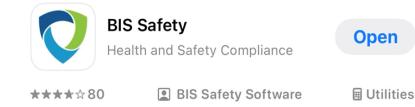
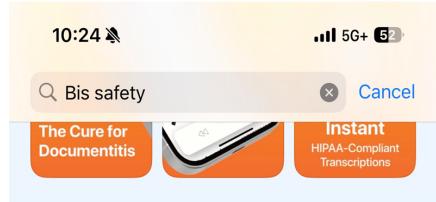


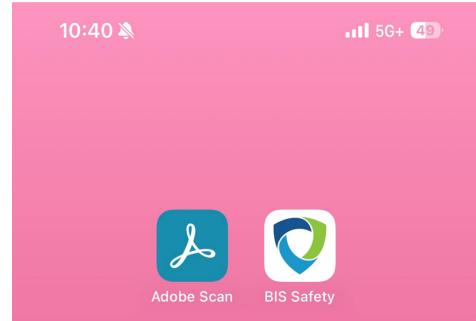
Safety eDocumentation Application (BIS Safety) Installation / Access Guide

These instructions are for installing the mobile app on an iPhone or iPad.

You can download the **BIS Safety** mobile app for free from the app store on your iPhone or iPad.



The BIS Safety icon will be available on your mobile device once installed.



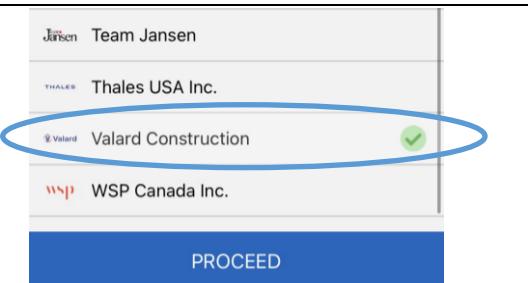
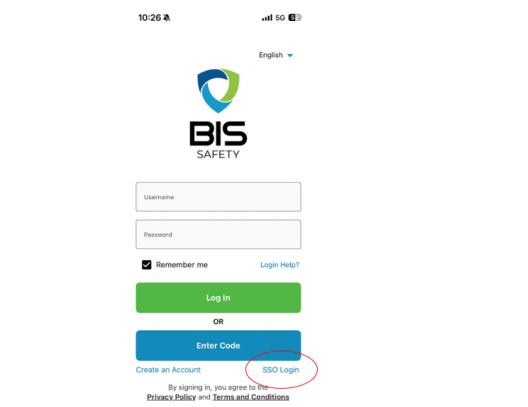
When you launch the BIS Safety mobile app, you can either log in using your app-issued sign in information, or you can use your Quanta login credentials.

To log in using your Quanta credentials, select “**SSO Login**” on the sign in screen.

Remember: your Quanta credentials are the email address and password that you use every day to log into your work computer.

The SSO Login will produce a list of companies; scroll down to find Valard Construction, select it, and click “Proceed.”

Note: You may be prompted to enter your Quanta credentials the first time you log in using the SSO connection, and periodically afterward (i.e. when you change your Quanta password).

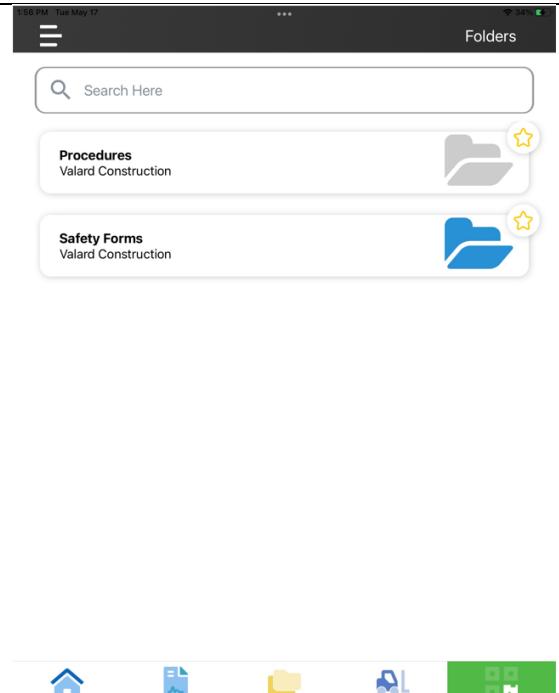


Select **Folders** from the module menu at the bottom of the screen.



Safety forms and policies/SOPs/SWPs that are available to you on-demand at any time can be found in the Folders section of the app. This allows Valard to organize the files in a logical way for you to locate them.

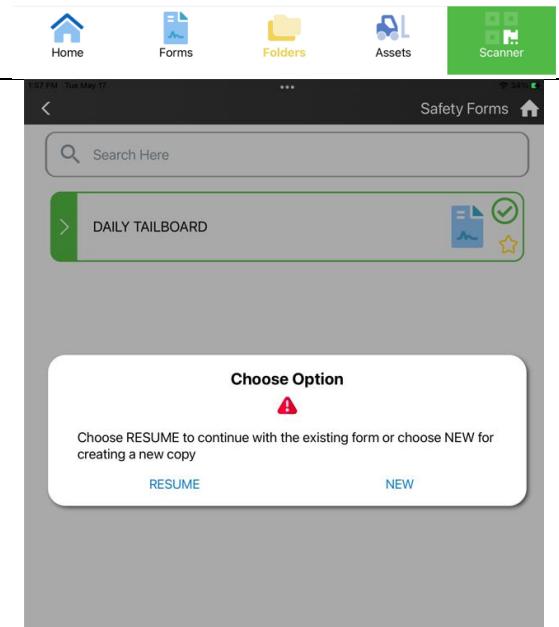
Forms that are in-progress, are assigned to you for completion as part of an annual review, a compliance initiative, or an investigation will be available in the Forms section of the app.



Each form exists in cloud storage on the app, and must be sync'd to your device before you can use it.

Click the cloud + arrow icon next to a form to download it to your device.

Note: The download/sync must be done while you have internet connectivity. Once it is downloaded, you will be able to use your form(s) completely offline, if required.



These instructions are for accessing the desktop app.

On a desktop, laptop, or MS Surface, use the web app instead at <https://www.bistrainer.com/sso/valardcr.cfm>. You should see the Valard logo on the login screen.

Use your Quanta credentials to sign on to your Valard device.

Remember: your Quanta credentials are the email address and password that you use every day to log into your work computer.

If you are already logged on to your Valard device in another application, BISTRainer may automatically log you in.

Select **Folders** from the menu at the top of the screen.

Select **Safety Forms** from within the Folders Tab.

The forms that are available for use will be visible to you.

Once a form is selected, you will be able to start a new form or resume an in-progress form.

