

# Sentinel

safer  
smarter  
simpler

Welcome to Sentinel.



Your passport to working on the rail infrastructure.

The Sentinel app enables a number of safety related functions, most importantly providing confirmation that individuals have **Authority to Work** .

The app automatically checks that someone has a Primary Sponsor, that they hold a relevant core competence and they have a valid medical and drugs and alcohol certification.

The following shows you everything that the app can do and you will find that with a good Wi-Fi or mobile data connection the swipe in process is very quick.

Swiping in supports the following functions:

It allows card checkers to swipe themselves and their team in and validate their Authority to Work.

It allows individuals working alone to swipe themselves in as a lone worker and enable the recording of their competencies and fatigue risk.

You can download the app from



## Swipe In

Click on the Sentinel app on the main screen to open the app.



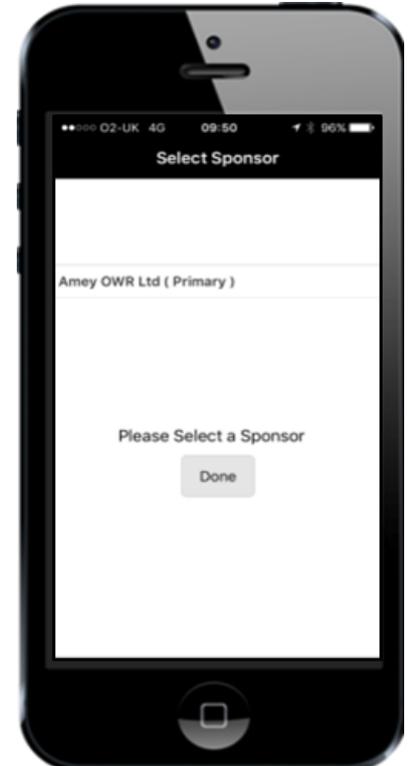
Click on the QR Code button and the camera will open.

**The card checker has to swipe in first** before they swipe their team in. To do this position the card with the QR code facing the camera.



Once scanned you get the **Select Sponsor** screen. The Sentinel app shows the Primary and Sub sponsors .

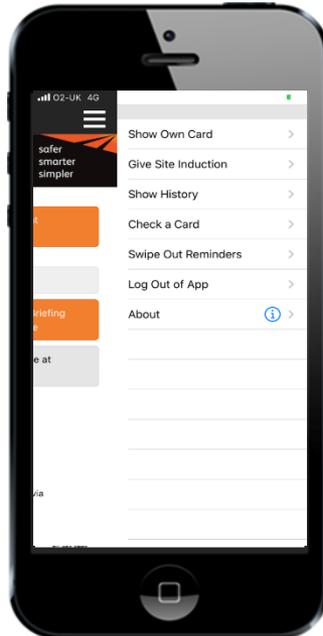
Select the correct Sponsor and click the **Done** box to continue.



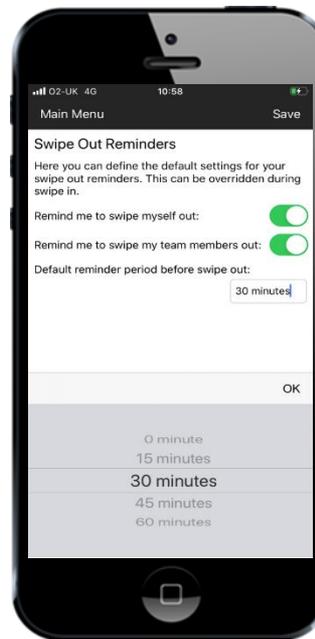
## Swipe Out Reminders



You can set swipe out reminders by selecting the 3 lines in top right of screen.



Select Swipe Out Reminders in the drop down menu.



You have the option to be able to swipe out yourself and the whole team and when the reminder will appear.

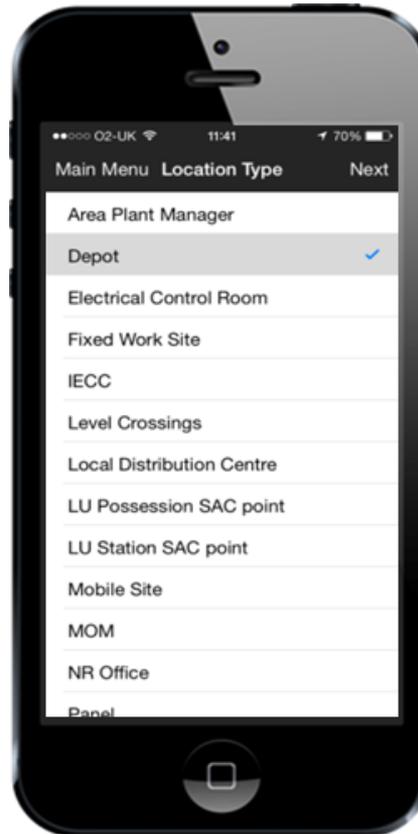
Change your swipe out reminder settings & select Save.



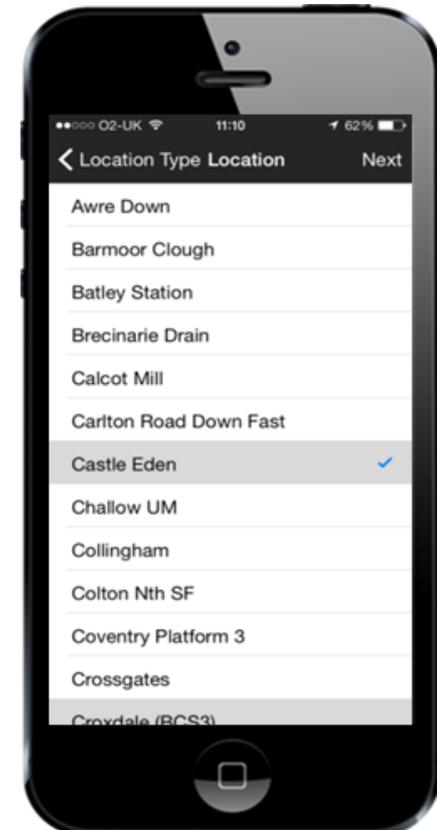
You will be taken back to the home screen.



The **Location Type** lists the work area. Select the Location Type that matches or closely matches the relevant location then select **Next**.



The Sentinel app will then display the **Locations** associated to the location type. Chose your location and select **Next**.



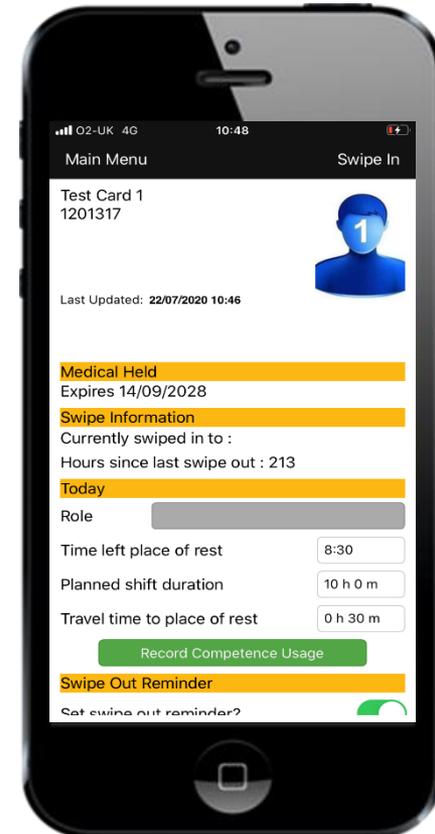
The first time you use the app you will need to Select your Location. To do this click on **Start Shift**.

Your profile page appears and it is here you can check and record competence, check medical expiry data and add the relevant swipe in details.

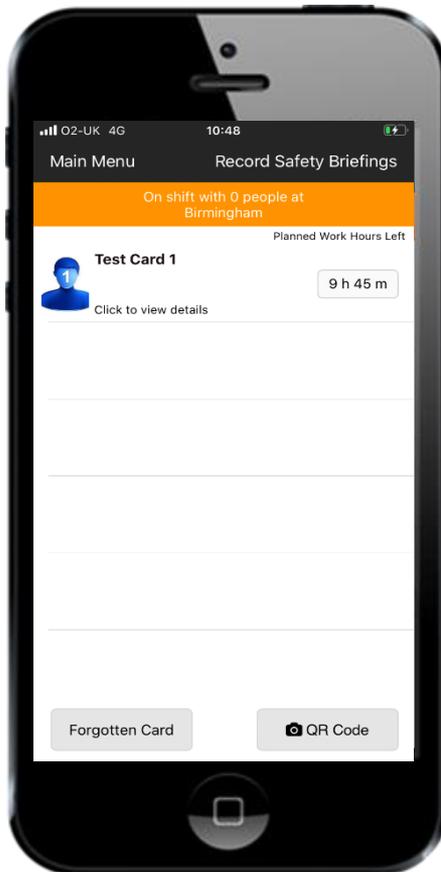
- **Medical Restrictions and Expiry** are shown.
- Enter the **Time left place of rest**, e.g. home/hotel.
- **Planned shift duration** takes into account how long the shift is.
- **Travel time to place of rest** is also entered.
- **Competencies** an individual will be using that shift can be recorded.
- An individual's **Swipe Out Reminder** can be selected and set.
- **Valid Until** date of each **competency** held is shown.

As long as you are in an area of communication the system will remember the details you enter. This means that each time you swipe in, these details, and those for your team, will be shown making the swipe in process quicker.

Click on **Swipe in** to continue



This **team screen** shows who is on shift, and where the shift is based.



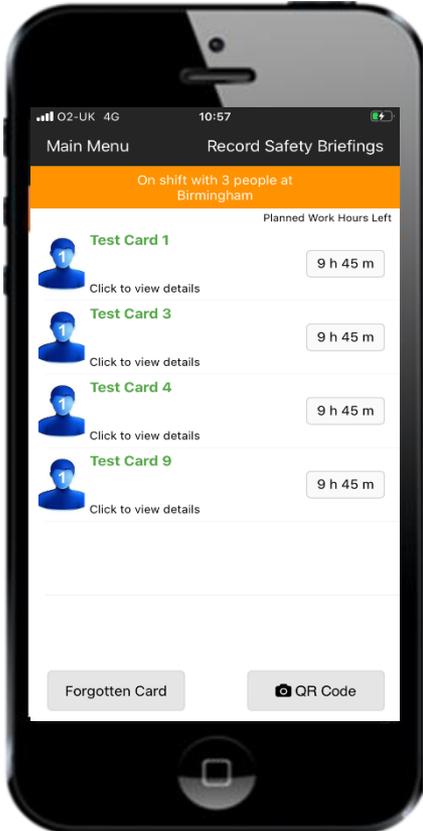
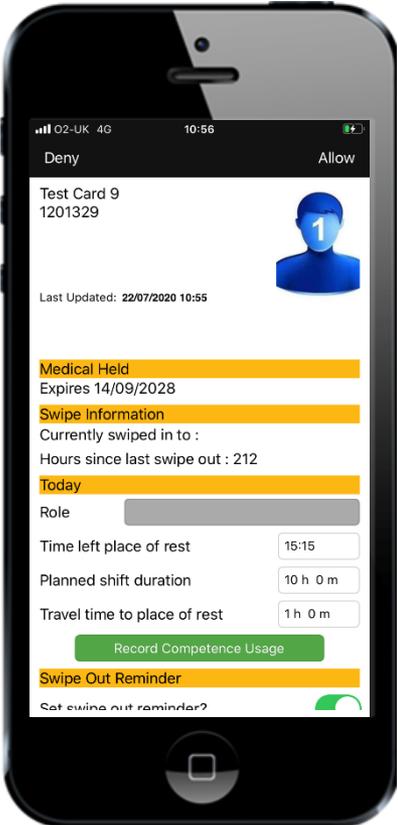
It also displays how long is remaining on the shift time they entered.

To swipe in another team member, click on the **QR code** icon.

Scan the card, select the correct Sponsor and then press **Done**.



You can now check that they have the correct competencies then input their travel and shift times and select **Confirm / Allow**.

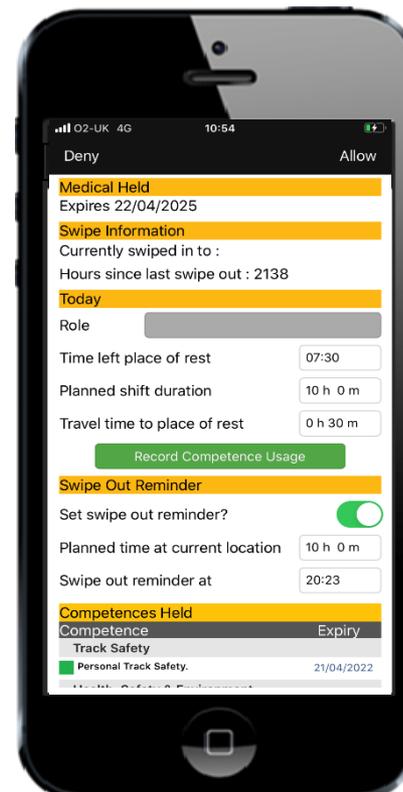
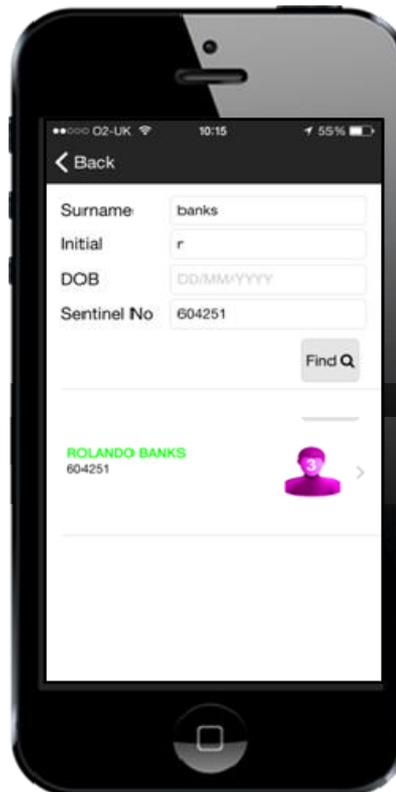
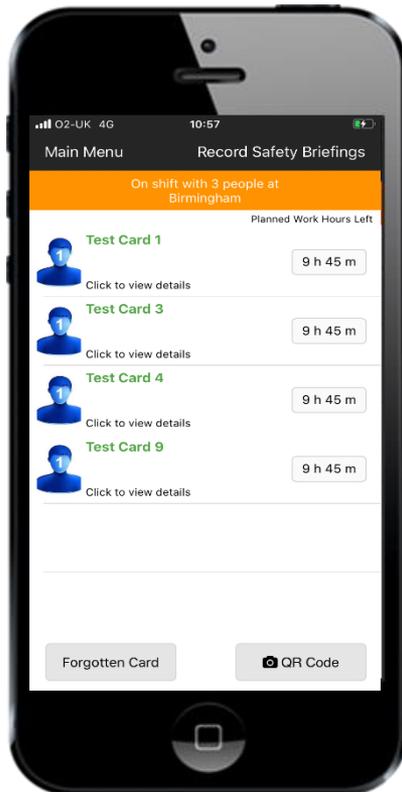


Notice the team is now being built.

The process is repeated for all members of the team.

## Forgotten Cards and TVPs

The process for swiping in an individual who has forgotten their card.



If an individual has forgotten their Sentinel card **more than 3 times** in a 12 month period, they will be automatically **denied access** to work.

Select the **Forgotten Card** button in the team screen.

Input the Surname and Initial plus either the Date of Birth or the Sentinel number and click **Find**. When the person has been found click on them to bring up their details.

Then fill in/check the information as before and select **Confirm / Allow**.

# The process for swiping in an individual who has a TVP.

Scan the QR code on the TVP.

## Track Visitor Permit

Produced at: 14:24, 04.10.2018

Permit Number	100506709		Purpose of Visit	Track Visit	
This permit is valid from	Time	Date	This permit expires at	Time	Date
	1030	27/09/2018		1500	27/09/2018
Track Visitor	UAT VP4 August		Requesting Sponsor	Network Rail	



The QR Code above, top right, can be scanned using any smartphone which has a QR scanning app installed.

This TVP must be used in conjunction with photographic ID.

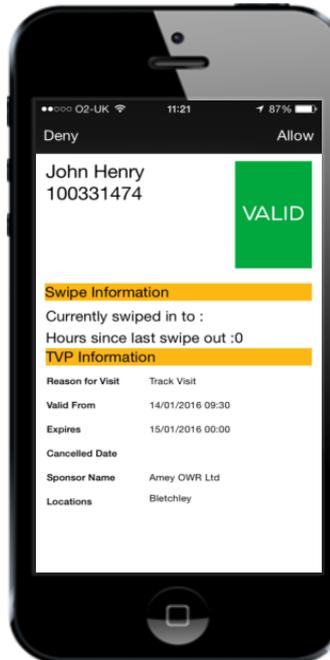
IMPORTANT: It is ESSENTIAL that you read and have understood the Key Safety Information below which is also available via the following link [https://www.rajsentinel.co.uk/Sentinel/Content/Documents/TVP\\_KSI.pdf](https://www.rajsentinel.co.uk/Sentinel/Content/Documents/TVP_KSI.pdf) before your visit. Failure to comply with the stated requirements will result in your being prohibited from entering the trackside environment.

They must:

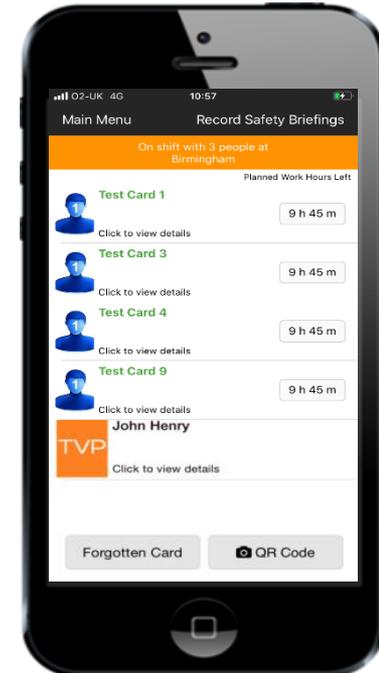
- remain under the supervision of a COSS at all times
- receive a briefing from the COSS on the safety arrangements for their visit
- keep this permit with them during their visit and show it on request
- give the permit back to the COSS at the end of their visit

The person named above has been authorised to go on or near the line at the location(s) listed below:

Location	Signed by COSS	COSS Sentinel Card Number	Signed by Visitor
Glasgow			
Hastings			
Any special medical restrictions or precautions			



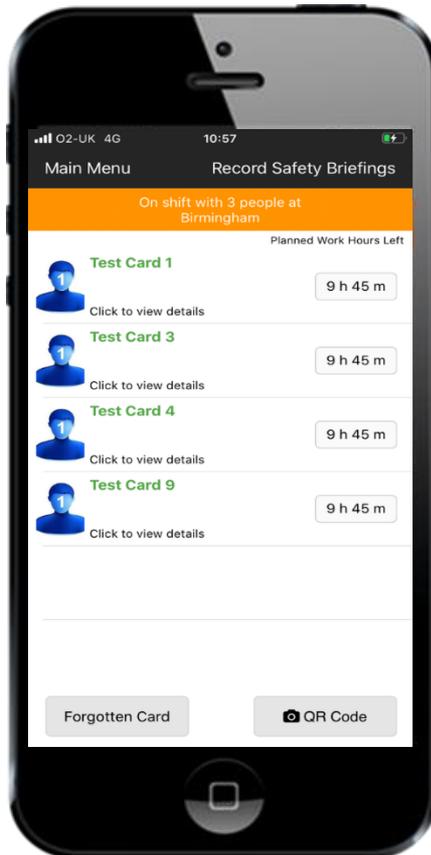
Before continuing with this, check the location and the date then select the **Allow** icon.



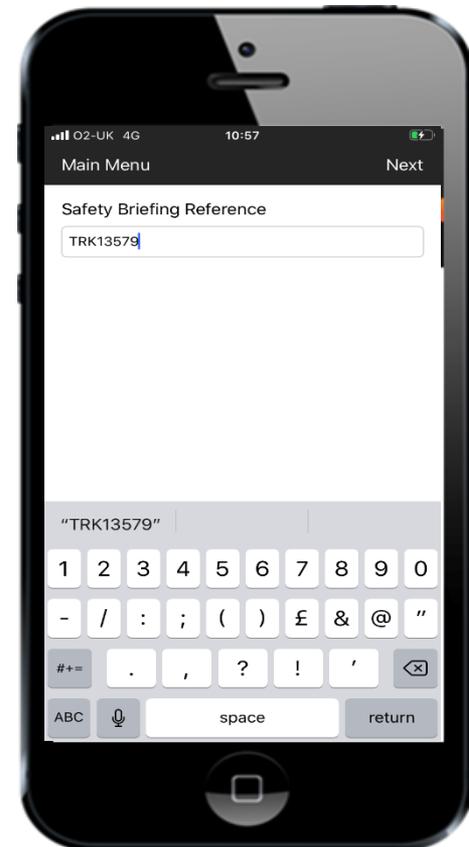
Notice the TVP holder's name is now included in the team screen.

## Conducting a Safety Brief

As this team will be accessing the infrastructure, the card checker needs to record the Safety Brief.

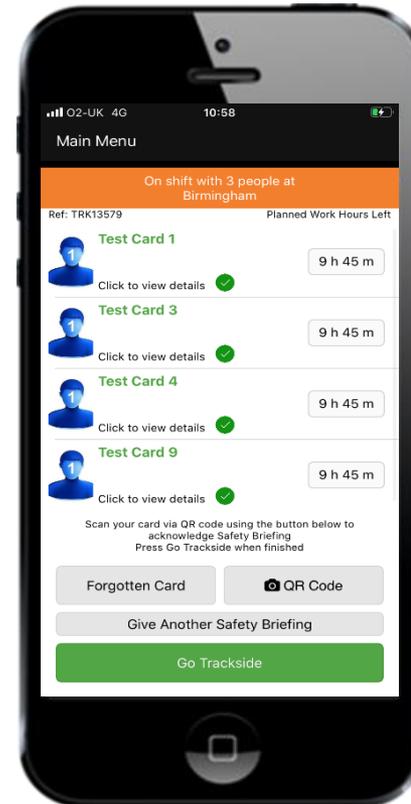
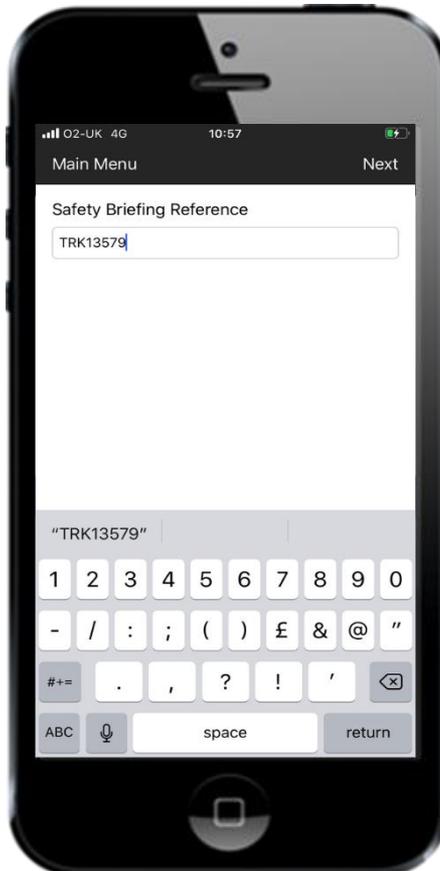


Select Record Safety Briefings and then click enter the safety briefing reference (usually the SSOWP reference).



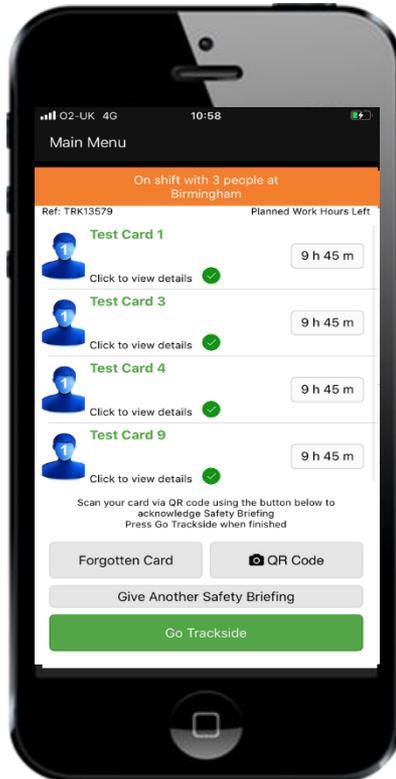
After the Safety Brief has been delivered, the reference is typed into this screen.

Then click the **Next** button.



To accept the Safety Brief everyone has to have their card scanned again. To do this click on the **QR Code** button and scan each team members card.

The green circles against a person's name indicates they have accepted the Safety Brief.



If not all team members have been swiped again to verify they have had the safety brief, when you press **Go Trackside** you will see this pop up message.

If **Yes** is selected, The system will record you as going trackside with one or more team members who will not have the Safety Brief registered against their name in Sentinel.

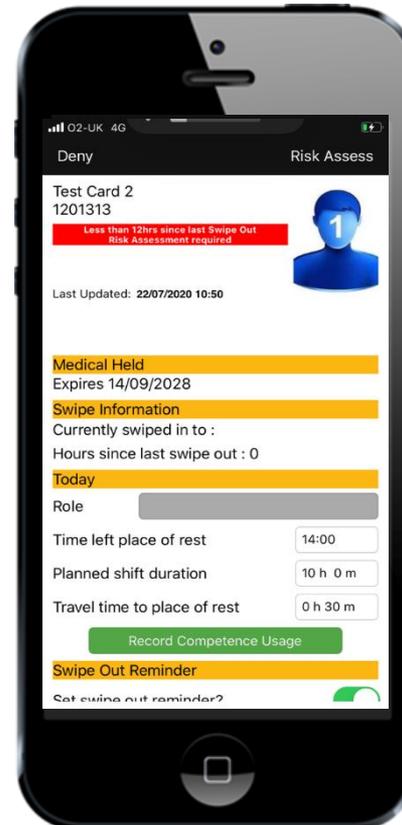
If **No** is selected, you can scan the missing team member's card and then select the **Go Trackside** button again.



## Risk Assessment

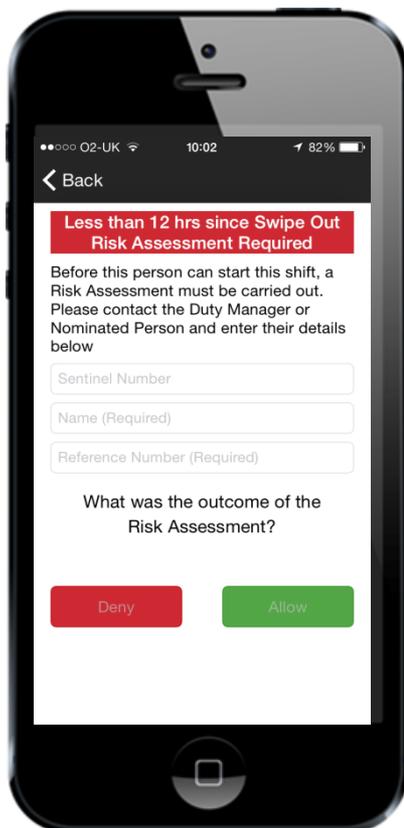
When someone is **swiped out** at the end of their shift, it starts the 12 hour rest rule. This means that if they try to swipe in without having 12 hours rest the system will recognise this and ask for a Risk Assessment to be completed.

If a Risk Assessment is required a red box with a message will be shown under the persons name and Sentinel number.

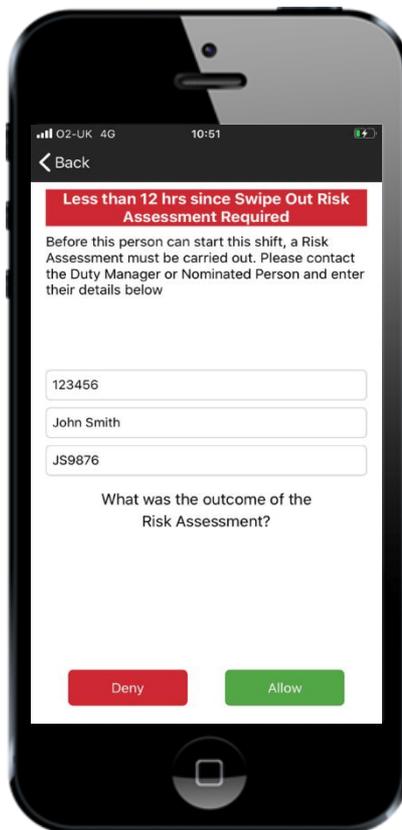


After adding/changing the Time left place of rest, Planned shift duration and Travel time to place of rest, select the **Risk Assess** button.

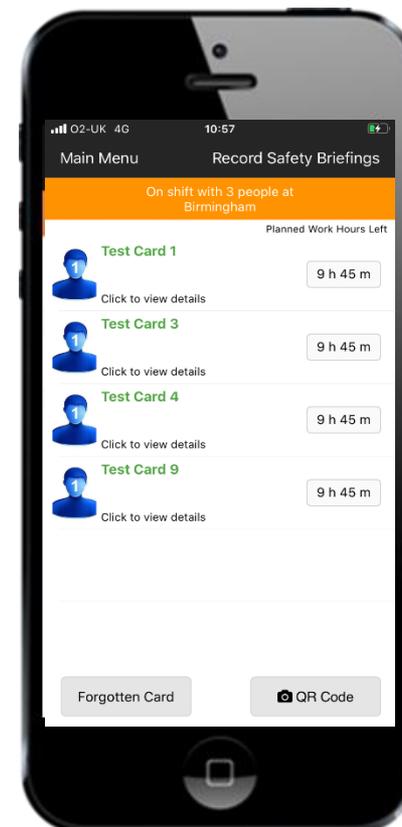
Apply your local process for recording a fatigue Risk Assessment. The person who has conducted the risk assessment then gives the card checker their name or Sentinel number and a reference number.



The information is entered into the relevant fields by the card checker.



Once the information has been entered the card checker selects the relevant **Deny** or **Allow** button.



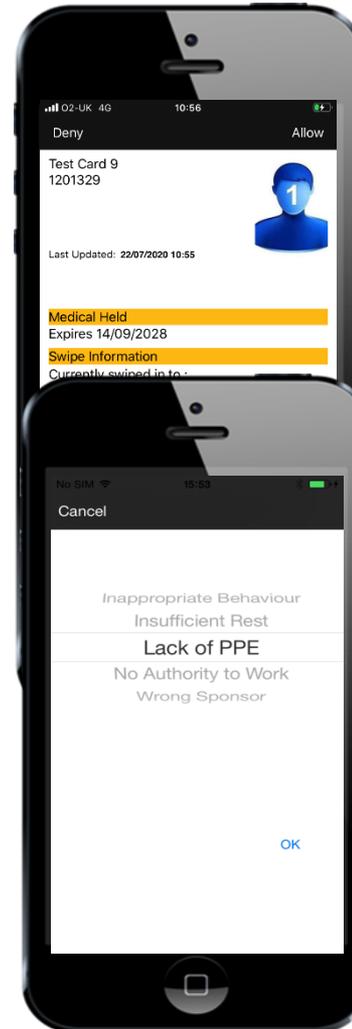
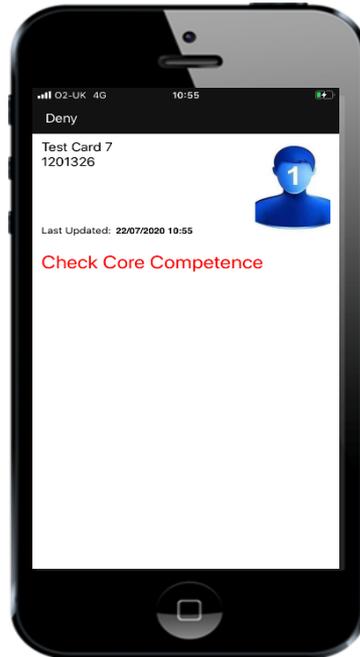
If **allow** is selected the person will appear on the team screen and the person is Swiped In. If **deny** is selected the person will not appear on the team screen and will not be swiped in.

## Dealing with instances of denied access

During the course of Swiping In there may be instances where team members will be denied access.

The system will automatically detect if someone doesn't hold the correct details on their profile to work and will display a message.

e.g Check Primary Sponsor, Check Core Competency, Check Medical, Check D&A (or a combination of all 4)



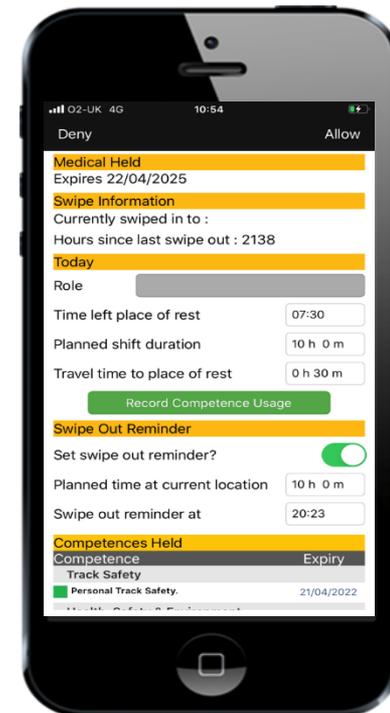
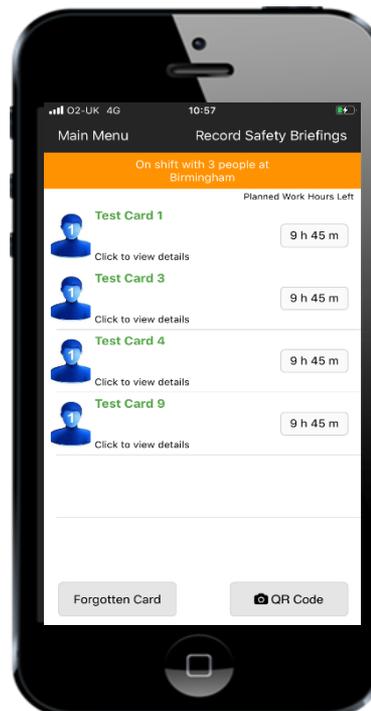
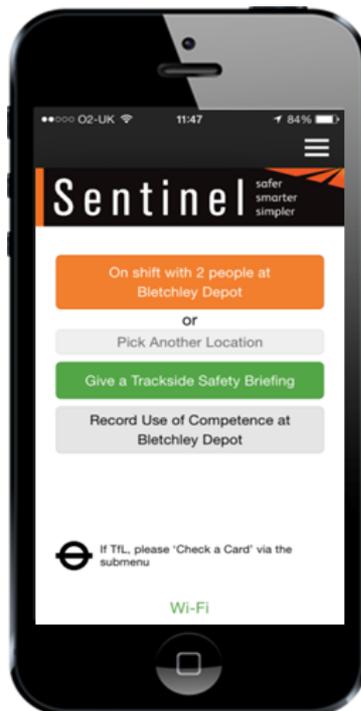
If the card checker wants to deny an individual access to site for a reason covered by pre-set reasons shown when selecting **deny**, they would choose the most appropriate reason and press OK.

## Recording Use of Competence

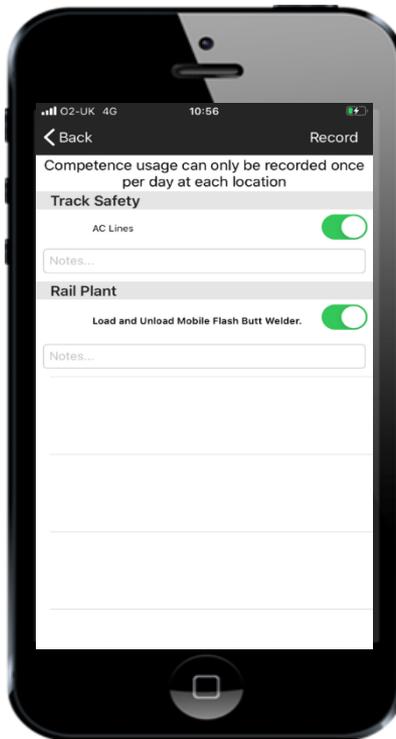
As a card checker you can award use of competence for your team at any point in the day or at the end of the shift.

From the main menu, select the **On shift with...** button.

Select an individual's name from the team screen and select **Record Competence Usage**.

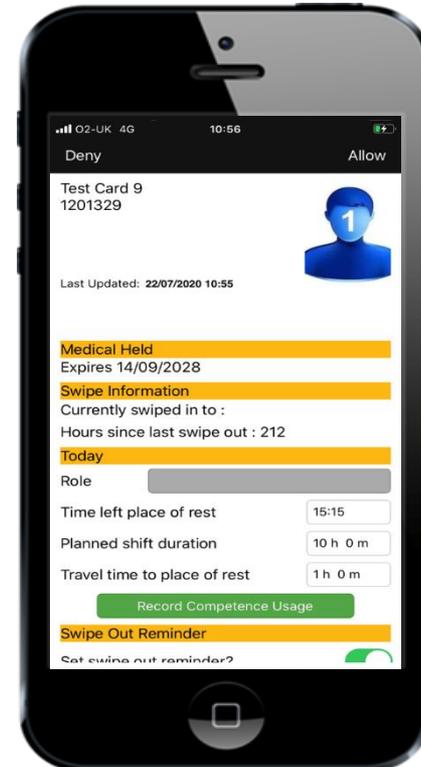


Select the competence which has been used by sliding the button to the right. When recording use of competence a note may be added, however this is not mandatory.



Select the **Record** button.

Then you are taken back to the individual's profile screen.



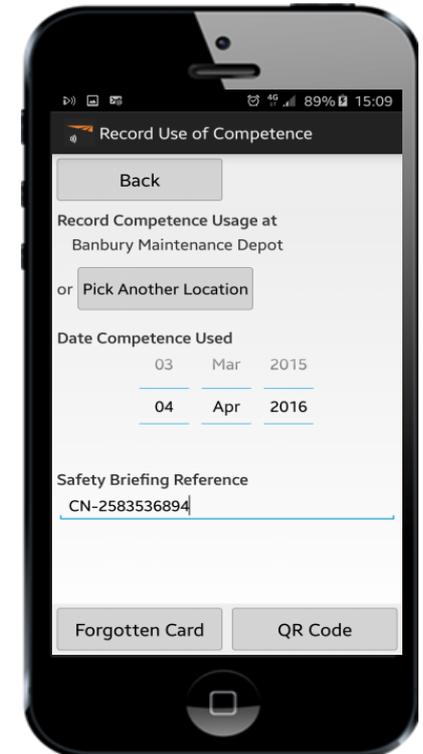
If you are not on shift but you want to award someone Use of Competence you would first swipe in and then from the main menu you would select **Record Use of Competence**.



Choose the location where the competence was used and the date it was used. Add a Safety Briefing reference if it is relevant.

If you put in a Safety Brief reference you will not be able to record relevant core competence as this will have been recorded automatically at the time the shift took place.

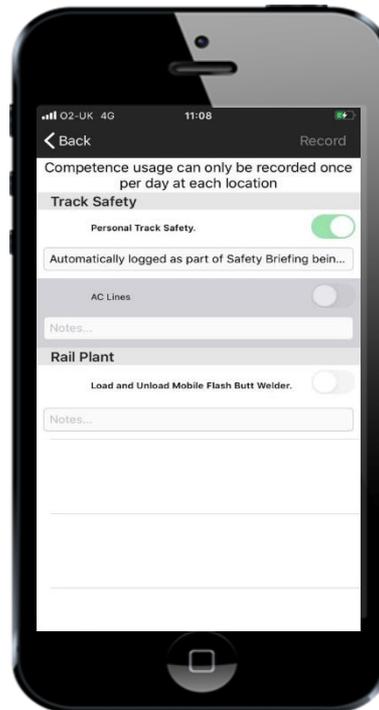
Select the **QR code** button and scan the persons card.



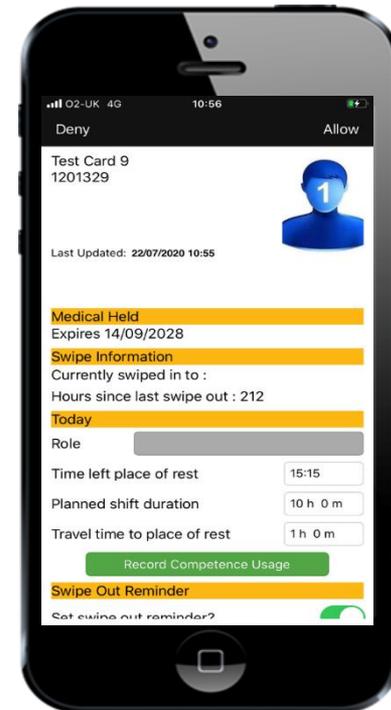
Select the **Record Competence Usage** button.



Select the competence to be recorded and add a note if required and then press **Record**.



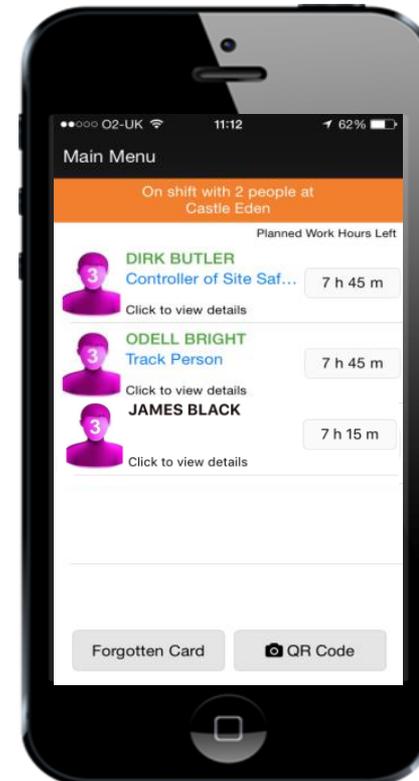
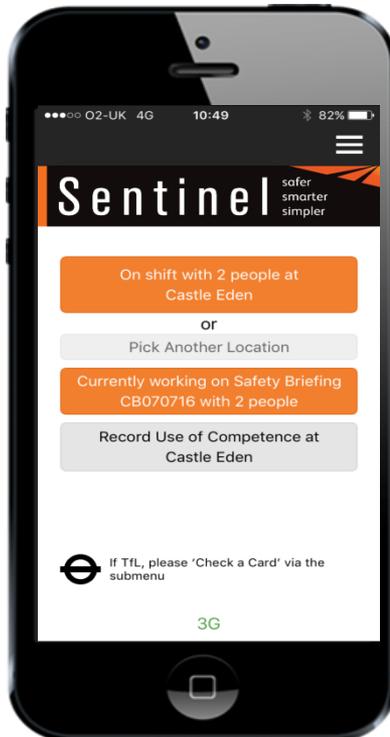
The dates are not shown in the app but are uploaded to the Sentinel database.



## Dealing with changes in the day

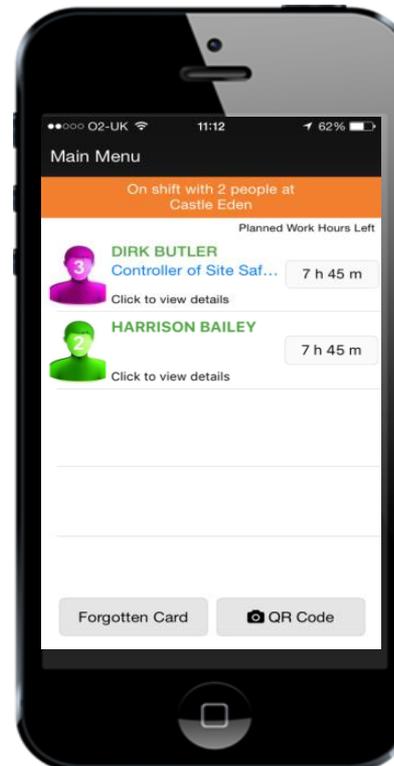
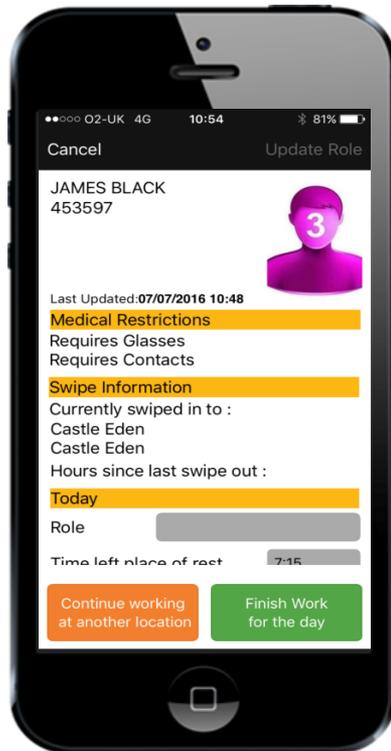
If in the course of a day a member of your team needs to change location select the **On Shift with...** button in the Main Menu.

Select the member of your team.

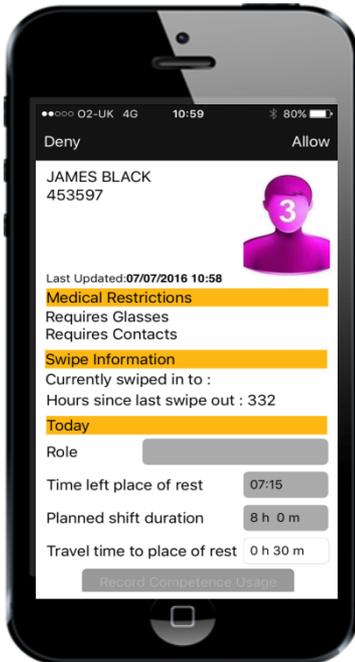


Select the **Continue working at another Location** button.

This removes the person from the card checkers team screen and enables them to be Swiped In by the next card checker.

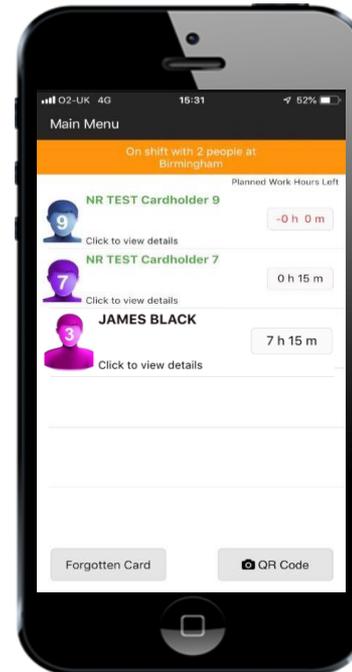


The person travels to the next location and the new card checker swipes them into their smartphone as before.



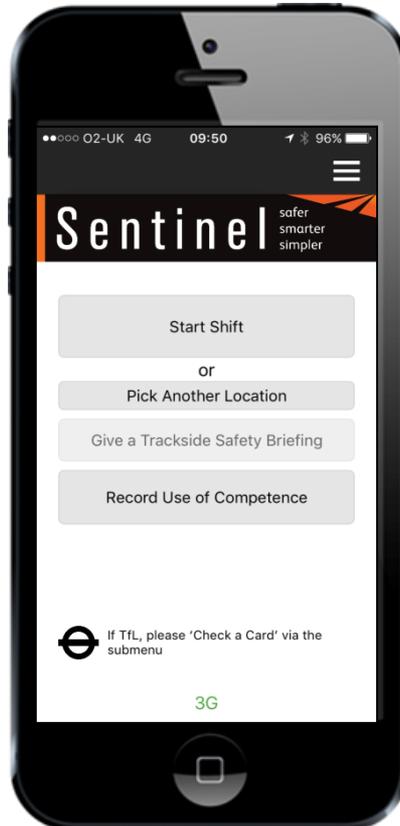
The new card checker can amend their Travel time to place of rest but not their Time left place of rest or Planned Shift duration.

The card checker would then press **Allow**.



The person has now joined the new team.

## Recording a completed Site Induction

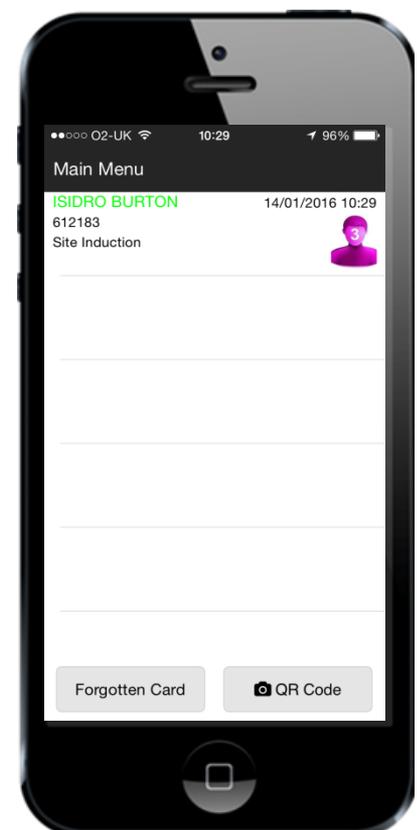
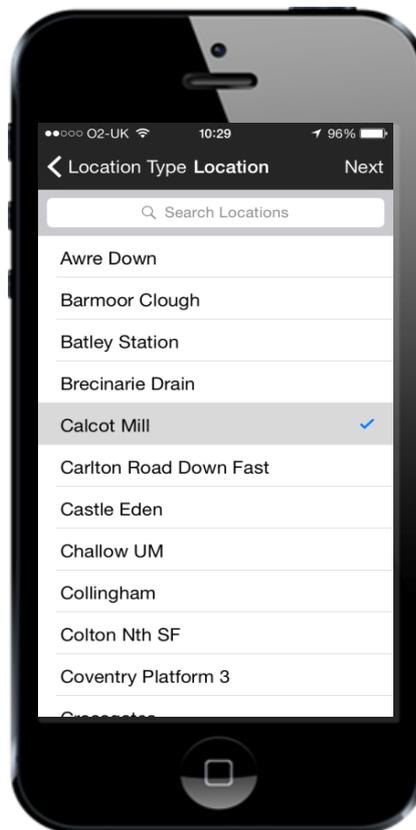
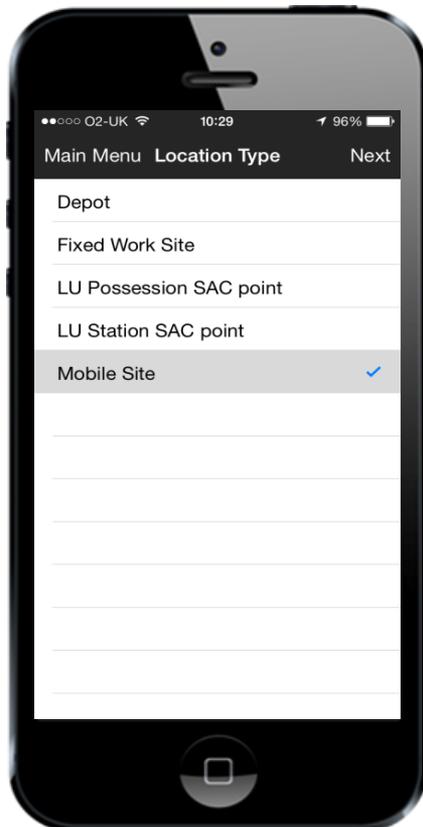


From the Main Menu, select the **sub menu** button. Depending on the phone this could be at the top or bottom of the screen.

Select **Give Site Induction** from the drop down menu.



## Choose the Location Type and Location.



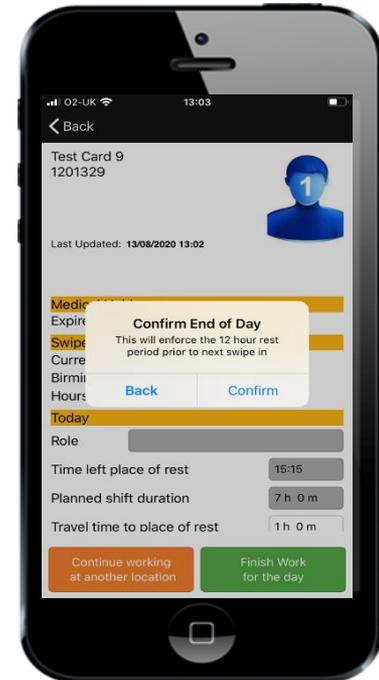
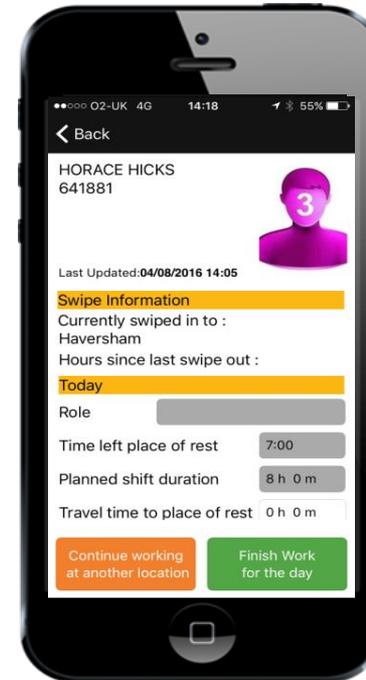
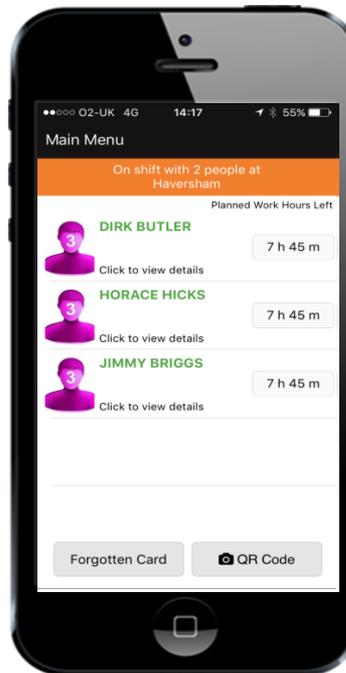
Select the **QR Code** button and scan the card.

Repeat this for all team members until everyone has had the Site Induction recorded against their name.

Now the team member has been recorded, their details can be seen.

## Swiping Out

If you have set a swipe out reminder this will pop up at the selected time.

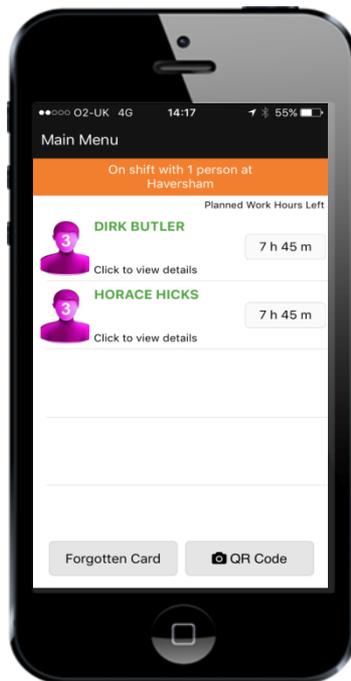


You are able to either **snooze** the reminder for the default 15 minutes, increase the snooze time, or **dismiss** the reminder.

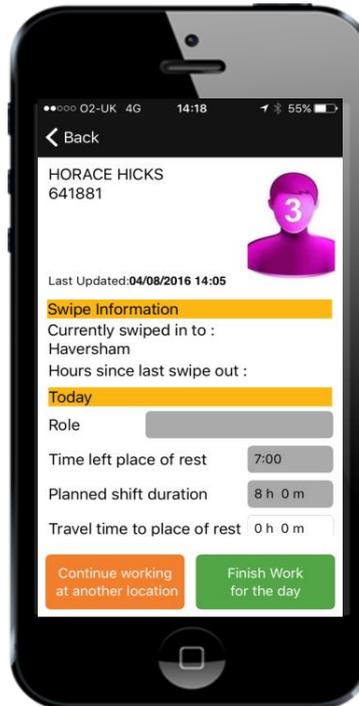
In the team screen, select a member of the team to swipe out.

Select **Finish Work for the Day** and select **Confirm** on the popup screen.

Back at the team screen, notice that person is no longer part of the team. Now select the next person.



Again, select **Finish Work for the Day** and the **Confirm** on the popup screen.



The card checker is the last person to swipe out.

