

Sentinel

safer
smarter
simpler

Sentinel APP; for Card Checkers & Training Providers

Available to download in the App Store



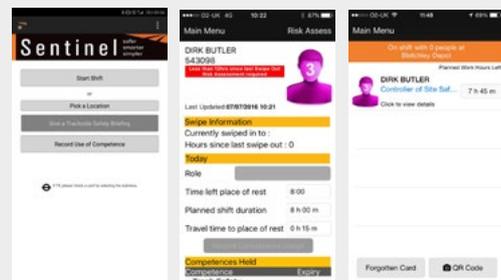
Swipe in

When using the Sentinel APP the card checker must swipe themselves in first. They would typically be a Safe Work Leader, Person in Charge or Controller of Site Safety.

Open the APP and select the QR Code button. Scan your card and select your Sponsor. If this is the first time you are using the APP you will need to select your Location before you can swipe in. Then select start shift.

You will then need to enter your Time Left Place of Rest, Planned Shift Duration and Travel Time to Place of Rest. You are also given the option to set an individual swipe out reminder. Once these are complete you can select Swipe In.

You are then taken to the team page. To swipe in your team, select the QR Code button, scan their card and repeat the process above. This team page will then be populated with everyone that has been swiped in.



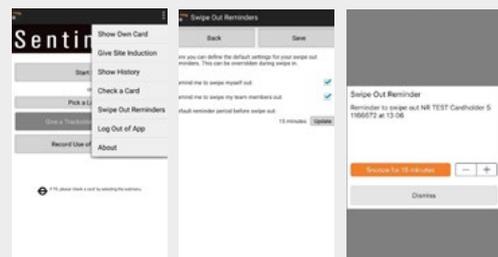
Swipe out reminder

The Card Checker can set a reminder to swipe a whole team and/or themselves out at the end of a shift.

In the main menu you can change the default settings for the whole team swipe out reminder by selecting the 3 lines/dots in the top right of the screen and selecting 'Swipe Out Reminder'.

You are now able to change the settings of the default Swipe Out Reminder. Once you have checked or changed your settings press Save at the top of your screen and your setting will be saved.

If you have set a Swipe Out Reminder a pop up will appear. You can either snooze the reminder for a selected period of time or dismiss the reminder. If you snooze the reminder another pop up will appear after your selected snooze time.



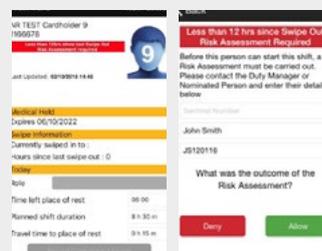
Risk assessment

If you, or someone you have swiped in, has had less than 12 hours rest, the APP will indicate that a Risk Assessment needs to take place.

You cannot continue until this has been completed.

Before completing the Risk Assessment, fill in the basic fatigue data that is asked and then press Risk Assess.

The Risk Assessment is completed by a Line Manager or other nominated person, whose details will be recorded in the APP. Depending on the outcome of the risk assessment, and to proceed, select Allow or Deny.



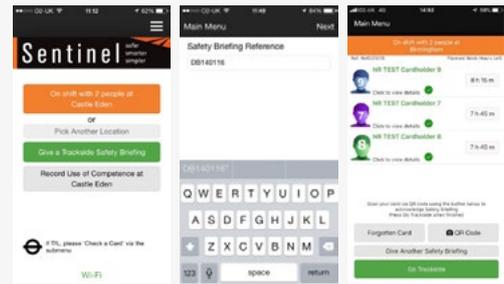
Safety brief

After a Card Checker has swiped themselves and their team in a Safety Brief needs to take place.

Go to the Main Menu and select Give a Trackside Safety Briefing which will now be highlighted green.

You are then asked to enter a Safety Brief reference number and select Next. To accept the Safety Brief you need to scan everyone's cards again. Click on the QR Code button and scan each card.

Once the cards have been scanned, a green circle with a tick appears next to the person's name to indicate they have accepted the Safety Brief. If you fail to scan someone's card a warning will appear where you can accept or deny that person's access to track without a Safety Brief.



Swipe out

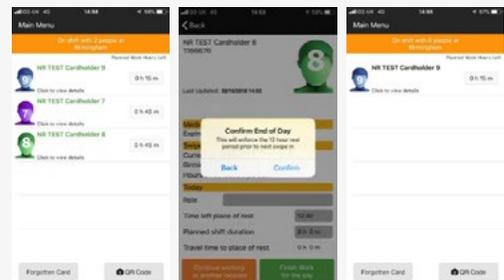
At the end of the shift, the Card Checker will need to swipe out their team and themselves.

To do this they do not need to scan each person's card again.

Go to the On Shift team page and click on the first person to Swipe Out. At this point you can record a Competence for that person, or just swipe them out.

When swiping out you can select Finish Work for the Day or Continue Working at Another Location. If you choose Finish Work for the Day you will see a message telling you that this will start the 12-hour rest rule. This means if you then Swipe in within the next 12 hours a Risk Assessment will need to be performed.

If you then click on Confirm you are taken back to the team page where you can repeat the process and swipe out the next person. Don't forget to swipe yourself out at the end.



Recording use of competence

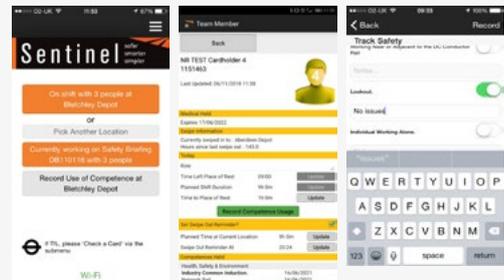
Competences can be recorded through the APP which can be done at anytime by the Card Checker. Once completed, the details get transferred into the Log book section of the individual's mySentinel account.

To record use of competence select On Shift with... or Record Use of Competence. You can then either select an individual's name from the team screen or choose a location and date when the competence was used.

You are then taken to the person's information page where you can select the Record Competence Usage icon.

Select the competence which has been used by sliding the button to the right/ticking the box. A note may be added, however this is not mandatory.

Select Record on the top right hand side of the screen. The competence has been recorded as being used.



Expiry dates & denied access

The medical expiry date will be displayed underneath the medical restrictions section when a person has been swiped in.

Competency expiry date is displayed in the Competency Held section.

If an individual is denied access due to an issue with D&A, Competencies, Medicals or Sponsor a warning will be displayed. If a person has been denied for more than one of these reasons all applicable denied access reasons will appear.

The person will not be able to work trackside until the relevant issues have been resolved.

