



SWP v4 USER GUIDE



TRACSIS

ONTRAC
Rail Safety Software

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Welcome

Welcome to the newly updated user guide for the SWP v4.

This document will guide users through the process of completing their SWPs utilizing the new updated workflow.

Getting Started

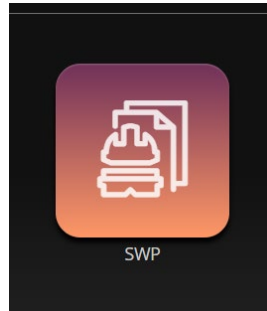
Please login to <https://railhub.on-trac.co.uk/> as normal using your login credentials.

On the RailHub landing page you can access the SWPv4 via the new tile SWP 019 version 11. This will be your access portal for the SWPv4 environment.



Landing Page

The new RailHub Landing Page, here you will be presented with a tile for “SWP” which you will need to click to access the newly updated SWP system, where you will also be able to access Work Package Plans (WPP) and National Hazard Directory (NHD) if you are signed up for these applications.



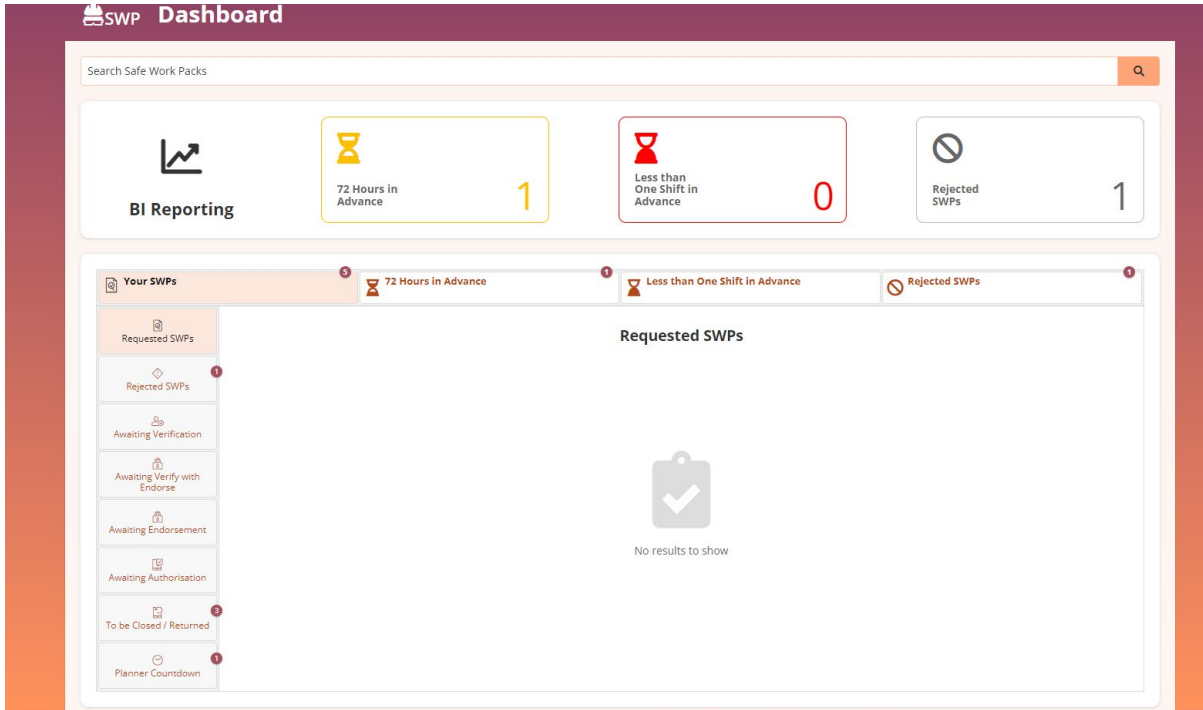
Dashboard

The dashboard has been completely overhauled for SWP v4 to make it easier for users to see the status of their packs and highlight any packs that require action soon.

The dashboard is split into buttons for each pack status with number notifications to show how many packs fall under each status. These statuses are as follows:

Status	Description
Requested SWPs	Any packs that have been requested by an RM where the current user is the assigned planner.
Rejected SWPs	Any packs that have been rejected by either the PIC or RM assigned to the pack.
Awaiting Verification	Any packs awaiting verification from the PIC.
Awaiting Verification with Endorsement	Any packs that have been endorsed by the COSS and are now needing to be verified by the PIC.
Awaiting Endorsement	Any packs awaiting endorsement from the COSS.
Awaiting Authorisation	Any packs awaiting authorisation from the RM.
To be Closed / Returned	Any packs that have passed the planned end time but have yet to be returned.
Planner Countdown	Any packs whereby the current user is the Planner on the pack, but the packs are yet to be authorised and are within 72 hours of their planned start time.

Additionally, the most time sensitive packs will be highlighted in the top section of the dashboard which highlights packs that are either rejected or awaiting action within 72 hours of the planned start time.



Users can click any of the status buttons to see the relevant packs and can then click to view the pack.

Rejected SWPs (1 of 1)

ELR	Pack No.	Status	Creator	Date	Week No.	Project	
SPC1	11 (2)	Rejected	Callum Planner	16-03-2022	50	N/A	^
SPC1	11 / 1	Rejected	Callum Planner	16-03-2022	50	N/A	view pack ↗
SPC1	11 / 2	Rejected	Callum Planner	16-03-2022	51	N/A	view pack ↗

Create or Resume Pack

This section details how to create an SWP Pack.

Create a New pack via the Menu

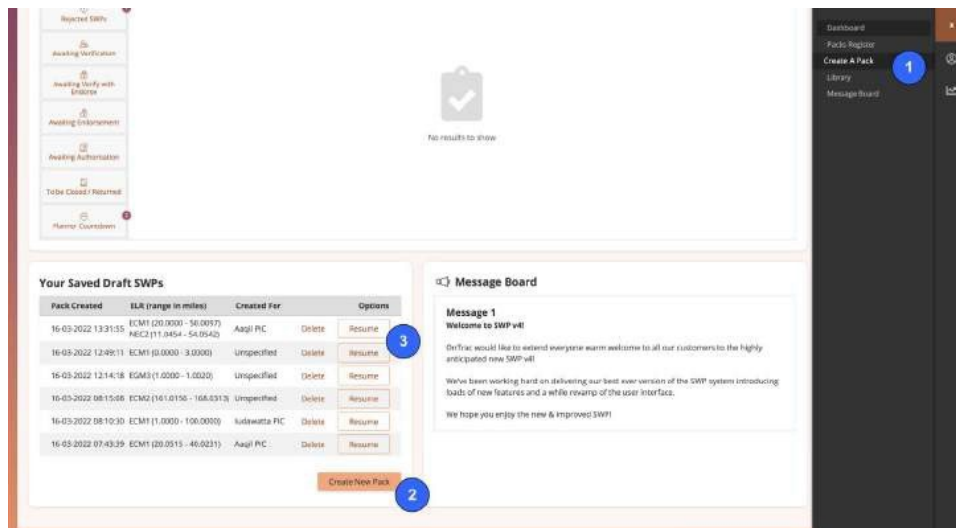
By selecting the menu button on the right-hand side of your screen and selecting the 'Create a Pack' button from the sidebar.

Create a new pack

At the bottom of the page is a button to start a new pack. This will take you to the first step of the pack creation process.

Resume a pack

On the right of each row is a button to 'resume' editing an incomplete pack. The button will take you to the last edited point within the pack.



The screenshot displays the ONTRAC software interface. On the right-hand side, a dark sidebar menu contains the following items: Dashboard, Pack Register, **Create A Pack** (highlighted with a blue circle and the number 1), Library, and Message Board. The main content area is divided into two sections. The top section, titled 'Your Saved Draft SWPs', contains a table with the following data:

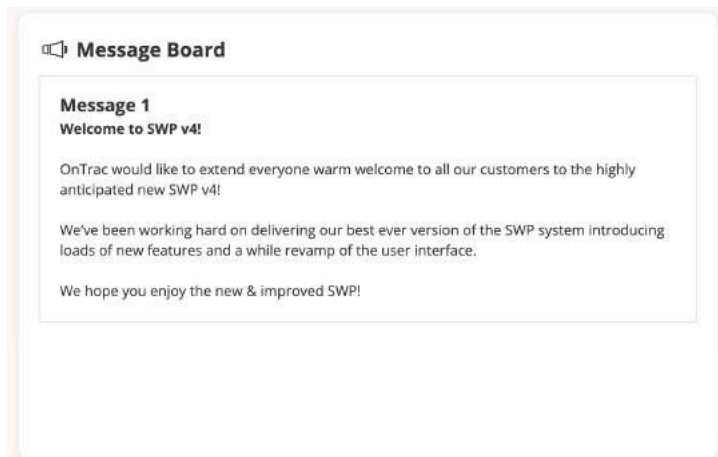
Pack Created	ILR (range in miles)	Created For	Options	
16-05-2022 13:31:55	ECM1 (20.0000 - 50.0000)	Asagi PIC	Delete	Resume
16-05-2022 12:49:11	ECM1 (0.0000 - 3.0000)	Unspecified	Delete	Resume
16-05-2022 12:14:18	EGM3 (1.0000 - 1.0000)	Unspecified	Delete	Resume
16-05-2022 08:15:08	ECM2 (161.0150 - 168.5313)	Unspecified	Delete	Resume
16-05-2022 08:10:30	ECM1 (1.0000 - 100.0000)	Ludewatta PIC	Delete	Resume
16-05-2022 07:43:39	ECM1 (20.0515 - 46.0211)	Asagi PIC	Delete	Resume

At the bottom of this table is a blue button labeled 'Create New Pack' with a blue circle and the number 2 next to it. The right-hand section of the main content area is titled 'Message Board' and contains a message:

Message 1
Welcome to SWP v4!
OnTrac would like to extend everyone warm welcome to all our customers to the highly anticipated new SWP v4!
We've been working hard on delivering our best ever version of the SWP system introducing loads of new features and a whole revamp of the user interface.
We hope you enjoy the new & improved SWP!

Message Board

This will show the latest announcements regarding the SWP system including information on any upcoming releases or scheduled maintenance.



Creating a Pack

This will explain how Planners navigate through creating an SWP by showcasing each of the different stages.

Location

Project - If your organisation has access to WPP you'll be able to see a list of any Task Briefs assigned to your selected project. You'll have the ability to assign multiple digital Task Briefs to your SWP, this dropdown will show a list of your organisation's projects.

Route & Depot - These fields are managed by your Client Admin against your account but can be altered for each pack you create. Client Admins can create a list of depots applicable to their organisation. When a value is selected for the depot field, this will create the pack against that depot. Users will later be able to search for packs created by specific depots in the pack register and RMs will be able to report on packs at a depot level.

Nature of Work - Free text field to allow planners to specify the nature of the work.

ELR - As you type, a dropdown list will appear showing matching ELR's, select the ELR where the work is taking place.

Define start and end mileages - Type the start and end mileages, remember to change the units if necessary.

Update ELR - Once you are happy with what you have entered click the update ELR button.

Location

This stage of pack creation allows you to specify the Route, ELR and Mileage of your Site of Work.

Project

1 Please select the project below. This will then show a list of Task Briefs, which can be assigned to your SWP. These will then be available for reference from the side menu during pack creation.

Select a project:

User Profile data attributes

2 The below attributes are defaulted to your account. Contact your Client Admin to update these.

Route: Depot:

Select a Route: Select a Depot:

Site of Work

3 Please enter a Nature of Work then select the Route, ELR & Mileage of your Site of Work below.

Nature of Work (opt):

Nature of Work

4 ELR:

Start typing an ELR

Define start and end mileages - Type the start and end mileages, remember to change the units if necessary.

Update ELR - Once you are happy with what you have entered click the 'Update ELR' button.

Site of Work

1 Please enter a Nature of Work then select the Route, ELR & Mileage of your Site of Work below.

Nature of Work (opt):

Nature of Work

ELR:

2 The boundary for the selected ELR is -0 miles 99 yards to 160 miles 318 yards. Please enter mileage for the required SWP below. To enter a negative boundary value please only enter a minus symbol (-)hyphen before your mileage/kilometre value (e.g. -1 or -0). Yards, chains, or metres should always be entered as a positive value.

Unit Format:

5 Start Mileage: Start Yards:

End Mileage: End Yards:

6

After pressing 'Update ELR' the mileages for that ELR are recorded within the pack. You can now:

Remove ELR - Click remove on the right-hand side of the page to remove the ELR.

Edit ELR - Click the edit button to change the ELR and mileages.

Add ELR - To add additional ELR's select the 'Add ELR' button on the right-hand side of the screen.

Move to the next section - Once you're happy with the information entered, you can select 'Next' to move on to the next stage.

Site of Work

Nature of Work (opt):

ELR	Start Miles	End Miles	1	2
1. ECM1	0.0000 yd (0 ch) (0.000 km)	5.0000 yd (0 ch) (8.047 km)	Remove	Edit

① You can add additional ELRs by selecting 'Add ELR' below. To continue to the next stage, click the 'Next' button.

3 Add ELR

4 Next »

Information

During this section of the pack creation, you can view and edit all the reference materials for your pack, such as the relevant Sectional Appendices, Signal Diagrams, Hazards, Signal Boxes, Control Rooms and Gradients.

View Sectional Appendices - Browse the Sectional Appendix diagrams, by clicking the arrows or selecting items within the table below the diagram shown. It will present the most relevant to you.

Show or hide related diagrams - Any related Sectional Appendices such as where it branches off to a new line of route, are available for selection. If you don't wish to see these related diagrams, click the 'Hide Related' button.

Include - Any diagram with a tick next to it is included in the pack. If you don't wish to include the diagram, untick it.

Search for more diagrams - If you wish to find a diagram not listed, use the diagram search.

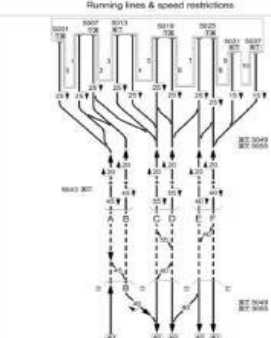
To include any diagrams found in the search, click the box to the right of it to 'tick' it.

1 Sectional Appendix Primary

ELR	LOR	SEQ	Start Miles	End Miles
ECM1	LN101	001	0.0000	0.1012

LOR	Seq	Line of Route Description	ELR	Route	Last Updated
LN101	001	Kings Cross to Shalthome Jn	ECM1	London North Eastern	07/06/2021

Running lines & speed restrictions:



Signalling & Remarks

From ROC 1743
Kings Cross workstation
AC track EC

PP = Permissions Working - full use for class 1, 2, 3 (ECM), 4, 5 & 6 works in all Kings Cross platforms.

All Lines between Kings Cross Station buffers and 0+175 are protected by Linc Signpost, Aspect A. Routes expire to a maximum of 10 mile unless signed longer. See Route Tables for details.

⊞ = Locked protection provided - see General Instructions for detail. (Numbers prefixed VIA.)

A = Line A
B = Line B
C = Line C
D = Line D
E = Line E
F = Line F

ELR	LOR	SEQ	Start Miles	End Miles	No. of Related	Include
ECM1	LN101	001	0.0000	0.1012	0	<input checked="" type="checkbox"/>
ECM1	LN101	002	0.1254	1.1386	1	<input checked="" type="checkbox"/>
CBI	LN3214	001	0.0000	0.1254		<input checked="" type="checkbox"/>
ECM1	LN101	003	1.1430	3.0396	1	<input checked="" type="checkbox"/>
TAH1	SA1370	002	2.1672	4.0330		<input checked="" type="checkbox"/>
ECM1	LN101	004	3.0638	4.0660	1	<input checked="" type="checkbox"/>
HPW	LN165	001	0.0066	0.0550		<input checked="" type="checkbox"/>
ECM1	LN101	005	4.1328	5.1672	1	<input checked="" type="checkbox"/>
HDB	LN120	001	3.0726	9.0198		<input checked="" type="checkbox"/>

Find more Sectional Appendix Diagrams

LOR (opt):

ELR (opt):

Please enter a LOR Please enter an ELR

View Signal Diagrams - Browse the Signal diagrams by clicking the arrows or selecting items within the table below the diagram shown. It will present the most relevant one, you can also click on any diagram to open it in a new tab. Signal Diagrams are split into primary and related.

Include - Any diagram with a tick next to it is included in the pack, if you don't wish to include the diagram untick it.

Track Safety Hazards

Any track safety hazards within the worksite location are automatically added to the pack.

Hazards Found

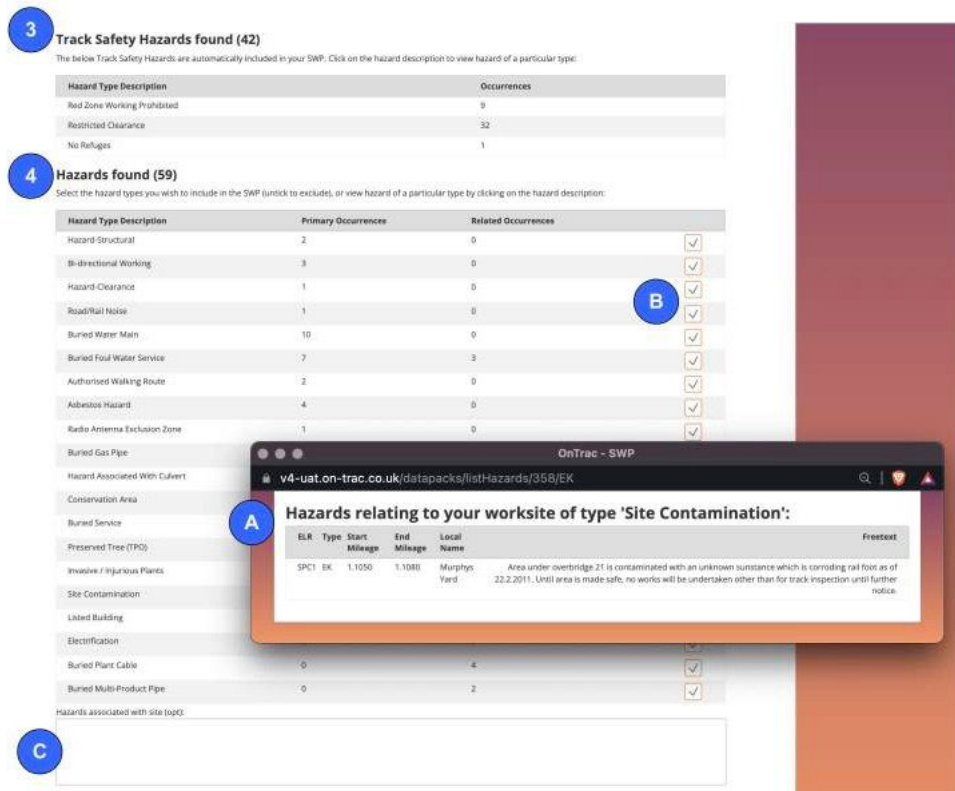
The National Hazards Directory is automatically searched to locate other hazards for the worksite location.

Additional Hazard Information

If you need more details on the hazards found, click on the hazard type. A pop-up screen appears with all the hazards of that type within the worksite location.

Removing Hazard Types from the Pack - If you don't require a hazard type within the pack, simply untick it.

Optional Further Hazard Information - In the box, you may also type any additional hazard information you wish to include within the safe work pack.



Finally, review the gradients, set the signal box(s), and electrical control room (if required).

Next, specify the Signal Box for the pack. You can type in the signal box name and then select the matching signal box. Click the 'Add to SWP' button and repeat with any other signal boxes you require.

Signal Box

Select Controlling Signal boxes.

Signal Box
Start typing to display results Add to SWP

Signal Box	E-mail	Internal Nos.	External Nos.
Oakham	N/A	01162 288813	05 68613

Remove from SWP

Specify any electrical control rooms, if required. Add the control room from the dropdown and click 'Add to SWP' button. Repeat if you need additional electrical control rooms.

Control Rooms

The following Control Rooms are related to your work site:

Control Room
Select a custom control room Add to SWP

Electrical Control Room	Emergency No.	E-mail	Internal Nos.	External Nos.
Ashford	085 39450	CTRLMMIS@networkrail.co.uk	085 39450 / 01233 739 450	01233 739 450 / 01233 739 460

Remove from SWP

For the location, SWP will pull in relevant gradient data. You can use this later to assess the runaway risk.

Gradients (3)

The following gradients are applicable to this SWP:

ELR	Description	LOR	Start Miles/Yards	End Miles/Yards	Gradient
SPC1	ST PANCRAS - BEDFORD	LN3201	0.0440	0.0668	1:86
JRT2	MORTIMER ST JN - JUNCTION RD JN	LN3210	2.0281	2.0809	1:100
JRT2	MORTIMER ST JN - JUNCTION RD JN	LN3210	2.0809	2.0932	1:100

Once finished, click the 'Next' button to continue.

About

In this section you add some general information about your SWP, including assigning key personnel such as a Person In Charge / Responsible Manager and creating individual shifts.

Select SWP output

Use this section to specify your SWP Output (MySWP or Paper), if the pack is for an Individual Working Alone (IWA) and enter a Location/Nature of Work.

The location is the same as what you specified in the location step, though you can overwrite it here or add a more descriptive name, such as 'Sutton Bridge Jn'.

Plan Type

Choose the SSOW plan type for your SWP. Standard allows you to select a one SSOW each per shift, for Walking on or near the line to/from the working area and whilst carrying out the work. Components allows you assign up to 10 SSOW's per shift containing a mixture of walking and working.

Adding Keywords is optional, these are only used to help find packs in the pack register. They don't appear in the final pack itself.

About

This stage of pack creation allows you to specify some general information about your SWP, including assigning key personnel such as a Person In Charge / Responsible Manager and creating individual shifts.

General

① Use this section to specify your SWP Output (MySWP or Paper) and enter a Location/Nature of Work.

SWP Output:

MySWP
Paper

Location:

WYS 1.0001 yd (1.00 ch) (1.610 km) to 4.0061 yd (4.02 ch) (6.493 km)

Project Name/No:

Project Name/No

Plan Type

① Choose the SSOW plan type for your SWP. Standard allows you to select a one SSOW each per shift for Walking on or near the line to/from the working area & Whilst carrying out the work. Components allows you assign up to 10 SSOWs per shift containing a mixture of walking & working.

Standard
Component

Keywords

① Use this section to optionally assign Keywords to your SWP. These Keywords will be assigned to this SWP and can be searched within the 'Packs' register. NOTE: These will not be displayed in the SWP.

Keyword 1 (opt):	Keyword 2 (opt):	Keyword 3 (opt):
<div style="border: 1px solid #ccc; padding: 2px;">Keyword 1</div>	<div style="border: 1px solid #ccc; padding: 2px;">Keyword 2</div>	<div style="border: 1px solid #ccc; padding: 2px;">Keyword 3</div>
Keyword 4 (opt):	Keyword 5 (opt):	Keyword 6 (opt):
<div style="border: 1px solid #ccc; padding: 2px;">Keyword 4</div>	<div style="border: 1px solid #ccc; padding: 2px;">Keyword 5</div>	<div style="border: 1px solid #ccc; padding: 2px;">Keyword 6</div>

Pack Type

Cyclical Packs

This is a type of pack that you want to re-occur on a regular schedule.

You set a start date in the *Shifts* section along with the frequency, which could be every day from the start date up to every year on the same day.

Repeated Packs

This is similar to cyclical pack but as well as setting the reoccurring frequency, you specify the date for each occurrence.

You set a start date in the *Shifts* section along with the frequency, which could be every day from the start date up to every year on the same day.

You can also specify a specific date for a Shift.

Single Shift

This type of pack is for one-off work that will not be repeated.

You set just an individual shift date and time for the work.

Pack Type

Pack Type (Cyclical/Repeated/Single Shift):

Cyclical	Repeated	Single Shift
----------	----------	--------------

i Cyclical: Create plans for work to be done on a recurring cycle specified in Network Rail standard.

People

Use this section to assign your Verifying Person in Charge (PIC) and Authorising Responsible Manager (RM). An on-call manager can be assigned if required.

To add a person, start typing their name or email address. The system then displays a list of matching people for you to select from.

People

i Use this section to assign your Verifying Person In Charge (PIC) and Authorising Responsible Manager (RM). An On-call manager can also be assigned if required.

Assign RM: (start typing name or email address)

Assign PIC: (start typing name or email address)

Oncall Manager Name (opt):

Oncall Manager Telephone (opt):

Shifts

This section is where you create the shifts for your SWP, you can also specify a PPS/GZAC Ref. No if applicable.

Setting Shifts for Cyclical Packs

Set the initial start date and time. This is when the first cycle of this cyclical pack is required.

Specify the shift duration in hours and minutes.

Set the number of shifts you want RailHub to automatically generate for you. This will create shifts at the set frequency.

Set the Frequency that you want this cyclical pack to reoccur.

Once done, click the 'Create Shifts' button, which creates a table with all the shifts in.

Shifts

Use this section to specify the start date/time of the initial shift and the frequency of subsequent shifts. Enter a PPS/GZAC Ref. No. if applicable.

PPS/GZAC Ref. No.:
pps ref no

1 Initial Start Date:
25/03/2022 12:00

2 Shift Duration (Hours): 2 Shift Duration (Minutes): 0

3 Number of Shifts: 2 Frequency from Start Date: 1 Day 4

Create Shifts

Name	Start Date/Time	End Date/Time	Remove
Shift 1	25/03/2022 12:00	25/03/2022 14:00	Remove
Shift 2	26/03/2022 12:00	26/03/2022 14:00	Remove

Setting Shifts for Repeated Packs

- Set the initial start date and time. This is when the first cycle of this cyclical pack is required.
- Specify the shift duration in hours and minutes.
- Set the number of shifts you want RailHub to generate for you.
- Set the Frequency that you want this cyclical pack to reoccur.
- Once done, click the Create Shifts button, which creates a table with all the shifts in. For repeat packs you can also specify a non-recurring date.
- Click in the Select Individual Date box and choose the date and time for the work.
- Click the Create Shift button.

Setting the Shift for a Single Shift Pack

Specify the shift duration in hours and minutes.

Click in the Set Individual Date to set the Date and Time for the work.

Click the 'Create Shift button', which creates the table with the shift in.

Shifts

Use this section to specify the date/time of the shift. Enter a PPS/GZAC Ref. No. if applicable.

PPS/GZAC Ref. No.:
pps ref no

1 Shift Duration (Hours): 2 Shift Duration (Minutes): 0

19/03/2022 14:30 2

Create Shift

Name	Start Date/Time	End Date/Time	Remove
Shift 1	19/03/2022 14:30	19/03/2022 16:30	Remove

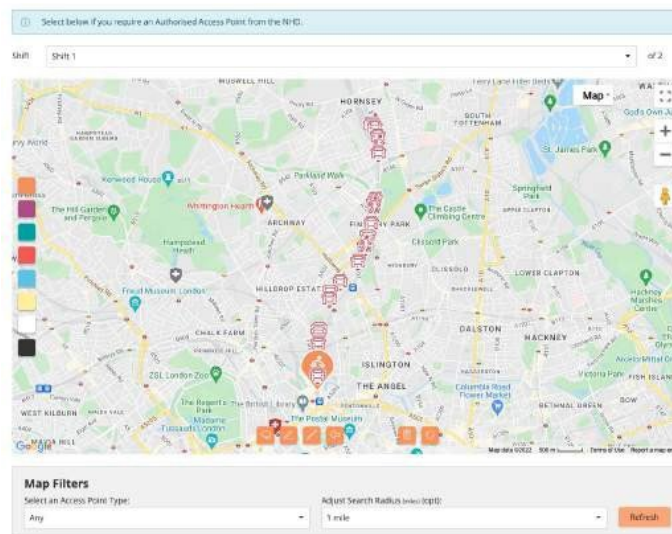
After creating your shifts for your SWP click the 'Next' button at the bottom of the page to continue.

Site

In the Site section of the pack, you specify things like the access and egress points, welfare and emergency facilities for the work site.








At the top of the Site section of the pack is a large interactive map. This shows all the authorised access points (from the National Hazards Directory) as well as Emergency Locations.

This map will help you find the relevant items for the work site. You can also annotate on the map, adding any additional information that may help the person in charge when they are at the site.



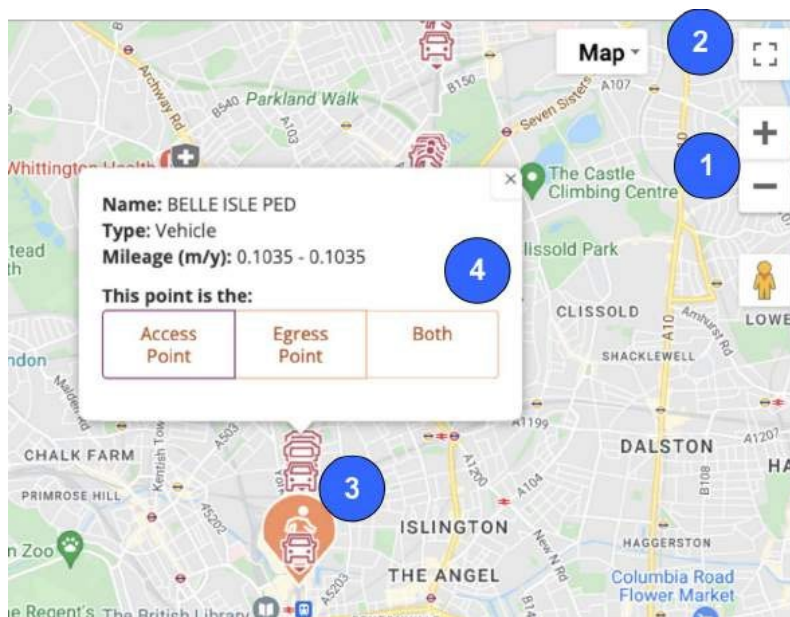
Map Symbols

Below are different map symbols:

-  Pedestrian Access Point
-  Vehicle Access Point
-  Road & Rail Vehicle Access Point
-  Access Point set for the pack
-  Egress Point set for the pack
-  Hospital/emergency/first aid
-  Hospital/emergency/first aid set for the pack

Setting the Access Point using the map

1. Use the controls to zoom onto the map to find the correct access point.
2. If it helps, you can make the map go full screen.
3. Click on the access point on the map.
4. A pop-up appears with details of the Access Point.
If it is the one you need for the SWP, click on either Access Point, Egress Point, or Both.
The access point's map symbol will then change to show it has been set for the pack.



Users can also annotate the map using the tools located on the bottom of the map. These allow users to draw, add annotation and arrows to customise the map to give more direction to the staff on site.



Access and Egress Point Details

After you have set all the site info, you'll see it added to the pack below the map.

1. You can give the access point a more familiar local name if it has one.
2. You can also list any hazards associated with them.
3. Alternatively, you can add a custom access or egress point by selecting the custom option and specifying a location.

Note: If you don't wish to select the access and egress point using the map, then you can scroll to this part of the screen and select them from the drop-down lists.

Access/Egress Points

Please choose an Access Point type:

Authorised
 Custom 3

Authorised Access Point

All Authorised Access Points relating to your Site of Work can be viewed and selected in the below dropdown. Use the Custom filters above to select an Access Point Type or extend the Search Radius.

Select Authorised Access Point:
 Authorised AP - Road-Rail Machines (0.0264 miles - Nearest line: Not Available - Position: Right Hand Side) KINGS CROSS STATION PLATFORM 11

Enter a Local Name (opt) 1

Hazards associated with access (opt) 2

Authorised Egress Point

All Authorised Egress Points relating to your Site of Work can be viewed and selected in the below dropdown.

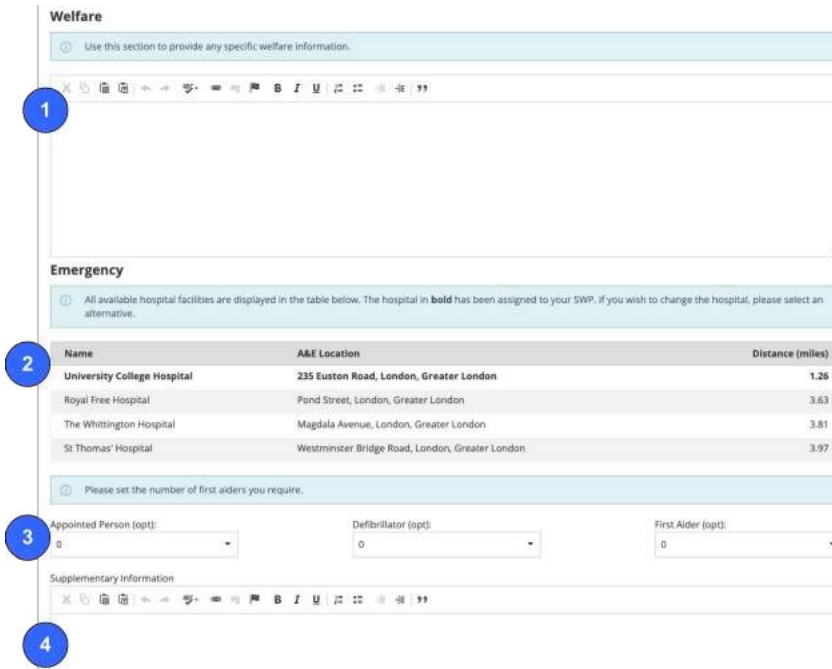
Select Authorised Egress Point:
 Authorised AP - Road-Rail Machines (0.0264 miles - Nearest line: Not Available - Position: Right Hand Side) KINGS CROSS STATION PLATFORM 11

Please choose an Egress Point:
 Authorised
 Custom

Hazards associated with egress (opt)

Welfare and Emergency Details

1. Any Welfare details can be specified using the free text area provided.
2. The nearest hospitals are displayed, clicking on a hospital will mark it as bold and this will be the primary hospital for your pack.
3. First aiders required can be selected from the drop-down field.
4. Any additional emergency information can be specified in the free text area provided.



Welfare

Use this section to provide any specific welfare information.

1

Emergency

All available hospital facilities are displayed in the table below. The hospital in **bold** has been assigned to your SWP. If you wish to change the hospital, please select an alternative.

Name	A&E Location	Distance (miles)
University College Hospital	235 Euston Road, London, Greater London	1.26
Royal Free Hospital	Pond Street, London, Greater London	3.63
The Whittington Hospital	Magdala Avenue, London, Greater London	3.81
St Thomas' Hospital	Westminster Bridge Road, London, Greater London	3.97

Please set the number of first aiders you require.

Appointed Person (opt): Defibrillator (opt): First Aider (opt):

Supplementary Information

4

When all your site information has been added to the pack click 'Next'.

Safe Systems of Work Selection (SSOW)

In this section of the pack, define the risks and safety measures. If you're creating a cyclical or repeated pack, you will need to repeat this for each shift you are planning for. After you have created the components for the first shift, there is the option to copy those components to all the shifts within the pack.

The SSOW section is broken down into the following groups:

Pack Level - These items are the same for the shift regardless of the number of components there are.

Component Level - If your Plan Type is standard, you will need to specify a SSOW for 'Walking on or near the line to/from the working area' and 'Whilst carrying out the work'. If your plan type is component, a pack may have multiple components. For example, a walking component to the work, a working component then a walking component to the egress point.

You must plan the SSOW for each component. Once the first component is complete, you will have the option to clone it. This can reduce the time needed re-entering data for any additional components.

SSOW

This stage of pack creation allows you to separate your 'Site of Work' into components and assign individual elements to each (e.g. SSOW, Task Risk Control Sheets (TRCS), Permits, Welfare etc)

① Use the below dropdown options to complete your initial component. You can add a maximum of ten per SWP.

Shift: of 2

Pack Level

- Operational Risks ▼
- Occupational Risks ▼
- Permits ▼
- Contacts ▼

SSOW

- About ▼

About

How to complete the SSOW Section

Select the shift - Select the shift that you want to work on.

Expand each section in order - Look through each of the pack elements, fill in the relevant information, click on the bar or arrow on the right-hand side of the page.

Fill in details - Fill in the details relevant for that section.

SSOW

This stage of pack creation allows you to separate your 'Site of Work' into components and assign individual elements to each (e.g. SSOW, Task Risk Control Sheets (TRCS), Permits, Welfare etc)

① Use the below dropdown options to complete your initial component. You can add a maximum of ten per SWP.

Shift: of 2

Pack Level

- Operational Risks ▼

Operational Risks

Use this section to add your work related Tasks/Risks to the below table. Additional information can be added in the provided text box.

① Please consider the below when reviewing the relevant task risk and control information:

- » What is the likelihood of that risk occurring?
- » What controls can be put in place to manage the risk(s)?
- » Will the controls be effective or if not, what additional control measures can be identified?
- » Can the way the task is delivered be changed to reduce or control the risks?
- » Have you established an owner of the control measure?

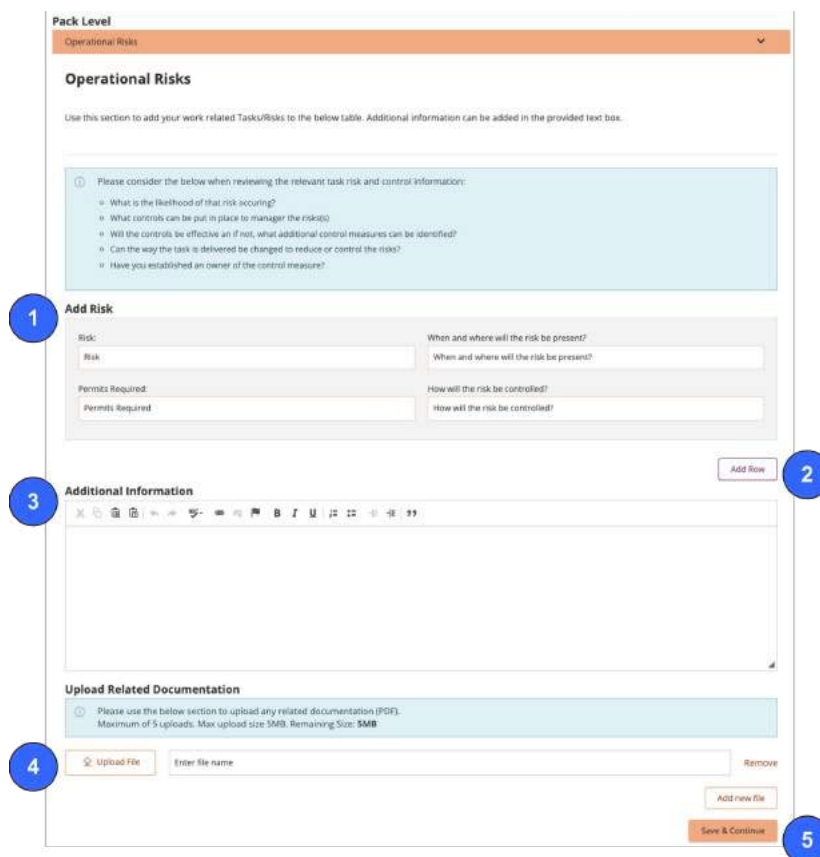
Add Risk

Additional Information

Operational Risks

Use this section to add your work-related Tasks/Risks to your SWP.

1. Add any risks to the risks table by filling out the fields.
2. Add additional risks to the table using the 'Add Row' button.
3. Any additional information required can be added to the free text area.
4. Any relevant PDF attachments can be uploaded.
5. When you have finished adding your work-related Tasks/Risks click 'Save & Continue'.



Pack Level
Operational Risks

Operational Risks

Use this section to add your work related Tasks/Risks to the below table. Additional information can be added in the provided text box.

Please consider the below when reviewing the relevant task risk and control information:

- What is the likelihood of that risk occurring?
- What controls can be put in place to manage the risk(s)?
- Will the controls be effective and if not, what additional control measures can be identified?
- Can the way the task is delivered be changed to reduce or control the risks?
- Have you established an owner of the control measure?

1 Add Risk

Risk:	When and where will the risk be present?
Permits Required:	How will the risk be controlled?

2 Add Row

3 Additional Information

4 Upload Related Documentation

Please use the below section to upload any related documentation (PDF).
Maximum of 5 uploads. Max upload size 5MB. Remaining Size: 5MB

Upload File | Enter file name | Remove

Add new file

5 Save & Continue

Occupational Risks

Use this section to add any railway and construction Tasks/Risks to your SWP.

1. Add any risks to the risks table by filling out the fields.
2. Add additional risks to the table using the 'Add Row' button.
3. Any additional information required can be added to the free text area.
4. When you have finished adding your railway and construction Tasks/Risks click 'Save & Continue'.

Occupational Risks

Occupational Risks

Use this section to add your railway and construction Tasks/Risks to the below table. Additional information can be added in the provided text box.

① Please consider the below when reviewing the relevant task risk and control information:

- What is the likelihood of that risk occurring?
- What controls can be put in place to manager the risks(s)
- Will the controls be effective an if not, what additional control measures can be identified?
- Can the way the task is delivered be changed to reduce or control the risks?
- Have you established an owner of the control measure?

1 Add Risk

Risk: <input type="text"/>	When and where will the risk be present? <input type="text"/>
Permits Required: <input type="text"/>	How will the risk be controlled? <input type="text"/>

2

3 Additional Information

X

4

Permits

Use this section to upload any Permits required for your SWP and state if sn Isolation permit is required.

1. Add any additional information about any permits in the free text area.
2. If an Isolation Permit is required, select yes, and specify where the permit will be received
3. Upload your PDF permits.
4. When finished click 'Save & Continue'.

Permits

Permits

Use this section to upload any Permits required for this pack. Additional information can be added in the provided text box below.

Additional Information

1

Is an Isolation Permits required for this work in AC/DC areas?

Yes 2 No

If yes, where will the permit be received?

Permit Upload / Related Documentation

3

4

Save & Continue

Contacts

Use this section to add any contacts relevant to your SWP.

1. Add the relevant contact information within the table.
2. Add additional contacts as necessary with the 'Add Contact' button.
3. When finished click 'Save & Continue'.

Contacts

Contacts

Use this section to add any contacts relevant to this pack.

1

2

3

Title	Name	Role	Tel	Company	Remove

Add Contact

Save & Continue

SSOW About

Standard Plan Type

When choosing a Plan Type of Standard, the about section will show you the mileage, location, and duration of your SSOW. This is read only, click 'Save & Continue' to progress selecting your protection methods for walking on or near the line to/from the working area and whilst carrying out the work.

SSOW

About

About

Use this section to define the type, location and duration of your SSOW.

SSOW Mileages:

Below shows the ELRs & Mileages your SSOW will cover:

Miles/Yards	Miles/Chains	KM/Metres	
ELR	Start Mileage	End Mileage	Include
ECM1	0.0000	3.0000	<input checked="" type="checkbox"/>

Duration

Select the duration of this SSOW (in hours and minutes). *Shift 1* starts at 19/03/2022 14:30:00 and ends at 19/03/2022 16:30:00. This SSOW will start at 19/03/2022 14:30:00.

Hours: Minutes:

Save & Continue

Component Plan Type

The About is the first component SSOW section and will be completed for each component.

1. **Enter the Component Name** - Enter or edit the component name.
2. **Select the component type** - Select if the component is a walking or working type.
3. **Specify the Milage for this component** - All ELR's set in the Location section of this pack are displayed. Tick the box on the right-hand side to include the ELR if relevant, and then adjust the mileage to specify the correct start and end for this component.
4. **Specify the Duration for the component** - Specify the time expected to take to complete this component.

Shift Time Exceeded

If the duration of all the components is longer than the time specified in the about section of the pack, then you will need to go back and adjust the duration in the About section, or adjust the time of each component.

SSOW

About

About

Use this section to define the type, location and duration of your SSOW component.

General

Enter a component name and select the component type. Either 'Walking' or 'Working'.

1 Component Name:
SSOW 1

2 Component Type:
Walking Working

Define the mileage of this SSOW:

You must now specify the ELR and Mileage this component will cover. Select the required ELR and amend the Mileage accordingly. Your component must fall within:
1: ECM1 0.0000 yd (0 ch) (0.000 km) to 3.0000 yd (0 ch) (4.828 km)

Miles/Yards Miles/Chains KM/Metres

ELR	Start Mileage	End Mileage	Include
ECM1	0.0000	3.0000	<input type="checkbox"/>

3

Duration

Select the duration of this component (in hours and minutes). 'Shift 1' starts at 19/03/2022 14:30:00 and ends at 19/03/2022 16:30:00.

Maximum time left to be allocated to 'Shift 1': 2 hours 0 minutes

This component will start at 19/03/2022 14:30:00.

Hours: 0 Minutes: 0

4

Save & Continue

SSOW Protection Warning

There are multiple levels of Protection and Warning systems. You may include one of them in the pack. Depending upon the level of protection, you might need to enter more information. If you don't use the highest level of protection, you must specify the reason why.

1. To select a protection or warning method appropriate for the component, tick the 'Yes' box on the right-hand side of it.
2. If you go down the list to a lower level of protection or warning, you must select the reason.
3. Then type the justification in the box.

Protection/Warning

Use this section to select the required 'Safe System of Work' for this individual component from the below hierarchy.

To assign a 'Safe System of Work' to this component, select the related 'Yes' check box. NOTE: Any 'Safe System of Work' selected below 'Safeguarded' will require you to enter a reason for not selecting a higher form of protection.

Safe Systems of Work			Selected	
Protection Method	Additional Info	Description	Yes	No
1. Protection: Safeguarded site of work	Reason for omission Please enter reason for omission	Where every line at the site of work has been blocked to normal train movements (formerly known as Safeguarded Green Zone).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Protection: Fenced site of work	Reason for omission Please enter reason for omission	Where there is a suitable barrier between the site of work and any line open to the normal movement of trains or moving vehicles (formerly known as Fenced Green Zone).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Protection: Separated site of work	Reason for omission Please enter reason for omission	Where there is a distance of at least 2 metres (6 feet 6 inches) between the nearest running rail of an open line and the site of work, and a site warden has been appointed to maintain the safe limits of the protected area. There is an identifiable limit to the site of work or Where there are 2 people in the group a site warden does not need to be appointed. Neither member of the group is to go any closer than 2 metres (6 feet 6 inches) to the nearest running rail of the open line. There is an identifiable limit to the site of work. (formerly known as Separated Green Zone).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warning Method			Selected	
Warning Method	Additional Info	Description	Yes	No
4. Warning: Warning systems - Permanent	Reason for omission Please enter reason for omission	Where there is permanently installed equipment which will provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Warning: Warning systems - Train Operated Warning System	Reason for omission Please enter reason for omission	Where there is permanently installed TOWS that will provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Protection Method: Fenced Site of Work is one of the protection methods that requires additional information.

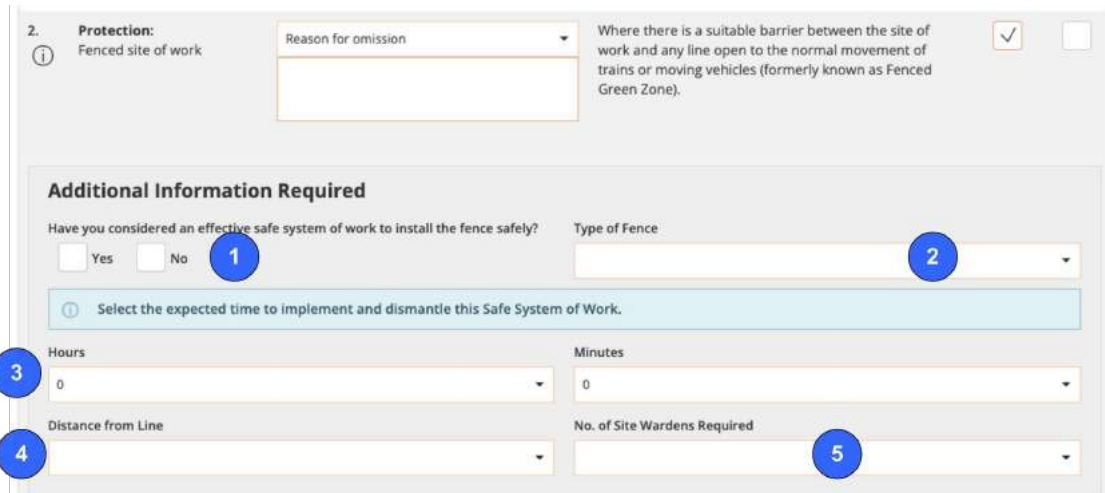
Confirm that installation of the fence has been considered - Select if you have considered an effective safe system of work to install the fence safely. If not, a SSOW component must be created that covers the method for installing the fence.

Select the Type of Fence - Select from the 5 options presented alongside the guidance on what fences are permitted based on the speed of the line and distance from the nearest running rail of an open line.

Record the time taken to implement this safe system of work.

Select Distance from Line - Select the distance from the line from the 3 options presented.

Select the No. Of Site Wardens - Select the number of site wardens required.



2. **Protection:**
 Fenced site of work

Reason for omission

Where there is a suitable barrier between the site of work and any line open to the normal movement of trains or moving vehicles (formerly known as Fenced Green Zone).

Additional Information Required

Have you considered an effective safe system of work to install the fence safely?

Yes No

Type of Fence

Select the expected time to implement and dismantle this Safe System of Work.

Hours

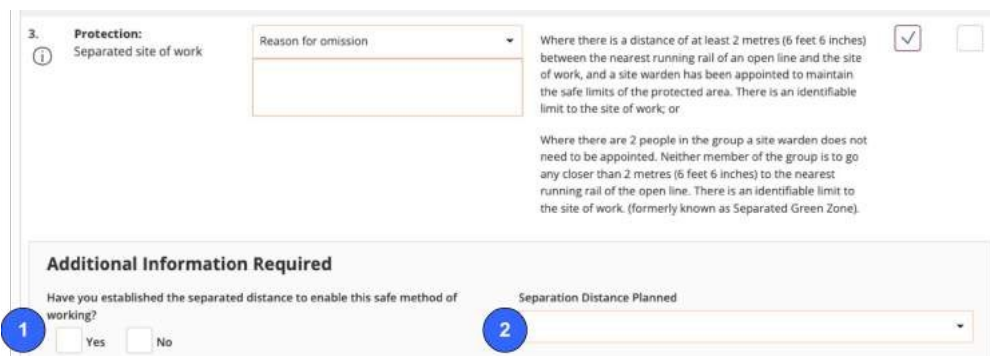
Minutes

Distance from Line

No. of Site Wardens Required

Protection Method: Separated Site of Work requires additional information

1. Select if you have established the separated distance to enable this safe method of work. If not, a SSOW component will need to be created that covers the method for installing the fence.
2. Select the Separation Distance



3. **Protection:**
 Separated site of work

Reason for omission

Where there is a distance of at least 2 metres (6 feet 6 inches) between the nearest running rail of an open line and the site of work, and a site warden has been appointed to maintain the safe limits of the protected area. There is an identifiable limit to the site of work; or

Where there are 2 people in the group a site warden does not need to be appointed. Neither member of the group is to go any closer than 2 metres (6 feet 6 inches) to the nearest running rail of the open line. There is an identifiable limit to the site of work. (formerly known as Separated Green Zone).

Additional Information Required

Have you established the separated distance to enable this safe method of working?

Yes No

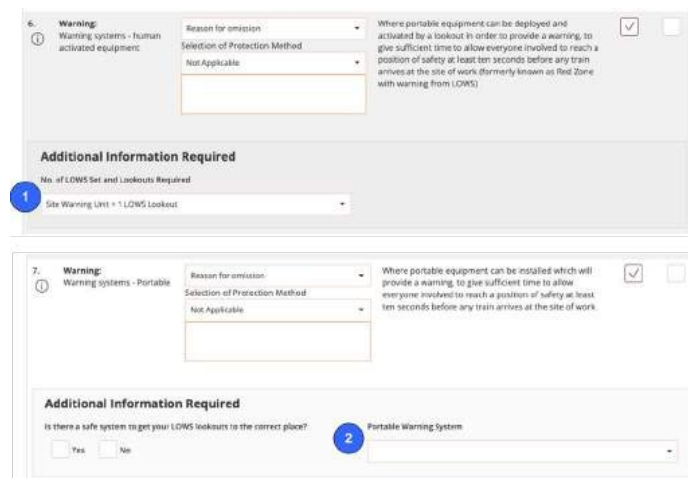
Separation Distance Planned

Warning Systems – Human Activated Equipment

1. Select No. of LOWS set and Lookouts from the dropdown list.

Warning System – Portable

2. Select the Portable Warning System from the dropdown list.



6. **Warning:** Warning systems - human activated equipment. Reason for omission: Not Applicable. Selection of Protection Method: Not Applicable. Where portable equipment can be deployed and activated by a lookout in order to provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work (formerly known as Red Zone with warning from LQWS).

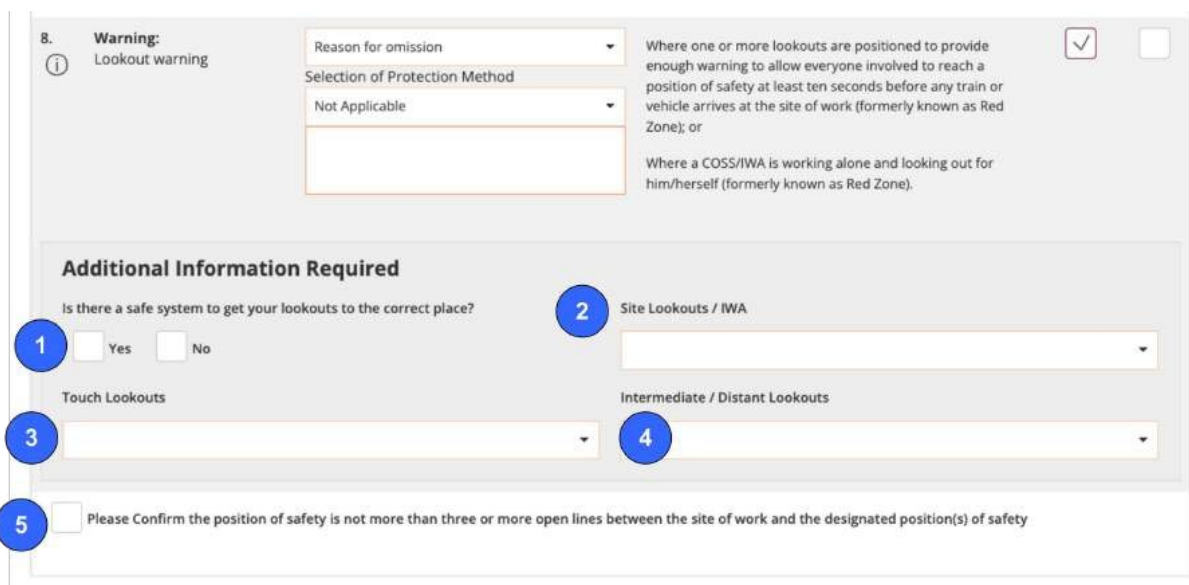
Additional Information Required
No. of LQWS Set and Lookouts Required: 1. Site Warning Unit = 1 LQWS Lookout.

7. **Warning:** Warning systems - Portable. Reason for omission: Not Applicable. Selection of Protection Method: Not Applicable. Where portable equipment can be installed which will provide a warning, to give sufficient time to allow everyone involved to reach a position of safety at least ten seconds before any train arrives at the site of work.

Additional Information Required
Is there a safe system to get your LQWS lookouts to the correct place? Yes No . 2. Portable Warning System.

Lookout Warning

1. Confirm if there is a safe system to get the lookouts in place. If there isn't, you'll need to add another SSOW Component to put them in place.
2. Set the Site Lookouts.
3. Set the Touch Lookouts.
4. Set the Intermediate Distance Lookouts.
5. [If you have selected a Warning system] Please read and confirm that there are not more than 3 open lines between the site of work and position of safety.



8. **Warning:** Lookout warning. Reason for omission: Not Applicable. Selection of Protection Method: Not Applicable. Where one or more lookouts are positioned to provide enough warning to allow everyone involved to reach a position of safety at least ten seconds before any train or vehicle arrives at the site of work (formerly known as Red Zone); or Where a COSS/IWA is working alone and looking out for him/herself (formerly known as Red Zone).

Additional Information Required
Is there a safe system to get your lookouts to the correct place? Yes No . 1. 2. Site Lookouts / IWA. 3. Touch Lookouts. 4. Intermediate / Distant Lookouts.

5. Please Confirm the position of safety is not more than three or more open lines between the site of work and the designated position(s) of safety

Once you have chosen your selected protection method click 'Save & Continue'.

Lines at Site

Enter all the Open and Closed lines that are present for this component's location.

To add a line, click the 'Add Line' button.

Enter Line Name -In the Field you can enter the name of the line.

Select Direction - Select the direction of the line if it is up, down, Bi-directional, or Uni-directional.

Select Speed - Select the speed of the line (mph).

Select the Signal Status - Select if the signal is open or blocked.

Select the Signal Box - Enter the name of the signal box into the open field, a drop down of options will appear as you type.

Select Electrification -Select an applicable option for electrification.

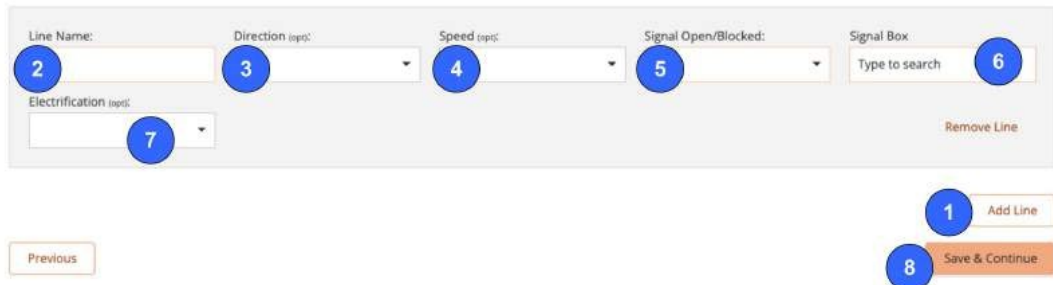
When finished adding all the relevant Lines at Site click 'Save & Continue'.

Lines at Site

Use this section to specify the running lines which affect this SSOW or that must be crossed to gain access to the work.

Use the form below to specify which lines are affected within this component. NOTE: Your Sectional Appendix information can be viewed via the toolbar.
Changing your lines will result in the NR3180 forms being re-generated.

Add Line



The screenshot shows the 'Add Line' form with the following fields and callouts:

- 1**: Add Line button
- 2**: Line Name input field
- 3**: Direction (up/down) dropdown menu
- 4**: Speed (mph) dropdown menu
- 5**: Signal Open/Blocked dropdown menu
- 6**: Signal Box input field with a search dropdown
- 7**: Electrification (up/down) dropdown menu
- 8**: Save & Continue button

Other visible elements include a 'Previous' button and a 'Remove Line' link.

Runaway Risks

The final part of the SSOW section is the Runaway Risk assessment.

Network Rail's Gradient Data is displayed for the location of this component to help you complete the risk assessment.

Complete all the questions in the risk assessment.

For some questions, if yes is selected you will need to select an appropriate control measure.

Details around controlling any risk of runaway can be added to the risks table or specified in the additional information free text provided.

Click the 'Complete' button to finish the SSOW section.

Risk Assessment

1 Complete the risk assessment below. This will be added to your final SWP.

Is the planned work activity 'On or Near' the line?	Yes	No	N/A
Is the site of work in or adjacent to a possession?	Yes	No	N/A
Does the planned work involve the use of Rail Mounted Plant (any plant that has rail wheels or runners that can run on the track either self-propelled or manually propelled)?	Yes	No	N/A
Is the site of work on a gradient that is steeper than 1 in 100?	Yes	No	N/A
Have other work groups that might be exposed to a potential runaway risk from this work activity been informed?	Yes	No	N/A
Is the planned site of work at risk of runaway from another site of work (within 5 miles)?	Yes	No	N/A
Is there a gradient steeper than 1 in 100 within 5 miles of the site of work?	Yes	No	N/A

Consider the next two questions carefully, if the answer is 'YES' to either then appropriate control measures, using the hierarchy stated in '019 module 5', must be stated below and/or included in the Task Brief for the work.

Based on your answers above is your work group deemed at risk from runaway?

Yes No N/A

2

1. Eliminate the risk by re-planning the work to be carried out at another opportunity where the risk to others no longer exists.

2. Identify if the work activity has created a barrier that prevents the runaway from entering the site of work (e.g. where a rail has been removed as part of the work activity).

3. Set points to isolate the pathway of the equipment causing the risk and restrict its ability to enter the site of work uncontrolled. When using this as a control, confirm it does not introduce risk to other work groups e.g. where the point setting cannot be maintained.

4. Implement a Secondary warning system by use of an approved system at the site of work of the potential at risk work groups. Where there is more than one potential 'at risk' work group, arrangements can be agreed between responsible managers, planners and persons in charge for one secondary warning system to be deployed at the initial at-risk site, and supplementary warning systems between workgroups can be agreed.

5. Use an appointed watchmen who cannot be involved in the work activity.

Based on your answers above is any other work group deemed at risk of runaway from your work activity?

Yes No N/A

3 Use this section below to provide details around controlling any risk of runaway. Additional information can be added in the provided text box.

Add Risks

What are the main risks (including health)?	When and where will the risk be present?
<input type="text"/>	<input type="text"/>
Permits Required	How will this risk be controlled?
<input type="text"/>	<input type="text"/>

4

Additional Information

Previous 4 Complete

Adding another component

This section is only applicable if a Plan Type of Component. When you have completed the first component, you can add another. If you have a Standard Plan Type with more than one shift, you will either need to use the 'Set to all shifts' button or switch to each shift and specify the SSOW on each one.

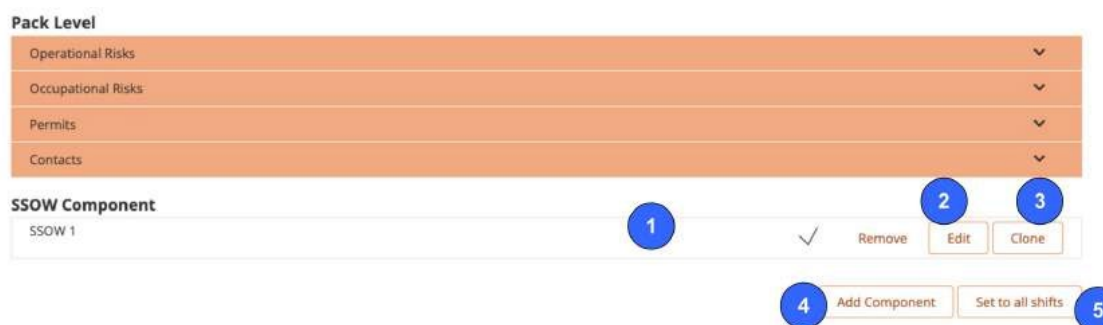
The sections for the completed component disappear, you now see the component in the list, with a tick by it to indicate that it is complete.

To edit that component again, simply click the 'Edit' button.

To save time completing the pack, you can also *clone* a component. This is useful if much of the details of the component are the same. You can clone the existing component and just modify the parts that are different.

To add a new component from scratch, click the 'Add Component' button. The safe work pack can have a maximum of 10 components.

Once you have completed all the components, you can click the button 'Set to all shifts' button. This will apply those components to all the shifts in a repeated or cyclical pack, which can further save time when creating packs.



Forms

The forms section of the pack contains the RT9909 and the NR3180, if required. Both forms are generated automatically from the data you entered into the pack, although there are a few items you can manually complete.

1. If you have a Cyclical or Repeat pack, you may create separate RT9909 or NR3180 forms for each shift or click 'Set to All Shifts' button to apply the forms to all shifts in the pack.

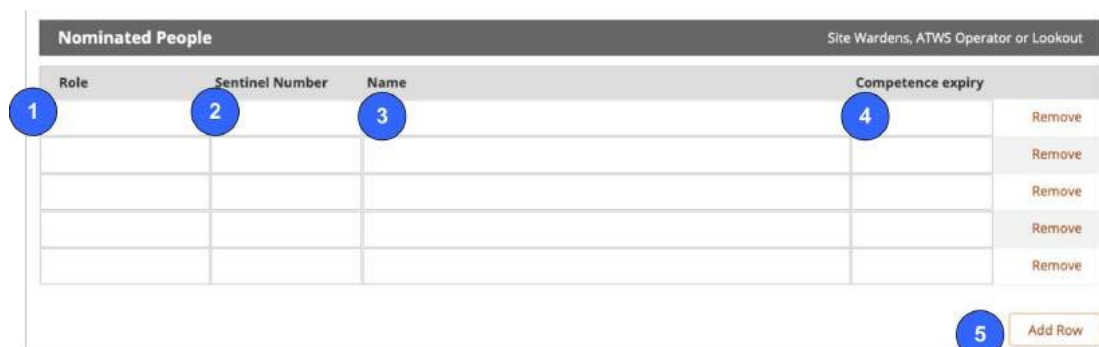


RT9909

You can review all the information in the RT9909 by looking through the form at items such as the General Work Information, Emergency Contact Details and Access Point information.

Each RT9909 has a Nominated People section, this is where you specify the required roles for each form.

- Specify a Role.
- Add a Sentinel Number for the nominated person.
- Add the name of the nominated person.
- Select the nominated person's competency expiry date.
- Additional nominated persons can be added with the 'Add Row' button.



Nominated People				Site Wardens, ATWS Operator or Lookout
Role	Sentinel Number	Name	Competence expiry	
				Remove
				Remove
				Remove
				Remove
				Remove

Add Row

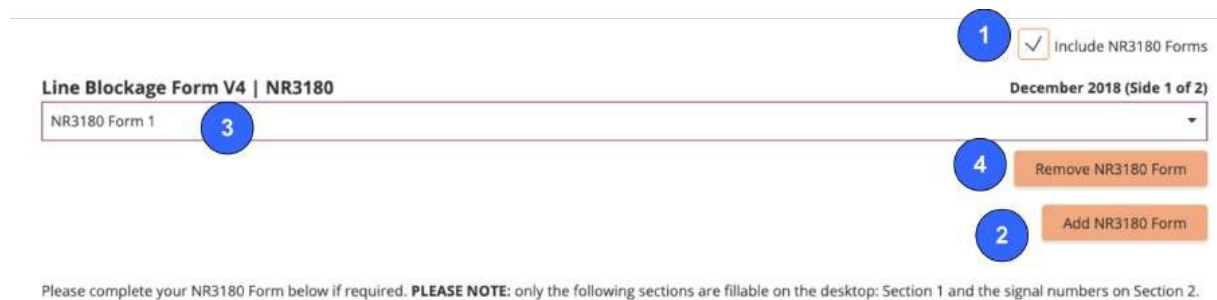
NR3180 form (if required)

Include or exclude the NR3180 in the safe work pack.

You can also add additional NR3180 forms by clicking 'Add NR3180 Form' button.

All the NR3180 forms can be accessed by clicking on this list and selecting the form. RailHub will then load the NR3180 form you've selected.

You can remove a NR3180 form by clicking the 'Remove NR3180 Form' button.



The screenshot shows a user interface for managing NR3180 forms. At the top right, there is a checkbox labeled 'Include NR3180 Forms' with a blue circle '1' next to it. Below this, the form title is 'Line Blockage Form V4 | NR3180' and the date is 'December 2018 (Side 1 of 2)'. A list of forms is shown, with the first entry 'NR3180 Form 1' highlighted and a blue circle '3' next to it. To the right of the list, there are two buttons: 'Remove NR3180 Form' with a blue circle '4' and 'Add NR3180 Form' with a blue circle '2'.

Please complete your NR3180 Form below if required. **PLEASE NOTE:** only the following sections are fillable on the desktop: Section 1 and the signal numbers on Section 2.

Review and complete the General Arrangements section.

If you completed these details in the previous sections of the Safe Work Pack, boxes you need to complete will be filled for you. Only sections 1,2 & 3 are fillable on the desktop, the rest will be filled out on site on MySWP.

Once you are finished with your forms click 'Next'.

Appendix A

The Appendix is the final part of the pack creation.

Use the box in the top left of the page to select if you would like to include or exclude Appendix A from the SWP.

Use the buttons on the right hand to include sections in the SWP.

Once you are happy with the information you have entered, click the 'Create Pack' button at the bottom of the page.

You'll then be asked to confirm. If you are happy, click the 'Create Pack' button in the confirmation screen.

Appendix A

Please complete the below Appendix A Form to create your SWP.

Untick box to exclude this Appendix A form from final pack

Appendix A - Contents of a Safe Work Pack
 The SWP contents should include the contents shown in table A.1 as a minimum where it is applicable. This information may be extracted from other documents. Only include extracts that are relevant to the SWP.

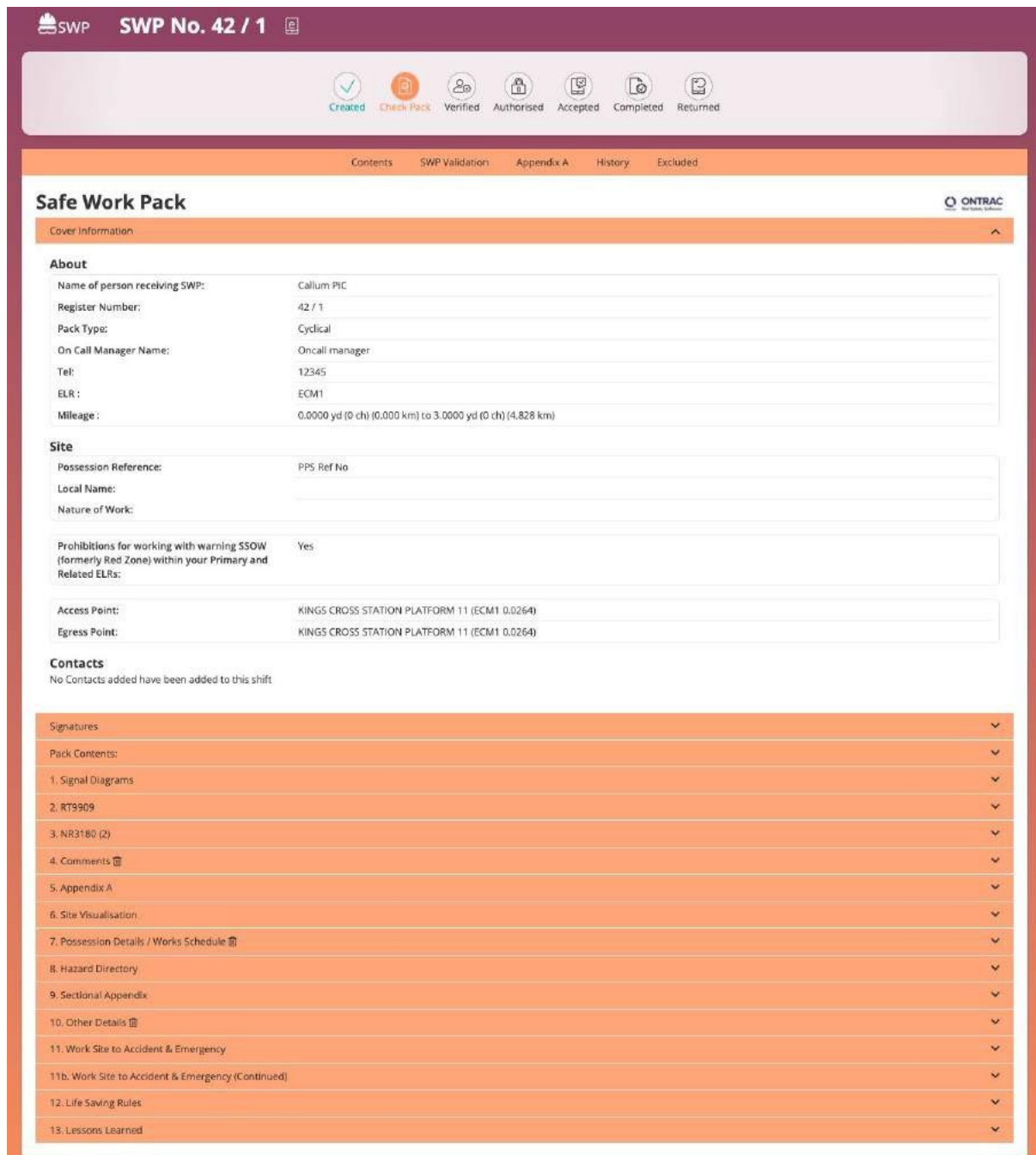
Ref: NR/L2/OHS/019
Issue: 10
Date: 05 December 2020
Compliance date: 06 March 2021

	Safe Work Pack minimum contents	Comment	Include		
Task/ Site Risk Controls	SWP Validation Sheet (will be included in the final created pack)		Yes	No	N/A
	Task risk information and controls required	e.g. TRCSS, relevant extracts from a WPP and associated TBSs	Yes	No	N/A
	Site (location) risk information and controls required	e.g. ALO, runaway risk	Yes	No	N/A
	Permits, where applicable	Such as lifting plans, electrical, isolation, hot works, confined spaces	Yes	No	N/A
	Welfare arrangements and their location		Yes	No	N/A
Operational Risk Controls	Part completed RT9909 Record of Arrangements		Yes	No	N/A
	Part completed NR3180 form(s)		Yes	No	N/A
	Possession arrangements details, including protection/warning arrangements		Yes	No	N/A
	Safe access and egress information including walking to and from site		Yes	No	N/A
	Sectional Appendix extracts	Showing the relevant running lines, track layout and work location for the entire mileage for which the work group will be on or near the line;	Yes	No	N/A
	National Hazard Directory extracts	That are relevant to the work and location (these may be included on the RT9909 form);	Yes	No	N/A
	Signalling or track diagrams where used		Yes	No	N/A
	Emergency arrangements	Including first aid provisions	Yes	No	N/A

Table A.1 - SWP minimum contents

Reviewing & Checking a Pack

Once the pack has been created, you'll need to review and then check the pack. Review each section of the pack, by clicking on any of the sections which will expand to show the relevant information.



The screenshot displays the ONTRAC Safe Work Pack (SWP) interface. At the top, the title is "SWP No. 42 / 1". A progress bar shows the current step as "Check Pack", with other stages like "Created", "Verified", "Authorised", "Accepted", "Completed", and "Returned" also visible. Below the progress bar, there are navigation tabs for "Contents", "SWP Validation", "Appendix A", "History", and "Excluded".

The main content area is titled "Safe Work Pack" and includes a sub-section for "Cover Information". This section contains several fields for pack details:

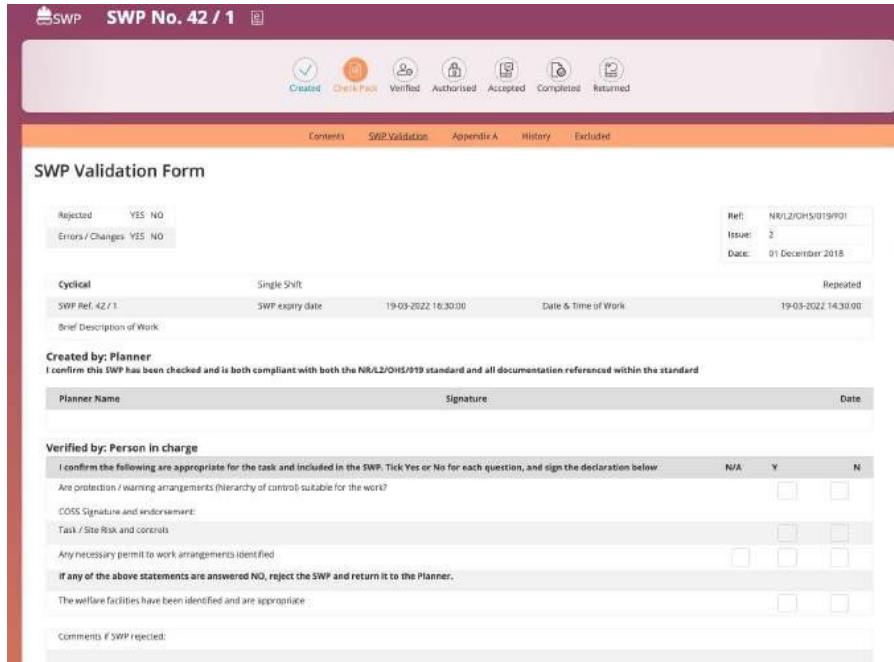
- About:**
 - Name of person receiving SWP: Callum PIC
 - Register Number: 42 / 1
 - Pack Type: Cyclical
 - On Call Manager Name: Oncall manager
 - Tel: 12345
 - ELR: ECM1
 - Mileage: 0.0000 yd (0 ch) (0.000 km) to 3.0000 yd (0 ch) (4.828 km)
- Site:**
 - Possession Reference: PPS Ref No
 - Local Name:
 - Nature of Work:
 - Prohibitions for working with warning SSOW (formerly Red Zone) within your Primary and Related ELRs: Yes
 - Access Point: KINGS CROSS STATION PLATFORM 11 (ECM1 0.0264)
 - Egress Point: KINGS CROSS STATION PLATFORM 11 (ECM1 0.0264)
- Contacts:**
 - No Contacts added have been added to this shift

At the bottom of the interface, there is a list of expandable sections for the pack contents:

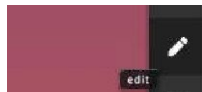
- Signatures
- Pack Contents:
- 1. Signal Diagrams
- 2. RT9909
- 3. NR3180 (2)
- 4. Comments
- 5. Appendix A
- 6. Site Visualisation
- 7. Possession Details / Works Schedule
- 8. Hazard Directory
- 9. Sectional Appendix
- 10. Other Details
- 11. Work Site to Accident & Emergency
- 11b. Work Site to Accident & Emergency (Continued)
- 12. Life Saving Rules
- 13. Lessons Learned

You can review other parts of the pack by clicking on the sections at the top of the screen this includes the following sections:

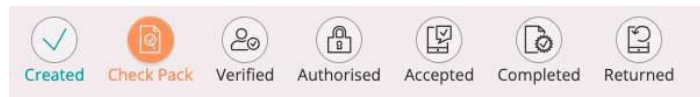
- SWP Validation
- Appendix A
- History
- Excluded



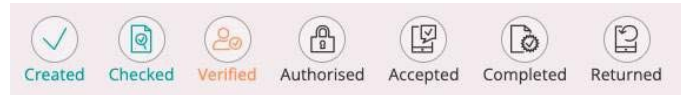
When checking the pack, if you realise something needs to be edited, you can click the edit icon in the sidebar to go through and amend the pack.



Once you've reviewed the pack you can click the 'Check Pack' button on the status bar along the top of the page.

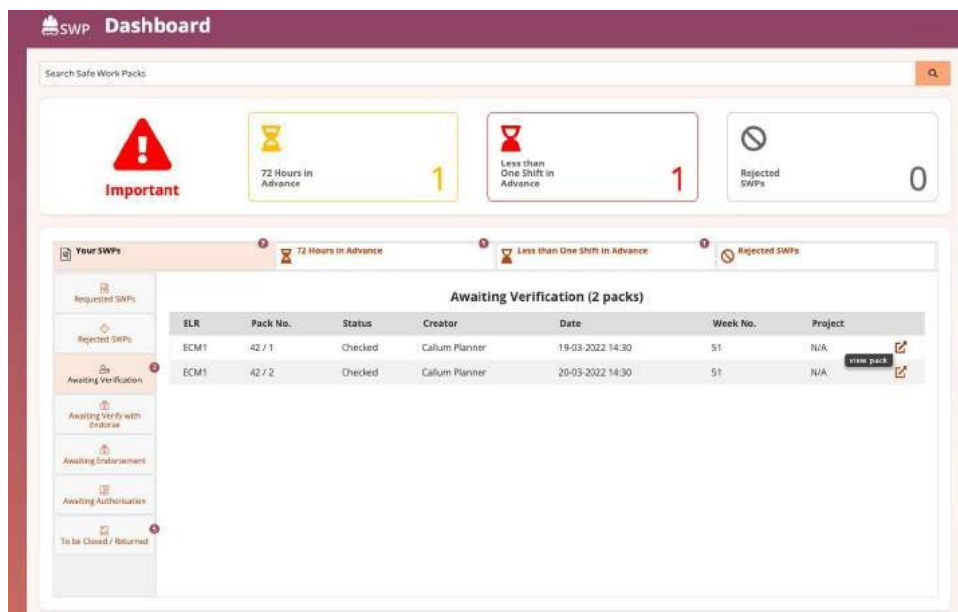


Next click the 'Check Appendix A' button on the next screen, confirm the shifts you want to check and the pack will now be checked awaiting verification from the PIC.

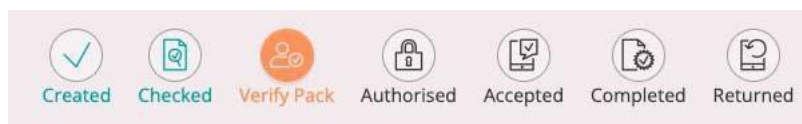


PIC Verification

After the pack has been checked by the Planner, the PIC will need to verify the pack. After this, the pack status is Verified. This can be achieved via the PICs dashboard upon logging into the SWP system. PIC users can see any packs requiring verification under the Awaiting Verification button. Users can then enter then click on the view pack icon within the table to be taken to the pack.



PIC users can review the pack and then click the Verify Pack button.



Select N/A, Y or N for the list of questions. If N is selected for any of the questions except welfare facilities, then the PIC can reject the pack.

If rejecting the pack comments can be added.

The pack can be delegated to a COSS at this point, if done the pack will be sent to the COSS for endorsement. After the COSS has logged in and endorsed the pack the PIC can then verify the pack.

If the SWP is being verified within 12 hours of the start date a reason code will need to be selected.

If the SWP is being verified within 12 hours of the start date a reason will need to be provided.

The PIC can either verify or reject the pack. If the pack is verified this will be sent to the RM for authorisation. If rejected, the pack will be sent back to the planner who can review and make any required amendments to the pack.

Verified by: Person in charge

I confirm the following are appropriate for the task and included in the SWP. Tick Yes or No for each question, and sign the declaration below

	N/A	Y	N
Are protection / warning arrangements (hierarchy of control) suitable for the work?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
COSS Signature and endorsement:		<input type="checkbox"/>	<input type="checkbox"/>
Task / Site Risk and controls		<input type="checkbox"/>	<input type="checkbox"/>
Any necessary permit to work arrangements identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If any of the above statements are answered NO, reject the SWP and return it to the Planner.			
The welfare facilities have been identified and are appropriate		<input type="checkbox"/>	<input type="checkbox"/>

Comments if SWP rejected:

Name of Person in charge: _____ Signature: _____ Date: _____

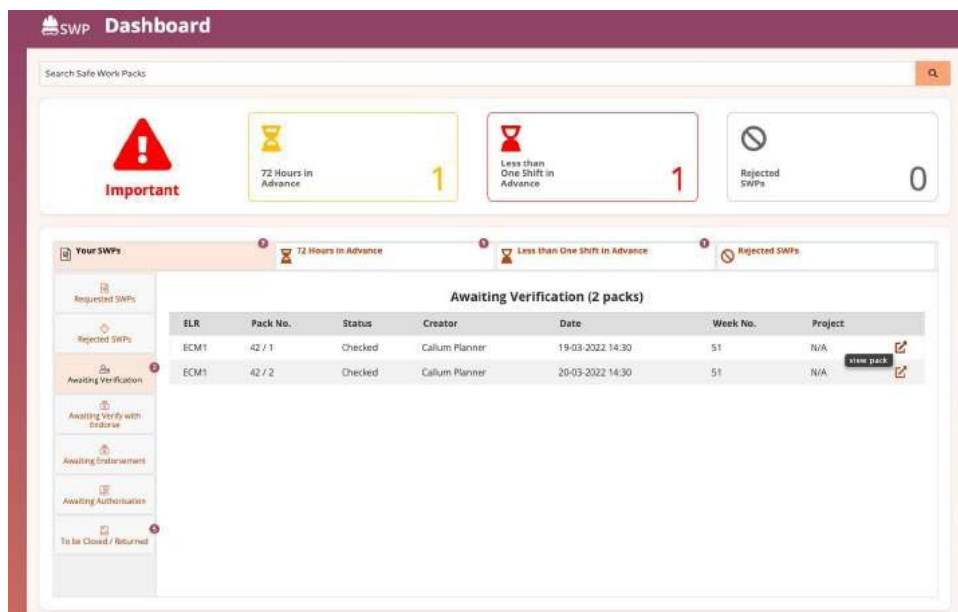
Delegate to COSS:

Select a relevant reason code as to why this SWP is being verified within 12 hours of the start date

Please give a reason as to why you are at this stage within 12 hours

RM Authorisation

After the pack has been verified by the PIC, the RM will need to authorise the pack. The pack status is Authorised. This can be achieved via the RMs dashboard upon logging into the SWP system. RM users can see any packs requiring authorisation, under the Awaiting Authorisation button. Users can then enter then click on the view pack icon within the table to be taken to the pack.



RM users can review the pack and then click the Authorise Pack button



Select N/A, Y or N for the list of questions. If N is selected for any of the first 4 questions, then the RM can reject the pack.

If rejecting the pack comments can be added.

If the SWP is being authorised within 12 hours of the start date a reason code will need to be selected.

If the SWP is being authorised within 12 hours of the start date a reason will need to be provided.

The RM can either authorise or reject the pack. If the pack is authorised this will then be ready for either the MySWP mobile application or printing if a paper pack was selected during pack creation. If rejected, the pack will be sent back to the planner who can review and make any required amendments to the pack.

Authorised by: Responsible Manager

Complete as part of review/discussion with person in charge. Tick Yes or No for each question, and sign the declaration below.	N/A	Y	N
Work content is understood by the person in charge		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Necessary competence within team to undertake task		<input type="checkbox"/>	<input type="checkbox"/>
Risk controls are suitable and sufficient		<input type="checkbox"/>	<input type="checkbox"/>
The appropriate hierarchy of Safe System of Work has been selected		<input type="checkbox"/>	<input type="checkbox"/>
Any additional specific controls identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible Manager's authorisation and confirmation this SWP is complete, and includes any specific additional information required to manage risk on site (cannot be the same person as the verifier). If any of the above statements are answered NO, reject the SWP.			
The welfare facilities have been identified and are appropriate		<input type="checkbox"/>	<input type="checkbox"/>

Comments if SWP rejected:

Name of Responsible Manager: _____ Signature and/or Authority Number: _____ Date: _____

Note: Authority number is required when timescales have not been met, or major changes have been required

Select a relevant reason code as to why this SWP is being verified within 12 hours of the start date

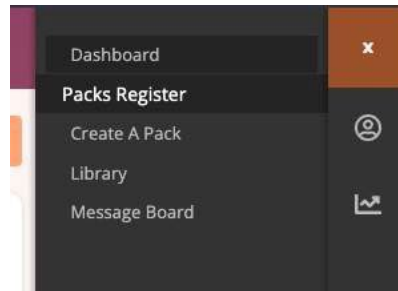
: Please select a Reason Code : 5 ▼

Please give a reason as to why you are at this stage within 12 hours

7 Authorise Pack

Packs Register

The packs register is where users can view and search all their Safe Work Pack. This can be accessed via the side menu whilst within the SWP application.



Filters can be applied to your pack search.

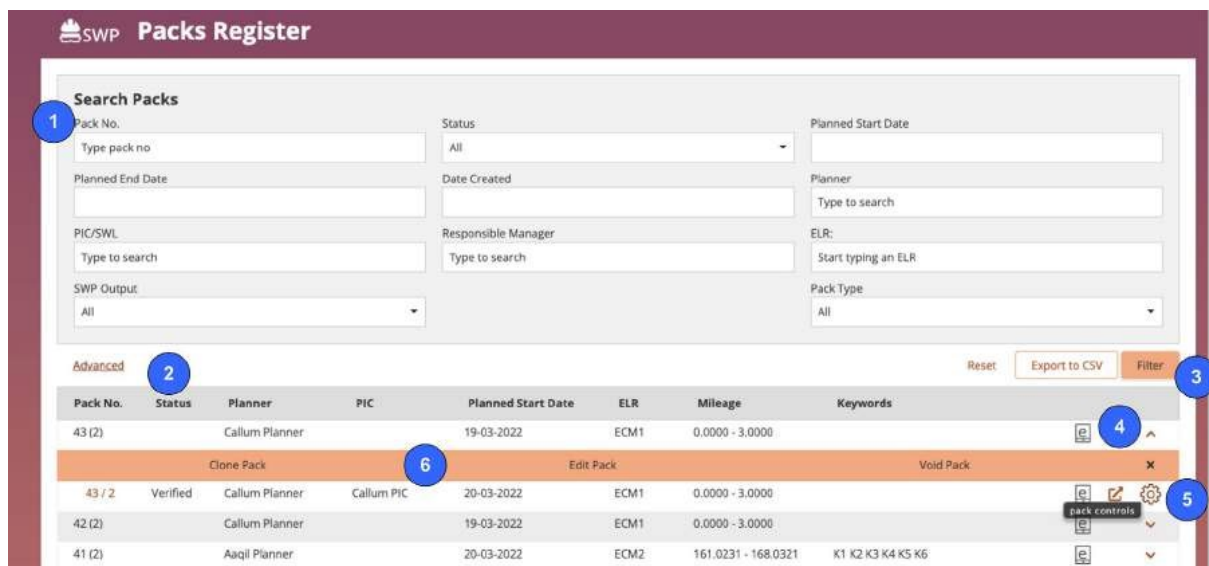
Clicking the advanced button will show additional filters including depots.

The filter button will apply your search criteria and refresh the packs list.

Clicking the arrow button will allow you to view all shifts in the pack, users can then click the pack number to be taken to view the pack.

Clicking the pack control will show some options the user can perform on the pack.

Pack options such as clone and edit can be selected.



SWP Packs Register

Search Packs

1. Pack No. Type pack no
Planned End Date
PIC/SWL Type to search
SWP Output: All

Status: All
Date Created
Responsible Manager Type to search

Planned Start Date
Planner Type to search
ELR: Start typing an ELR
Pack Type: All

Advanced 2. Reset Export to CSV Filter 3.

Pack No.	Status	Planner	PIC	Planned Start Date	ELR	Mileage	Keywords
43 (2)		Callum Planner		19-03-2022	ECM1	0.0000 - 3.0000	
Clone Pack 6. Edit Pack Void Pack							
43 / 2	Verified	Callum Planner	Callum PIC	20-03-2022	ECM1	0.0000 - 3.0000	
42 (2)		Callum Planner		19-03-2022	ECM1	0.0000 - 3.0000	
41 (2)		Aaqil Planner		20-03-2022	ECM2	161.0231 - 168.0321	K1 K2 K3 K4 K5 K6

4. 5.

RM Request a Pack

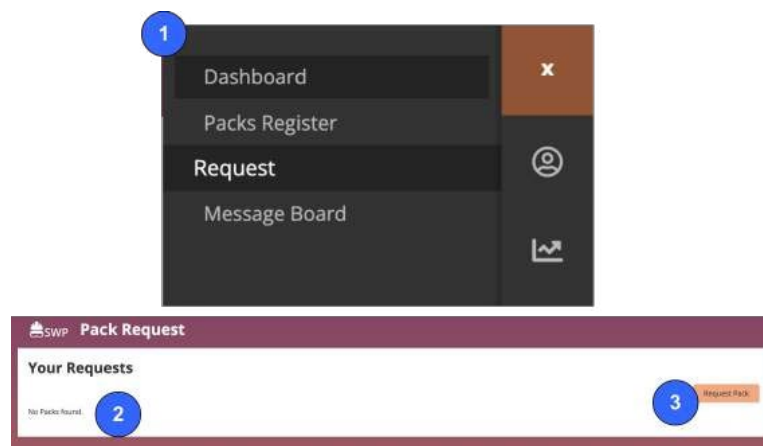
RM users can use RailHub to request a Safe Work Pack. This ensures all the details for the pack are sent through to the Pack Creator.

Select Request from the menu.

The menu is the three lines on the right-hand side of the screen.

After pressing the Request menu item, a screen is displayed showing all your pack requests.

To request a pack, select the 'Request Pack' button in the bottom right-hand corner.



After clicking the Request Pack button, a form appears that you must complete the pack creation request.

Assign Safe Work Pack Creator and Person in Charge (PIC) - Use the text boxes to select a Safe Work Pack Creator and a PIC.

Enter Nature of work and additional information - Use this text box to enter the nature of work, and any additional relevant information.

Select Pack Type - Select the type of pack to create from Cyclical, Repeated or Single Shift

Create Shifts - Create the required shifts for the pack

Add ELRs - Add any Relevant ELR's for the pack

Create Request - When you have completed all the relevant details for the request click 'Create Request'. This will then send an email notification to the Planner, and it will be available for them on their dashboard

SWP **Pack Request**

Create Request Go back

ⓘ Please select a Planner, PIC/SWL, Start Date, ELR and mileage to request a pack.

Assign Planner: (start typing name or email address)

Assign PIC: (start typing name or email address)

Nature of Work:

Requested Pack Notes (max 1000 chars):

Pack Type (Cyclical/Repeated/Single Shift):

Cyclical
Repeated
Single Shift

ⓘ Single Shift: Create a plan for work to be done on a specific date and time.

Shifts

ⓘ Use this section to specify the date/time of the shift.

Shift Duration (Hours):

Shift Duration (Minutes):

25/03/2022 17:01 Create Shift

Name	Start Date / Time	End Date / Time	
Shift 1	25/03/2022 17:01	25/03/2022 19:01	Remove

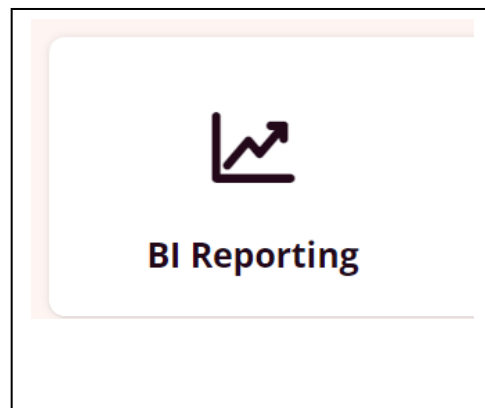
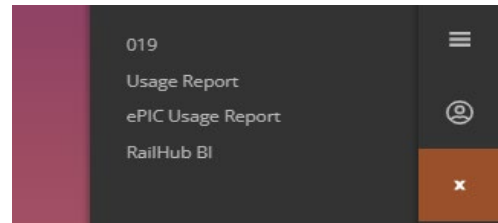
	ELR	Start Miles	End Miles	
1.	ECM1	0.0002 yd (0 ch) (0.002 km)	2.0000 yd (0 ch) (3.219 km)	Remove Edit

Add ELR
Create Request

Reports


RailHub will contain four types of reporting:

- Standard 019 reports
- Usage reports
- MySWP usage
- BI reporting, for Planner, Responsible Manager and BI Admin users.




019 Reporting

Reporting in line with the 019 Standard includes:


 **SWP Reports**

Select a report below.




Packs Not Returned

Monitor the return of all SWPs that have been produced. Easily identify non returned packs.




Late Verification

View all SWPs which have been verified on the same shift as the work.




Lessons Learned

View all SWPs that have been returned with highlighted errors (ePIC Lessons Learned).




10% SWP Review

Review 10% of completed and implemented SWPs.



Not Implemented

View the number of SWPs issued and not implemented (ePIC cancelled shifts).

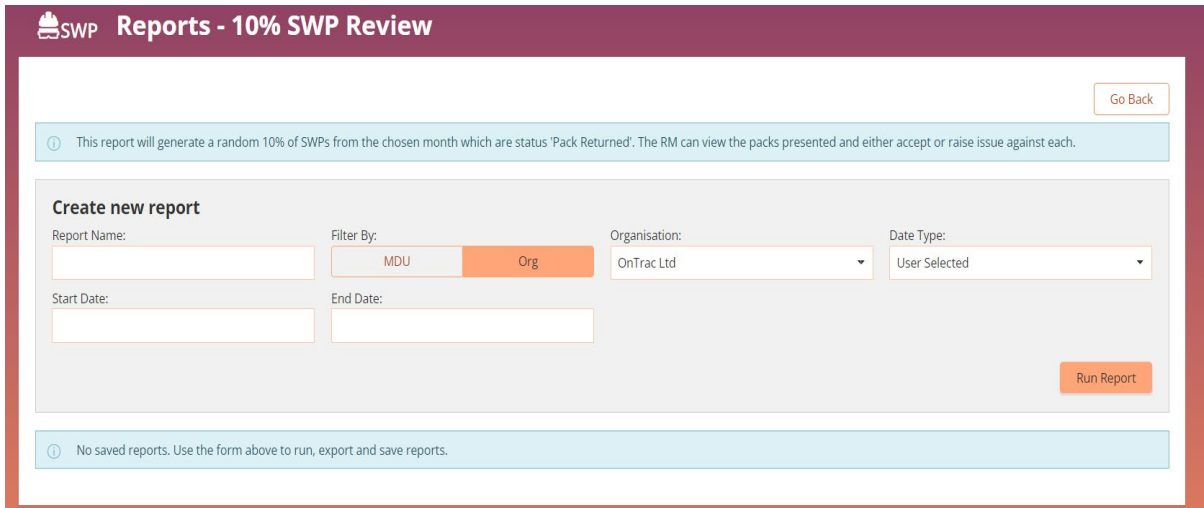


Monitoring SSOW Use

Monitor the level of work carried out under each level of the hierarchy of control for operational risk.

Report	Description
Packs Not Returned	Monitor the return of all SWPs that have been produced, with visibility of those not returned.
Late Verification	View all SWPs that have been verified on the same shift as the work.
Lessons Learned	View all SWPs that have been returned with highlighted errors (via MySWP lessons learned)
10% SWP Review	Review 10% of completed and implemented SWPs.
Not Implemented	View the number of SWPs issued and not implemented (MySWP cancelled shifts).
Monitoring SWP Use	Monitor the level of work carried out under each level of the Hierarchy of Control for operational risk.

To create a new report, enter a name for your report and select the desired 'Report Month' from the dropdown.



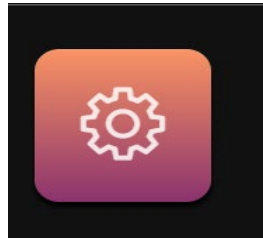
The screenshot shows a web interface titled "SWP Reports - 10% SWP Review". At the top right is a "Go Back" button. Below it is a light blue informational box with a circular icon containing an 'i' and the text: "This report will generate a random 10% of SWPs from the chosen month which are status 'Pack Returned'. The RM can view the packs presented and either accept or raise issue against each." Below this is a "Create new report" section with the following fields: "Report Name:" (text input), "Filter By:" (radio buttons for "MDU" and "Org", with "Org" selected), "Organisation:" (dropdown menu showing "OnTrac Ltd"), "Date Type:" (dropdown menu showing "User Selected"), "Start Date:" (text input), and "End Date:" (text input). A "Run Report" button is located at the bottom right of this section. At the bottom of the interface is another light blue informational box with a circular icon containing an 'i' and the text: "No saved reports. Use the form above to run, export and save reports."

In the case of the '10% SWP Review', Responsible Manager and Client Admin users can raise issues against a pack by clicking the red 'Raise Issue' button.

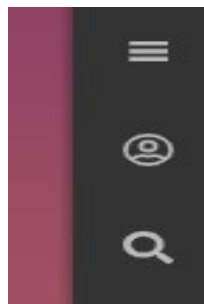
Client Admin

How to add a user?

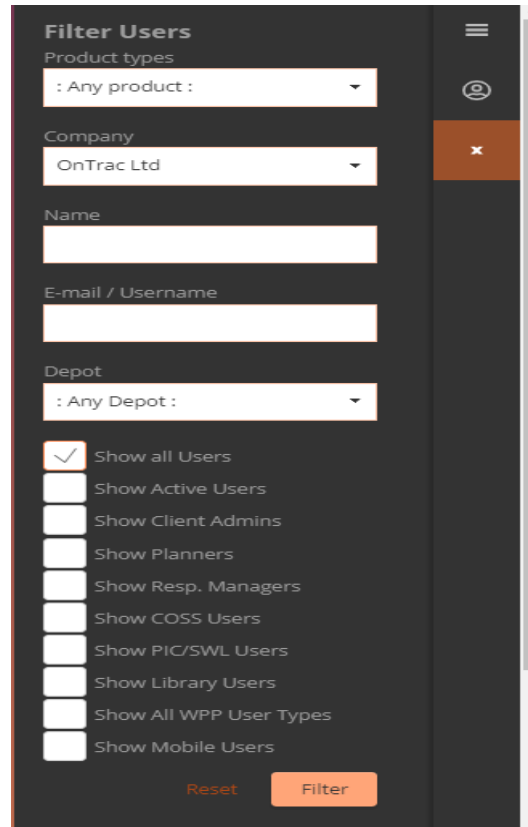
Login to the Client admin on the landing page and select the setting tile.



Using the search button on the right-hand side of the screen to open up the full search filter.

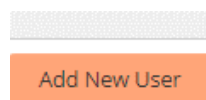


Type in the operative's name to check whether they have already had an account under your organisation.



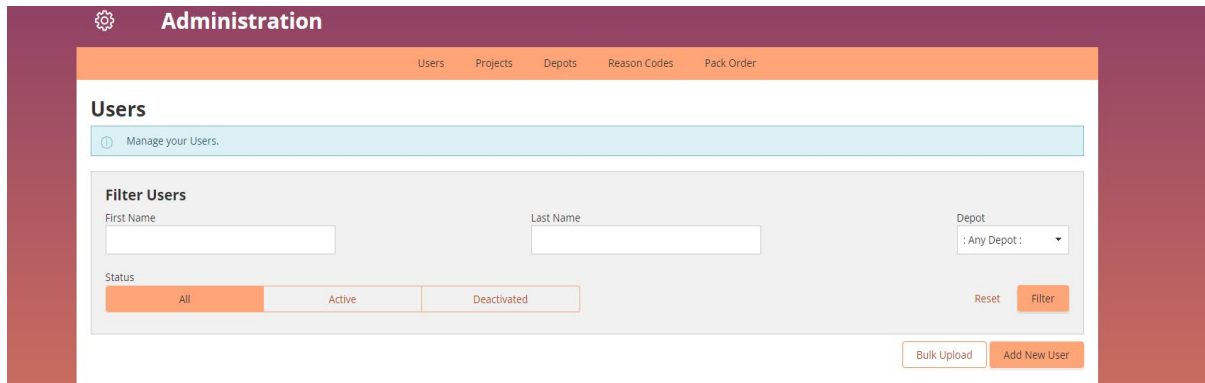
If already on the system, you have the ability to amend their user roles (unless to add Planner role as this may require an upgraded license) by clicking on the cog and edit.

If no previous account, go to 'Add New User' in the orange toolbar.



Email Address already been used?

If an email address has already been use, you will need to place the email address in the "Contact E-mail" field and make up a username e.g. Joe.Bloggs to go in the 'E-mail/Username' field.



New user's details

Use the form below to create a new user

Account Info

First Name

Last Name

E-mail/ User Name

Contact E-mail

Please enter a VALID email address

Telephone

Sentinel Card No

Organisation

Depot

Select a Route

Password

Repeat Password

In all cases, tick the SWP User and Mobile User followed by the competencies required. Complete all fields but do not create a Password as the system will automatically issue a Password and Username details by email direct from no-reply@on-trac.co.uk – this may go to junk folders.

Should no licenses be available for that competency, there will be a prompt to say ‘no more licenses’ – you will need either suspend an un-needed user to allow you to re-allocate that license or contact OnTrac to purchase more licenses .

Add Signature – *DO NOT UPLOAD A TYPED NAME, IT MUST BE AN ACTUAL SIGNATURE* :

Take a screen shot of the user signature (this should be in black ball pen on white background)

Ctrl and PrtScn



Open Painter



Paste your screen shot and use the crop, resize options to shrink the signature and use the rubber icon to remove any unnecessary lines where possible.

To upload signature, click on upload signature button and search for saved signature.

Signature

To amend this user's signature, attach a signature image file below, or remove an existing signature by clicking 'Delete'.

 Upload Signature

Create a Project

Client Admins can create project, if your organisation has access to WPP/TB function of V4 Rail Hub.

⚙️
Administration

Users
Projects
Depots
Reason Codes
Pack Order

SSOW Projects

Manage your Projects.

Add New

Project Number	Project Name	Last Modified By	Last Modified On
TP12345	Test Project		22/04/2022 11:36

Page 1 of 1, showing 1 records out of 1 total.

⚙️
SSOW Projects

New Project Details

Use the form below to create a new project.

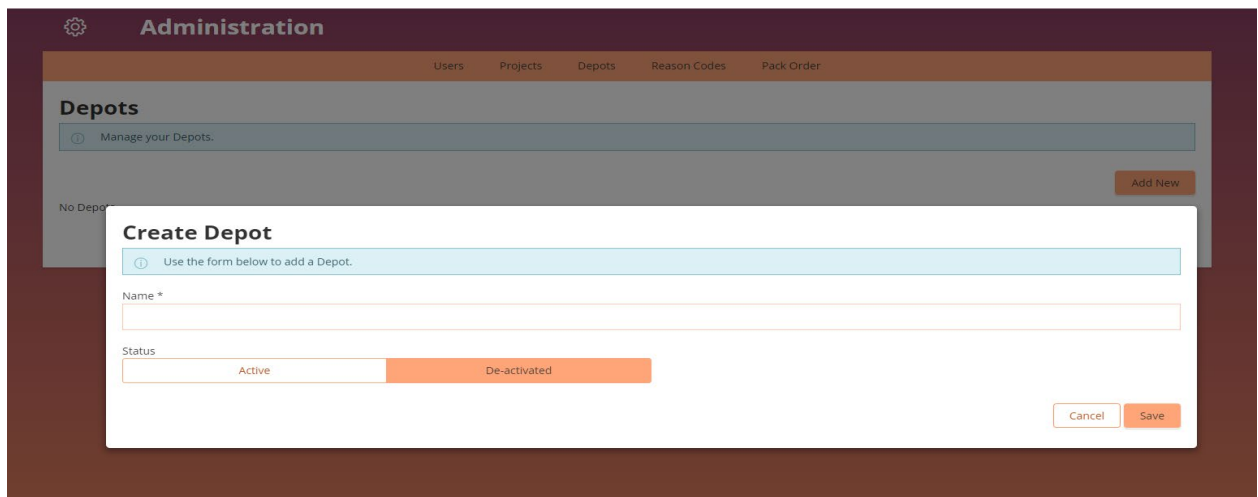
Project Info

Project Number *

Project Name *

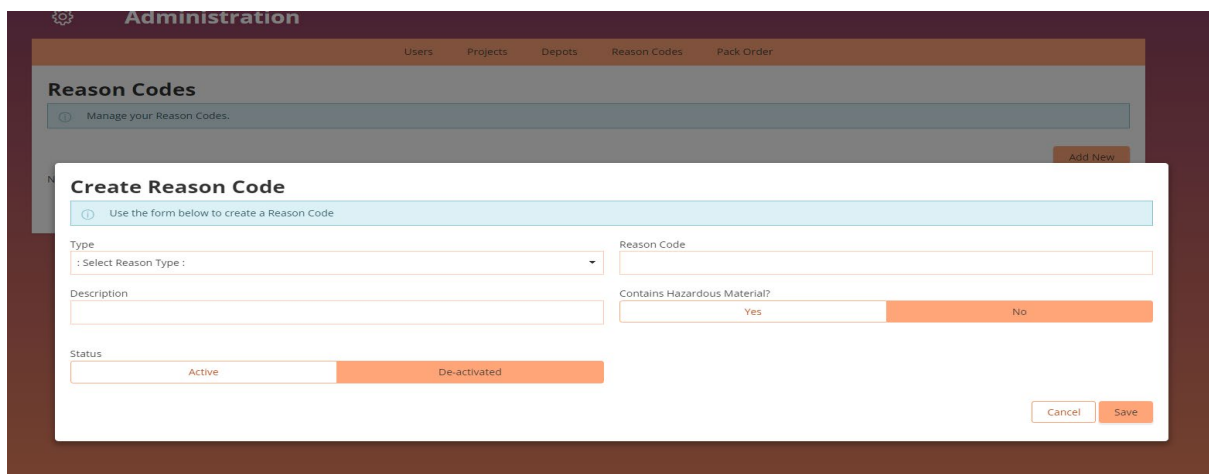
Create a Depot

Client Admins can create a list of depots applicable to their organisation. When a value is selected for the depot field, this will create the pack against that depot. Users will later be able to search for packs created by specific depots in the pack register and RMs will be able to report on packs at a depot level.



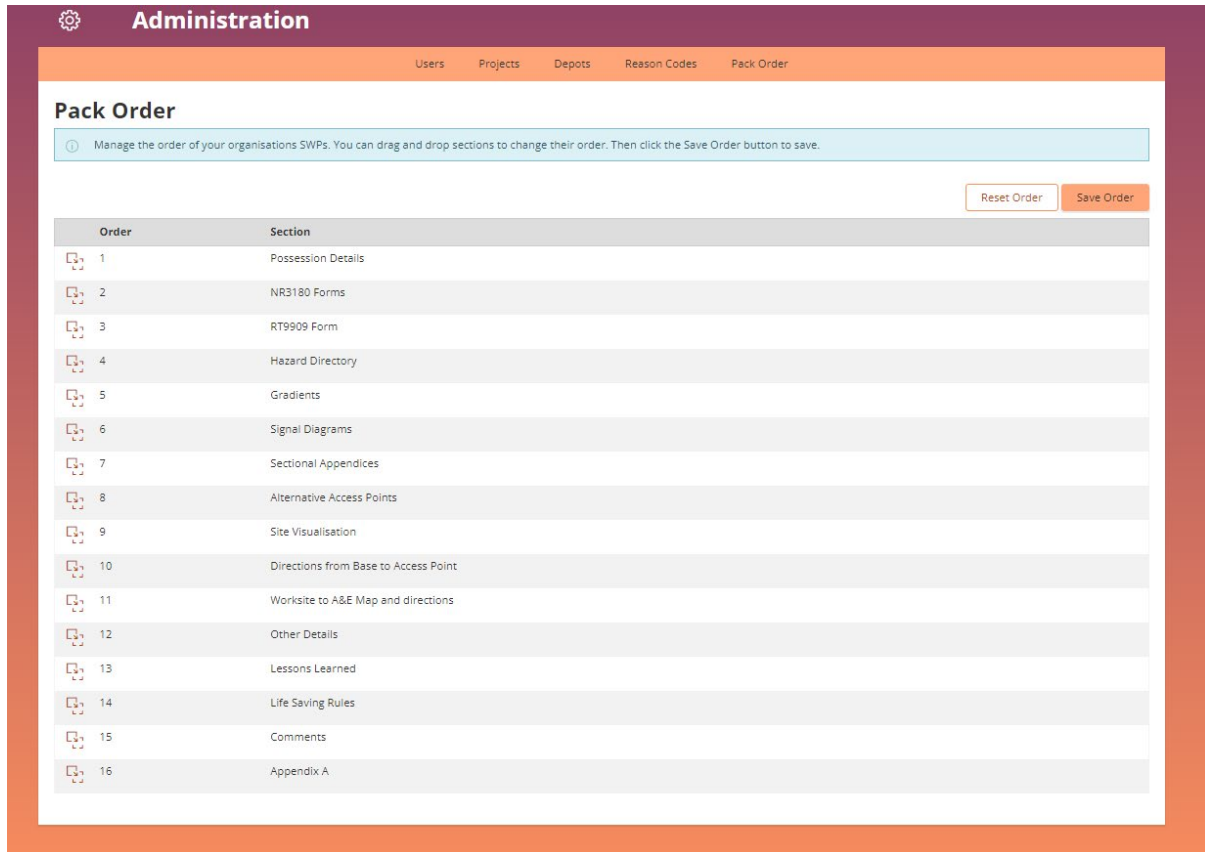
The screenshot shows the 'Administration' section of the ONTRAC software. The 'Depots' tab is selected, and a 'Create Depot' modal form is open. The form includes a title bar with a help icon and the text 'Use the form below to add a Depot.' Below this, there is a text input field for 'Name *'. Underneath is a 'Status' section with two radio buttons: 'Active' (selected) and 'De-activated'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Create a reason code for shift cancellations



The screenshot shows the 'Administration' section of the ONTRAC software. The 'Reason Codes' tab is selected, and a 'Create Reason Code' modal form is open. The form includes a title bar with a help icon and the text 'Use the form below to create a Reason Code.' Below this, there are several fields: a 'Type' dropdown menu with the text ': Select Reason Type :', a text input field for 'Reason Code', a text input field for 'Description', and a 'Contains Hazardous Material?' section with two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the form is a 'Status' section with two radio buttons: 'Active' (selected) and 'De-activated'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Pack Order



The screenshot shows the 'Administration' section of the ONTRAC software. The 'Pack Order' page is active, displaying a list of sections to be ordered. A navigation bar at the top includes 'Users', 'Projects', 'Depots', 'Reason Codes', and 'Pack Order'. A help box at the top explains that users can drag and drop sections to change their order and then click 'Save Order'. Two buttons, 'Reset Order' and 'Save Order', are located in the top right corner of the table area.

Order	Section
1	Possession Details
2	NR3180 Forms
3	RT9909 Form
4	Hazard Directory
5	Gradients
6	Signal Diagrams
7	Sectional Appendices
8	Alternative Access Points
9	Site Visualisation
10	Directions from Base to Access Point
11	Worksite to A&E Map and directions
12	Other Details
13	Lessons Learned
14	Life Saving Rules
15	Comments
16	Appendix A