

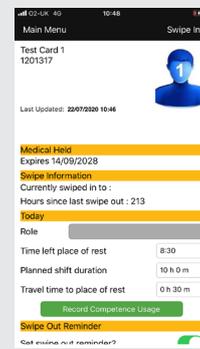
## STAGE 1

### Swipe in

To begin, the Card Checker (typically a Safe Work Leader or Controller of Site Safety) needs to swipe themselves in.

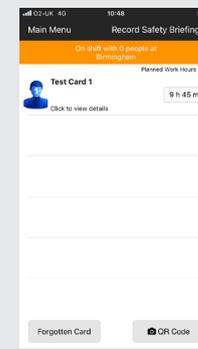
- Open the APP and select the **QR Code** button.
- Scan your card and select your Sponsor.

First time using the APP? You must select your Location to enable swipe in.



Once your Location is selected, enter your **Time Left Place of Rest**, **Planned Shift Duration** and **Travel Time to Place of Rest**. When these are complete, select **Swipe In**.

If you would like to set an individual swipe out reminder you are able to select and change the times in the **Set Swipe Out Reminder** section.



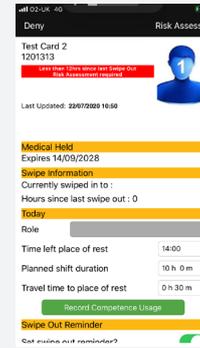
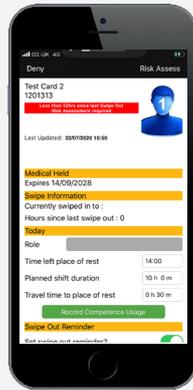
On the Team page, swipe in your team. Select the **QR Code** button, scan their card and repeat the swipe in process. The team page will then populate to indicate everyone has been swiped in.

## STAGE 2

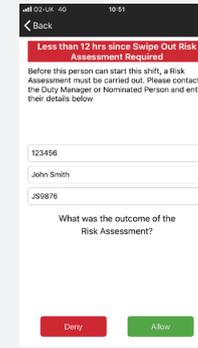
### Risk assessment

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 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 progress, select **Allow** or **Deny**.

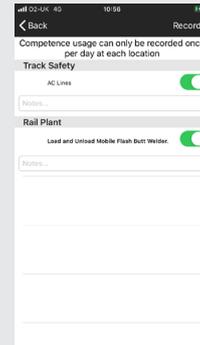
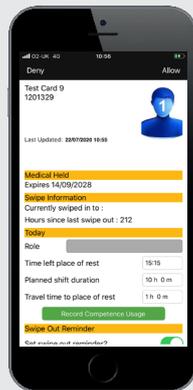
## STAGE 3

### Recording use of competence

Competencies can be recorded through the APP on or after swipe in by the Card Checker.

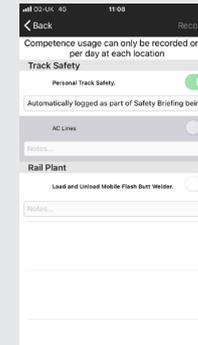
Once completed, the details get transferred into the Log Book section of the individual's MySentinel account.

The Card Checker can record a team member's competence when swiping them in. On their profile page press the **Record Competence Usage** button to record the competencies they will be using that shift.



Select the competence which has been used.

A note may be added (this is not mandatory)



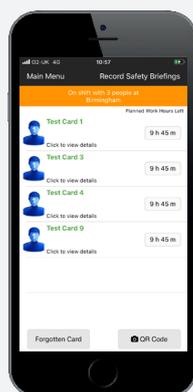
Select **Record** on the top right-hand side of the screen. The competence has been recorded as being used by that team member. After recording these competencies, they will not be able to be re-recorded until their next shift.

## STAGE 4

### Safety briefing

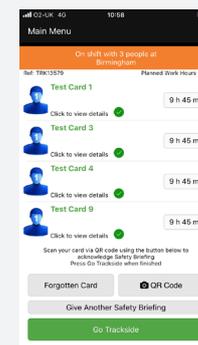
After a Card Checker has swiped in themselves and their team, a safety briefing needs to take place.

Press the **Record Safety Briefings** button at the top right of the team screen.



Enter the safety briefing reference number and select next.

To confirm that the safety briefing has been delivered, press the **QR Code** button and scan the team's cards.



Once the cards have been scanned, a green circle with a tick appears next to the person's name to show they have received the safety briefing. If a team member's card has not been scanned a notification will appear when you press **Go Trackside**.

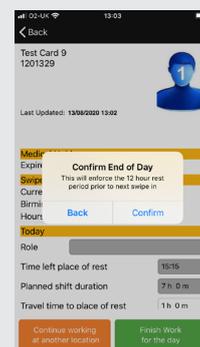
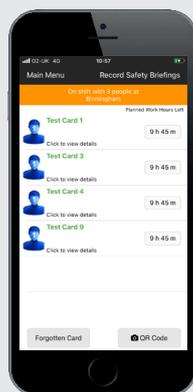
## STAGE 5

### Swipe out

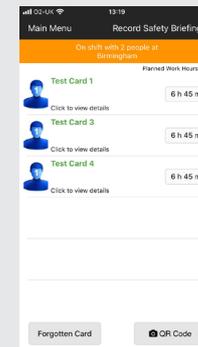
At the end of the day/shift, the Card Checker will need to swipe everyone in the team out.

**You do not scan the cards 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 (if you wish), 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.



Click on **Confirm** to go back to the team page where you can repeat the process and swipe out the next person.

Once you have swiped the whole team out you are able to swipe yourself out.

## Medical & competency expiry

The expiry date of medicals & competencies will be displayed on the Swipe In/ Check a Card, Show Own Card page and the PC Card Reader.

Deny Allow

**Medical Held**  
Expires 22/04/2025

**Swipe Information**  
Currently swiped in to :  
Hours since last swipe out : 2138

**Today**

Role [Redacted]

Time left place of rest 07:30

Planned shift duration 10 h 0 m

Travel time to place of rest 0 h 30 m

Record Competence Usage

**Swipe Out Reminder**

Set swipe out reminder?

Planned time at current location 10 h 0 m

Swipe out reminder at 20:23

**Competences Held**

Competence	Expiry
Track Safety	
Personal Track Safety.	21/04/2022

The Sentinel APP.  
Helping to keep  
you and your team  
safe trackside.



## Denied access

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.

Deny

Test Card 7  
1201326

Last Updated: 22/07/2020 10:55

Check Core Competence

safer smarter simpler

- Show Own Card >
- Give Site Induction >
- Show History >
- Check a Card >
- Swipe Out Reminders >
- Log Out of App >
- About ⓘ >

## Swipe out reminder – Main menu

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

You can change the default settings for the swipe out reminder by selecting the 3 lines/dots in the top right of the screen and selecting 'Swipe Out Reminder'

Download the  
Sentinel APP here



Main Menu Save

**Swipe Out Reminders**

Here you can define the default settings for your swipe out reminders. This can be overridden during swipe in.

Remind me to swipe myself out:

Remind me to swipe my team members out:

Default reminder period before swipe out: 30 minutes

Save

Once you have checked or changed your settings press Save at the top of your screen and your settings will be saved.

Main Menu Save

**Swipe Out Reminders**

Here you can define the default settings for your swipe out reminders. This can be overridden during swipe in.

Remind me to swipe myself out:

Remind me to swipe my team members out:

Default reminder period before swipe out: 30 minutes

OK

- 0 minute
- 15 minutes
- 30 minutes
- 45 minutes
- 60 minutes

If you have set a swipe out reminder a pop up will appear. You can either snooze the reminder for a selected period if your shift has been extended, or dismiss the reminder.