Kai for HSEQ and Delivery: Site Forms and Submissions

Version 1.0 · September 2026 · Alpha

Site sign-on, inductions, inspections, SWMS, permits, incident reports, dockets and your own custom forms are filled in on **Deep Space Site**, the channel your workspace is linked to. Kai can now read those forms and submissions, so you can ask about them in words instead of opening each register.

This guide is about **what to ask and what you will get back**. The companion documents cover the rest: *Kai in Horizon: User Guide* explains how Kai works, and *Deep Space MCP: Tool Index* is the reference list of every tool.

1. What Kai can answer now

You want to know	Ask something like
Whether a form has been filled in for a project	*"Which site diary entries have been submitted on this project, and when?"*
Who submitted, and when	*"Who submitted the last site inspection on this project?"*
What one submission says	*"Show me site inspection 7291 in full."*
Whether a subcontractor has done their induction	*"Has anyone from \<company> submitted a site induction on this project?"*
What has come in this week	*"List the SWMS submitted on this project since Monday."*
Which registers exist at all	*"Which site forms can you read for this project?"*
Whether anything is missing	*"Have we had a permit to work submitted for this project this month?"*

Kai answers from the register itself, not from memory. If a form has no submissions for your project, it says so rather than guessing.

2. Three things that shape every answer

Your Deep Space Site access decides what you see. Kai reads Deep Space Site **as you**, using your own account. Channels usually include subcontractors and clients, so this matters: you get the submissions your channel role allows — its rule is reviewers and above, or your own submissions — and nothing else. If your account has no access to the channel, Kai tells you instead of showing data.

The channel follows your workspace. Each Horizon workspace is linked to one Deep Space Site channel, and that link decides which channel Kai reads. You cannot ask it to look at a different one, and a question asked in one workspace never reaches another workspace's channel.

Answers are scoped to the project you are in. A submission belongs to a project through the project field on the form. If Kai cannot match the project, it returns nothing rather than showing you every project's records — a wrong answer is worse than an empty one.

3. Narrowing a question

Kai passes three filters through to the register, so say them plainly:

- **The form** — by its name or its alias: *"the site diary"*, *"site_diary"*, *"SWMS"*.
- **Who submitted** — a name or part of one: *"submitted by Asher"*, *"anything from asher.qin"*.
- **When** — a date range: *"since 1 September"*, *"before the end of June"*, *"in the last fortnight"*.

Combine them freely: *"List the site inspections on this project submitted by Asher since 1 June."*

Two details worth knowing. Dates are **strictly** after or before the date you give, so "since 20 June" does not include the 20th itself. And large registers come back a page at a time — Kai will tell you when there are more.

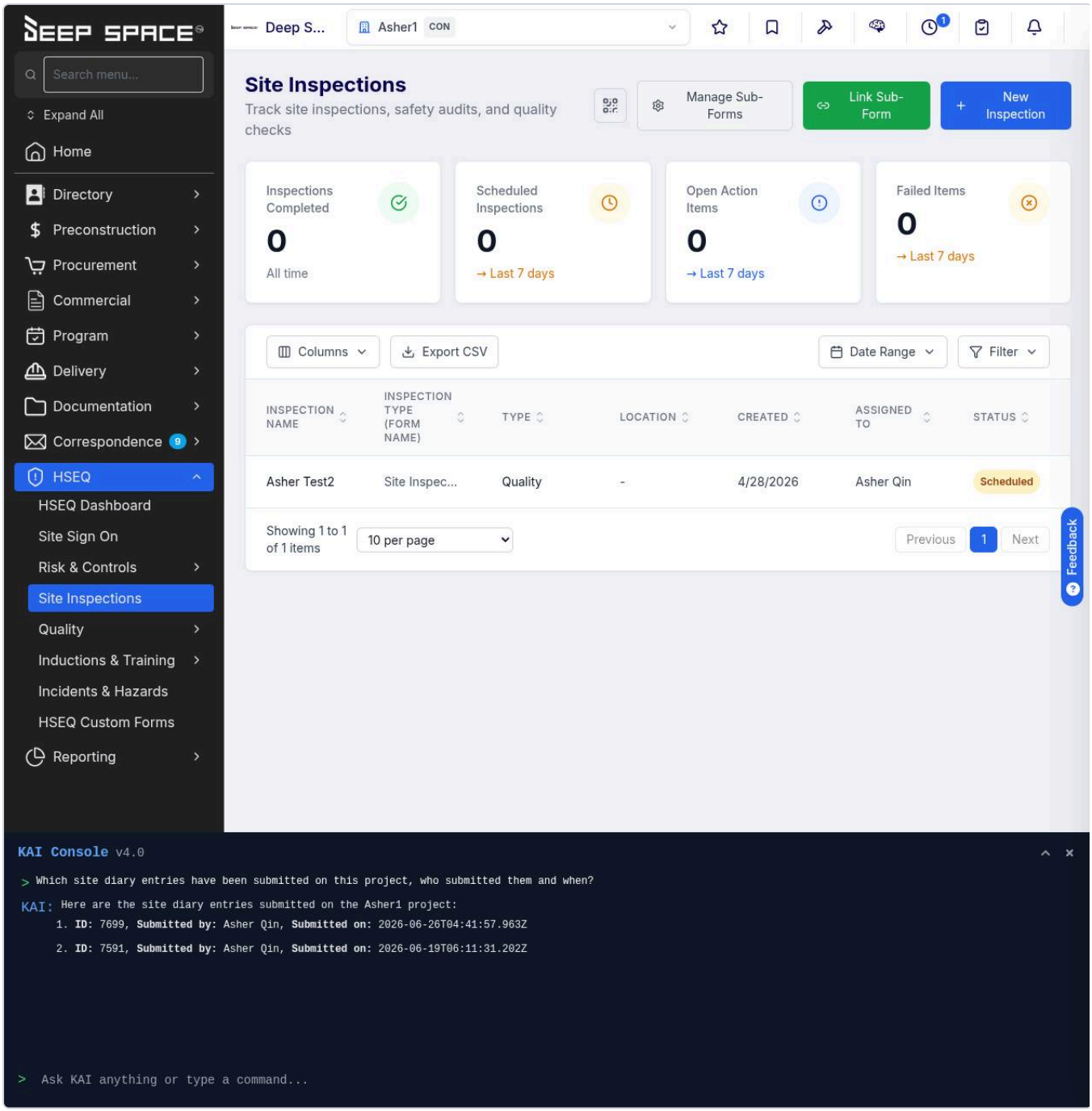
4. What comes back

For a list, each submission shows its id, the form, who submitted it, when, the project it was filed against, and how many attachments it carries. For one submission, Kai shows every field value you are allowed to see, and lists attachments by name and type.

Attachments are noted, not opened. Kai reports that a field carries an attachment, but it does not return the file or a download link — open the submission in Deep Space Site for that. Being able to read *inside* a site document (a hazard register, a training pack) is coming; see the Tool Index for what is on the way.

5. Worked examples

Every exchange below is real: typed into the Kai console in Horizon on a live project, signed in as an ordinary project user (not an administrator), and copied exactly as Kai answered.



Kai answers from the console at the foot of any Horizon page. Here it is open under the Site Inspections register, answering a question about the site diary.

Find out which forms exist

> **You:** Which site forms with "induction" in the name can you read for this project?

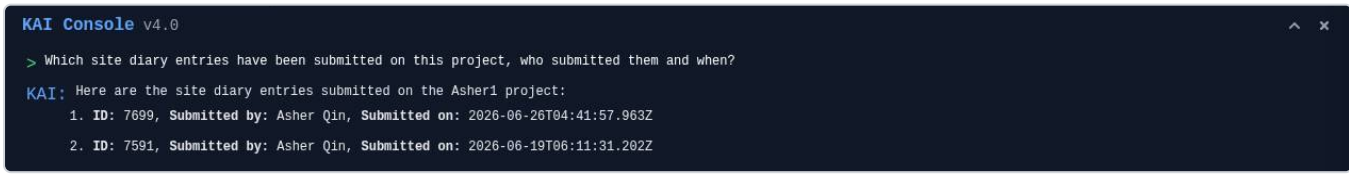
Kai lists each matching form with its alias. Either the name or the alias works when you ask about submissions next.



Six induction forms in the channel, each with the alias you can quote back.

See what has been submitted, by whom and when

> **You:** Which site diary entries have been submitted on this project, who submitted them and when?



Two site diary entries on the project, newest first, with the submitter and the time each was submitted.

Narrow by submitter and date

> **You:** List the site diary entries on this project submitted by Asher since 20 June 2026.

The same register, now filtered: the entry from 19 June drops out, and only the one submitted after 20 June remains.



The submitter and date filters together reduce two entries to one.

Read one submission in full

> **You:** Show me site diary submission 7699 in full.

Kai returns who submitted it, when, where it lives in Deep Space Site, and each field value. A field that holds a file is shown as an attachment — Kai tells you it is there, but does not open it.



One submission in full: the form, submitter, time, project, date, and an attachment field.

Check that nothing is missing

> **You:** Have any incident reports been filed on this project since 1 July 2026?

When the register has nothing for your project and dates, Kai says so plainly. It does not pad the answer with other projects' records.



A clear "none" for the project and period asked about.

Ask for a different channel

> **You:** Show me the site diary submissions from the Holodeck channel instead.

Kai declines. The channel comes from the workspace you are in, and asking for another one does not change it. To read another channel's forms, switch to the workspace that channel is linked to.



Kai refuses to read a channel other than the one linked to the current workspace.

6. By area

HSEQ

- *"Which inductions have been submitted on this project, and by whom?"*
- *"List the site inspections on this project since the start of the month."*
- *"Show me the last SWMS submitted on this project in full."*
- *"Have any incident reports been filed on this project this quarter?"*
- *"Which permits to work have been submitted, and who submitted them?"*

Delivery

- *"Which site diary entries were submitted on this project last week?"*
- *"List the daily dockets on this project submitted by \<name>."*
- *"Show me delivery action items submitted on this project since 1 September."*
- *"Which site forms does this project use at all?"*

Subcontractor follow-up

- *"Has \<company> submitted anything on this project in the last month?"*
- *"Who submitted the most recent plant induction here?"*

7. When Kai cannot answer

What you see	What it means
"Your Deep Space Site access does not cover this…"	Your channel role does not allow it. A channel administrator can change your role.
"I cannot access the … channel. My connection is limited to …"	You asked for a channel other than the one linked to this workspace. Switch workspace instead.
"This workspace is not linked to a Deep Space Site channel"	No channel is linked to this Horizon workspace yet.
"No Deep Space Site form matches…"	The form name or alias was not found — ask *"which site forms can you read?"* and use one from the list.
An empty list	The register genuinely has nothing for that project and filter. Widen the dates or drop the submitter before assuming the data is missing.
"must be a date like 2026-09-01"	Give a real date rather than a phrase.

8. What this is not

Kai reads these registers; it never fills one in. It cannot submit, edit, approve or delete a form, and it cannot change anyone's Deep Space Site access. It also does not manage channel membership — that stays in Horizon and Deep Space Site.

Deep Space Horizon · Kai for HSEQ and Delivery v1.0 · September 2026. Companion documents: Kai in Horizon: User Guide (how Kai works and how to ask), Deep Space MCP: Tool Index (every tool, what it reads, and what is coming) and DS MCP Connection Guide (connecting Claude, ChatGPT or Codex to Deep Space).