

Successfully Attending a Remote Inspection

Dear Sir or Madam,

Thank you for participating in this remote inspection.

Prior to the inspection, we kindly ask you to go through these few checks to ensure the best experience from your online inspection.

Checklist	
1	Have an available phone ready with working camera, speakers, and microphone
2	Make sure your phone has stable internet connection
3	Make sure your phone has Microsoft Teams app installed
4a	If <u>one</u> person is attending the meeting – make sure to plan how to film and perform the inspection to the audience
4b	If <u>two</u> persons are joining the meeting – make sure to use one phone and agree on who has to perform the inspection and who is in charge of holding the phone, and filming the inspection
5	When joining the online meeting, make sure there's no applied background effects. If so please disable inside MS Teams settings

If these recommendations aren't met, then please address them before attending the remote inspection.

If all 5 points are met, then you are well prepared for successfully attending your remote inspection.

Yours faithfully,

MAN Energy Solutions