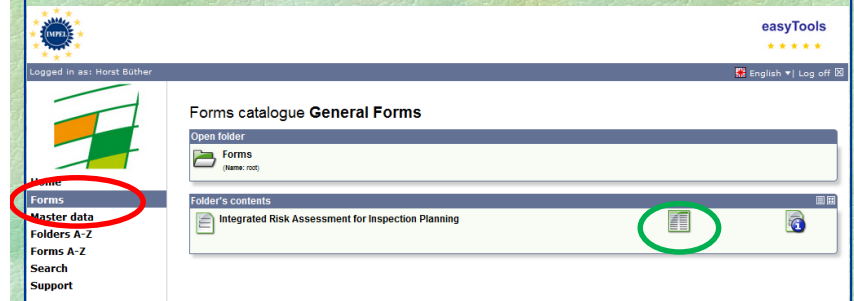
Risk ranking number	332222221
Highest risk score	3
Number of highest risk scores	2
Risk category	3
Maximum inspection effort (100%)	35
Sum of inspection profile	19
Inspection effort (percentage)	54 %
Inspection category	C
Inspection frequency	12
Latest inspection date	16.11.2016

8. Save the results by clicking on the **save** button, then click on **+** for the next risk assessment or back **Home**

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How to see all your results


1. Click on **Forms** and then the **table** right to "Risk Assessment for Inspection Planning"



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How to see all your results

2. The inspection programme contains all of your risk assessment results for further inspection planning

								
	nameInspector	inspektionObject	identificationNumber	inspection task	risk category	inspection category	inspection frequency	latest inspection date
Apply filter					≥	≥	≥	≥
					≤	≤	≤	≤
<input type="checkbox"/>	1 Horst Büther	Haifa 1	h1	Draft Israel IPPC	6	D	6	20.07.2014
<input type="checkbox"/>	2 Horst Büther	Fertilizer Company	FC 2014	Seveso establishments	6	D	12	01.08.2015
<input type="checkbox"/>	3 Horst Büther	Dead Sea 1	ds1	Draft Israel IPPC	5	C	12	21.01.2015
<input type="checkbox"/>	4 Horst Büther	Chemical plant	C 1234	IPPC and other industrial installations	5	C	12	01.07.2015
<input type="checkbox"/>	5 Horst Büther	LCP	lven	IPPC and other industrial installations	5	C	12	15.07.2015
<input type="checkbox"/>	6 Horst Büther	Refinery	R 4711	IPPC and other industrial installations	5	C	12	01.08.2015

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THE END

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