ASAM ATTACHMENTS and FILE NAMES

Digital Images and Attachments for a client are stored in individual folders of the same name within ASAM, so the job number prefix is important to stop commonly named images being overwritten.

The job numbering system simplifies file naming, as it can identify the inspector and date of inspection carried out. Creating a new job number before refreshing any information, also allows ASAM to archive existing data for later retrieval if required.

Attachments can be a variety of Word & PDF reports, Excel documents and Digital images. File size is important with the digital images, to avoid overloading the ASAM storage system and slowing the program down. The ideal image size is 300kb to 500kb with a resolution size of 1600 x 1200 pixels is best for viewing within ASAM.

The following are an example of the names and images required for most tank inspections:

041720 Parklea 0337 tank	a good framing shot of tank, no capital 'T'
041720 Ladder external	show the security and safety features
041720 Wall base external	sketch plate or wall base sealing area
041720 Entry hatch	open hatch, 'square on' including cover
041720 Entry hatch closed	cover closed showing sealing capacity
041720 Platform area	adjacent to hatch area, showing safety rails
041720 Roof area	a good roof overview
041720 Roof framing	rafters, purlins and post connections
041720 Rafter wall connection	upper wall area showing connections
041720 Sediment profile	showing typical depth and type
041720 Post base	mounting details, shape and size
041720 Post	typical shot of post upper area
041720 Wall floor area	any raised steps or re-enforcements
041720 Floor joint	usually any deteriorated or raised areas
041720 Ladder internal	try and include fittings and platforms
041720 Ladder base internal	the ladder base area and fixings
041720 Ladder corroded internal	show poor structural condition if present
041720 Overflow	riser, flange and support bracket detail
041720 Inlet	details for fitting a nozzle if necessary
041720 Outlet	show side elevation if a riser is required
041720 Scour	detail for fitting a plug during cleaning

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Please note: When renaming image files, consistency is necessary to find areas of interest on the Attachments index.

1. Use the same text and grammar style when renaming each image.

2. Start with the Job No, one 'space', then a brief description - do not end with a 'full stop' as the re-naming program will generally insert '.JPG' automatically.

3. For ease of searching within the External and Internal Inspection and attachments areas, the **description** should always commence with the main area of interest - such **as Fence, Wall, Roof, Ladder, Floor, Post, and Outlet** etc. An overhanging tree would be prefixed by the area it is affecting – 'Wall tree hazard' or 'Roof tree hazard'. Ventilation is prefixed by its main position such as 'Roof ventilation' or 'Wall ventilation'.

4. Descriptors such as 'corroded', 'defective', 'upper', 'lower', 'internal', 'external' are placed at the end of the sentence such as 'Ladder base corroded', 'Wall ventilation defective', 'Wall external' etc.

5. Use industry accepted **terminology** such as 'Corrosion' or 'Coating' where possible – 'Rust' or 'Paint' are not professional terms in the protective coating industry.

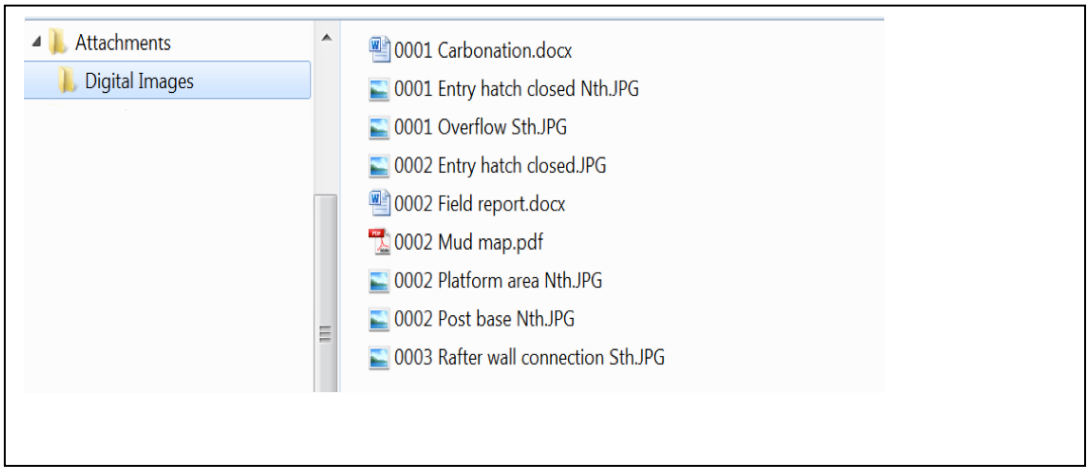
6. **Always** have an **external tank shot**, as more information can be gained from this image, than any other. This is the main shot of the entire asset inspection, and the entire tank needs to be in frame, square on and correctly focused, or professionalism goes out the door.

7. Images are chosen to reflect the **most 'typical' feature** inspected. If more detail is required, use a close-up to show the extent of the damage or area of interest – rename it ……No2. The attachments folder will become unwieldy if similar images are used for no real purpose.

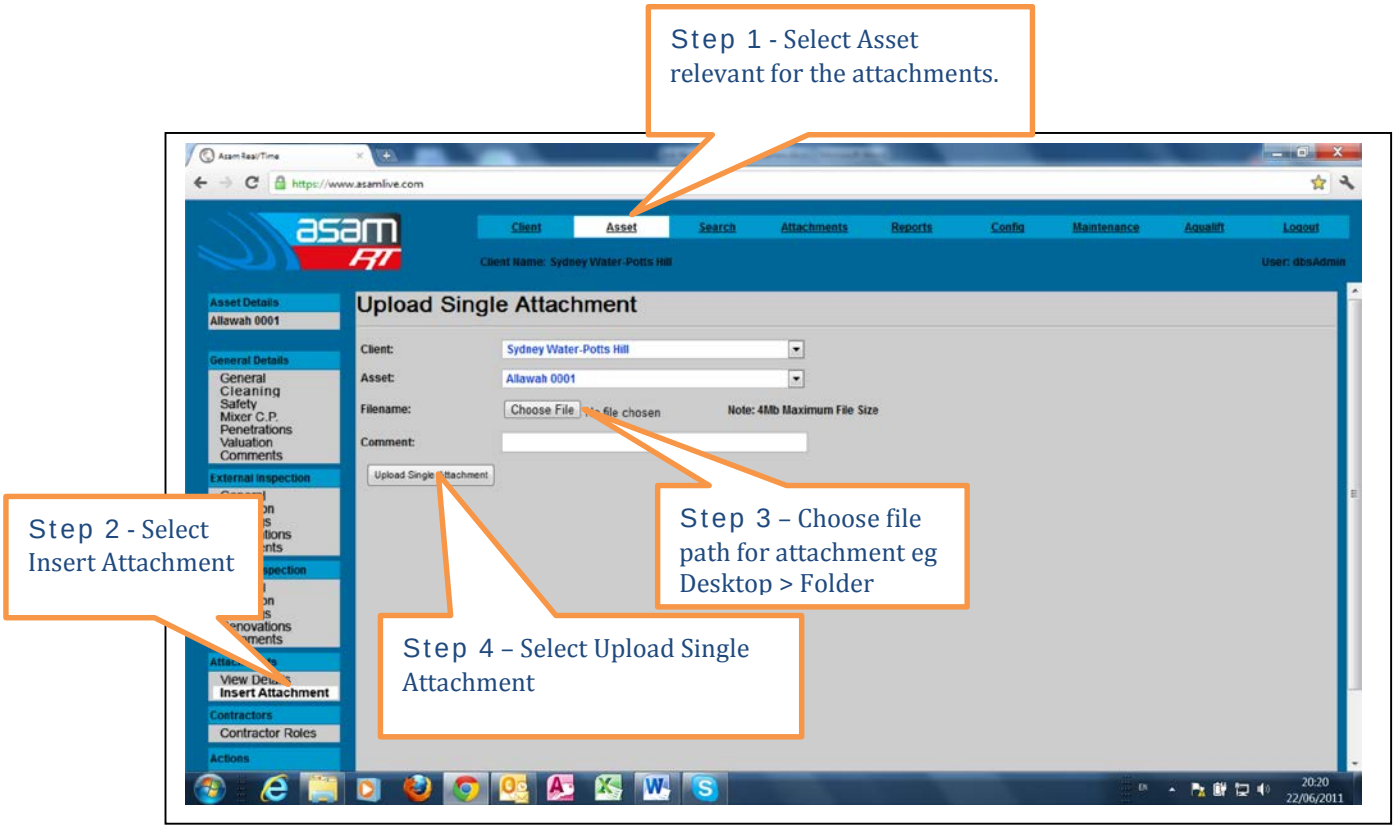
The **images should 'tell a story'** of areas inspected and represent the 'typical' condition of each feature. Images provide evidence for the written data – a person who has not visited the tank site, should be able to conduct an accurate assessment, by looking at the images - this includes being able to identify the roof sheet material type, if the entry hatch has a sealed/unsealed edge, whether the internal ladder is caged/uncaged, the platform area is safe/unsafe or the bird wire is defective.

Uploading ATTACHMENTS:

Create a folder for the attachments that are to be uploaded and place it in an easy to select area (eg Desktop)



In ASAM, select the asset where the attachments are to be uploaded to > Insert Attachment > Choose the file path (eg. Desktop > Folder) > Upload Single Attachment.



ASAM Data Management – Online and Accessible

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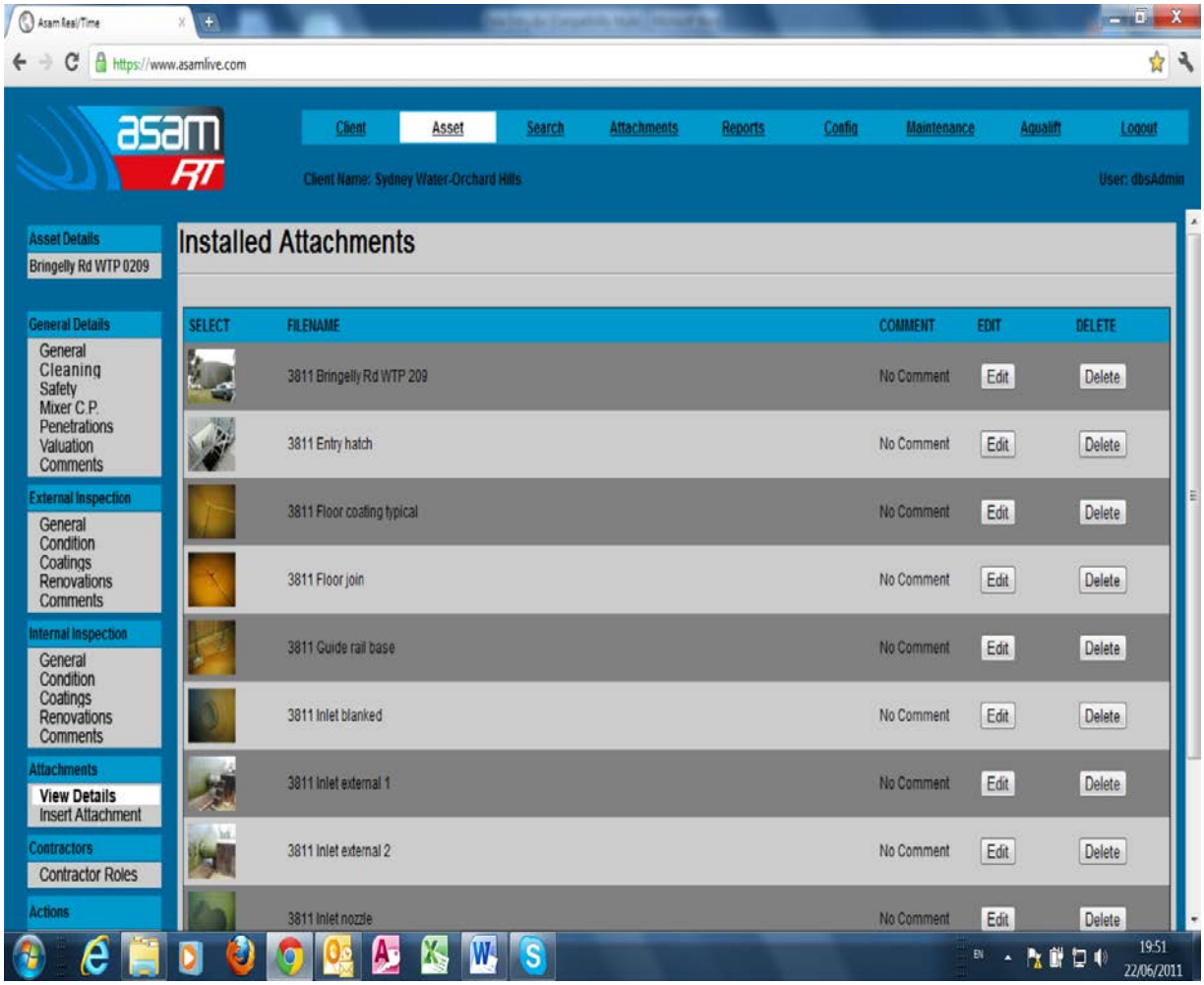
Check in 'View Details' after the attachments are uploaded to ensure the images and documents are correct. A more detailed comment can be inserted against each attachment by selecting 'Edit'.