



**ONTRAC**  
Rail Safety Software

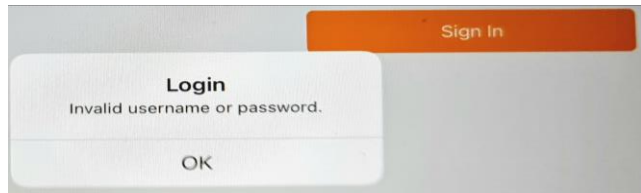
# How to accept a Safe Work Pack on the day of the work

Technology Makes it Possible, People Make it Happen

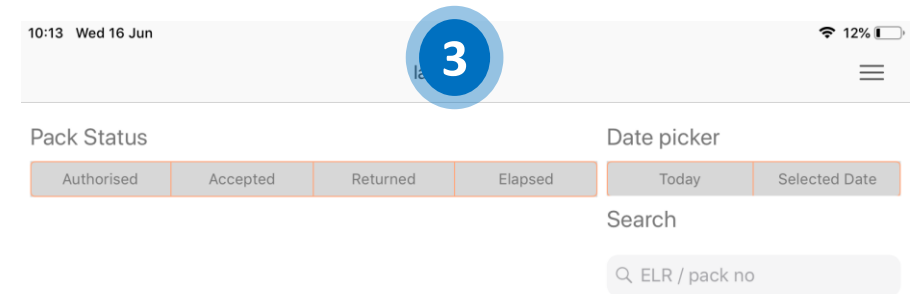
# Login

The following steps allow you to log into the MySWP app

1. Enter your Login details  
Click on the Username and Password boxes, and enter your login details and password for Railhub e.g.
  2. Press the Sign In button  
Once your login details are entered press on the Sign In button to enter the App.
- If you are presented with 'Invalid username or password' please check and update your username or password if entered incorrectly



- If you continue to be presented with the Invalid warning and confident you have entered your username and password correctly please speak with your client admin.



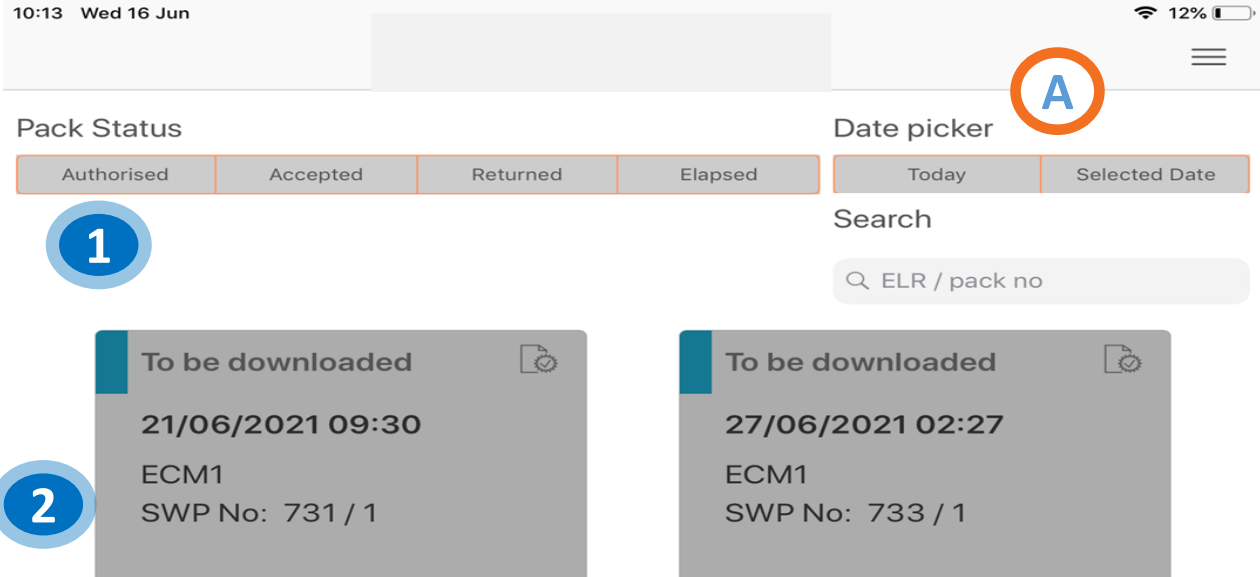
# MySWP Dashboard

Your dashboard contains an overview of the Safe Work Packs that have been created by Planners, on the desktop system and assigned to you.

Safe Work Packs are automatically downloaded to the App when you initially log in.

The dashboard displays the status of each pack

- a) Packs can be viewed by today's date or future dates using the date picker.
- 1. You can press each to Pack Status button to show your packs in that status on the device.
- 2. Other-wise you can see the status at the top of each pack on the main Dashboard, pack authorised and downloaded but yet to be accepted.



# MySWP Dashboard

- 3. SWP downloaded and accepted by the PIC ready to use.
- 4. Elapsed SWP which have passed their planned used by date.
- 5. MySWP showing in the returned section, as it's still showing on the returned page. Its not been fully returned back to the desktop and should not be deleted.

Navigation: Authorised | Accepted | Returned | **Elapsed** | Today | Selected Date

Search:

**4**

**Elapsed**

29/10/2022 11:34

ECM1

SWP No: 605 / 1

**Elapsed**

16/11/2022 09:09

ECM1

SWP No: 697 / 2

Pack Status: Authorised | **Accepted** | Returned | Elapsed

Date picker: Today | Selected Date

Search:

**3**

**Accepted**

21/11/2022 15:32

ECM1

SWP No: 810 / 1

Nature of work Test

Pack Status: Authorised | Accepted | **Returned** | Elapsed

Date picker: Today | Selected Date

Search:

**5**

**Returned**

15/11/2022 09:09

ECM1

SWP No: 697 / 1

# Download Pack

These are the steps to update the list of packs you can access on MySWP and download the contents of a pack to your tablet.

## 1. The Hamburger

The hamburger icon will allow access to the main menu within MySWP.

## 2. Confirm packs refresh

Select ok to refresh the list of packs available to view. This will show any packs assigned to you since you last opened the app.

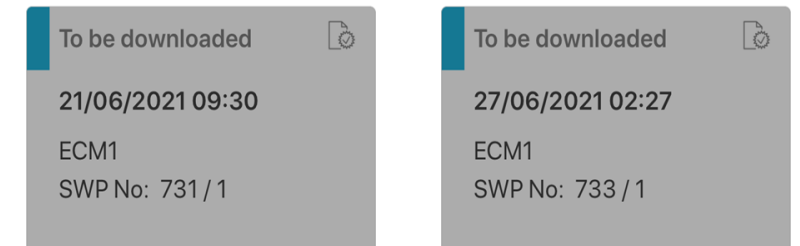
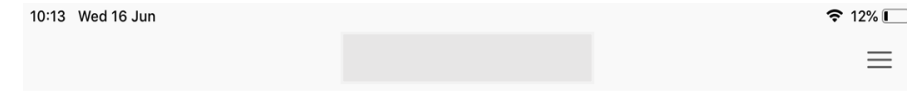
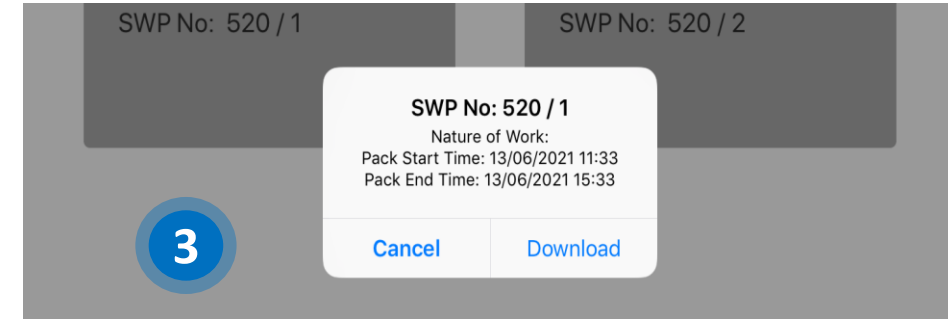
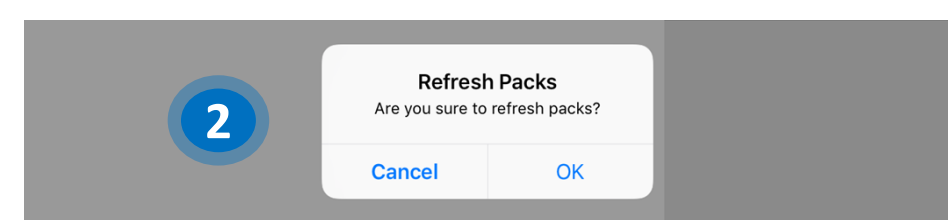
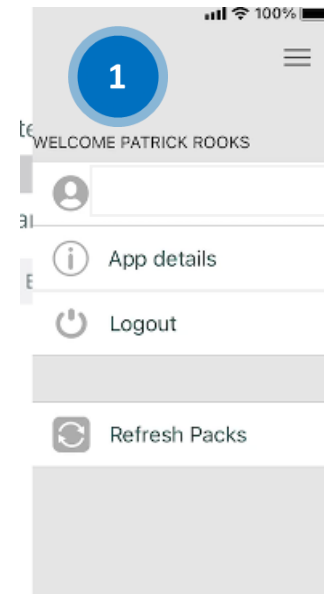
## 3. Download the Pack

The packs assigned to you will now appear on your dashboard. Packs that are ready to be downloaded will be display blue and will state they are ready to download. Click on the pack to download it.

## 4. Confirm Download

Select download to confirm and download the pack. You will then be taken into the pack.

Once you have been taken to the pack you can bring the pack review for the work to be undertaken.



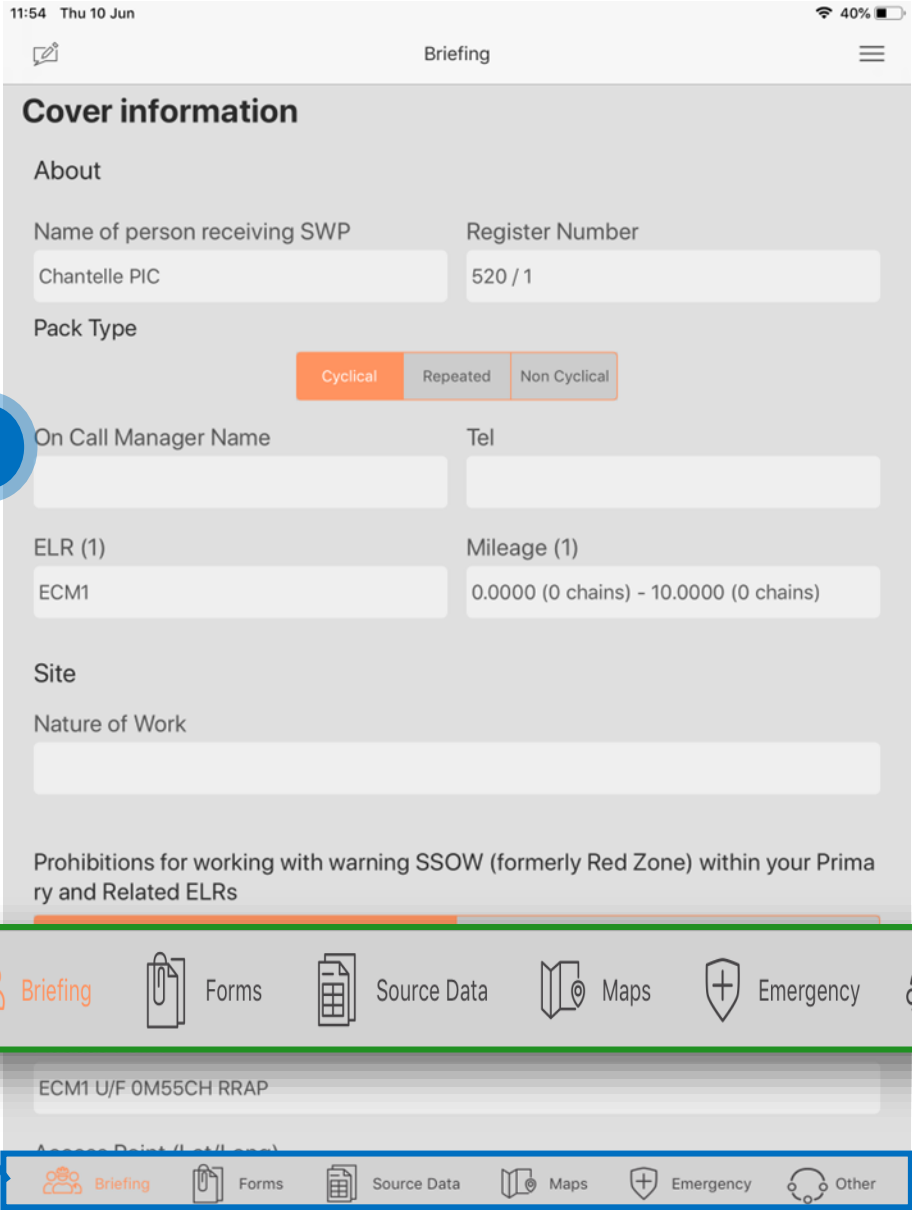
# Review Pack – Cover Information

Once the pack has loaded you will be taken to the cover information/Briefing section

You can return to this page at any time by selecting the briefing button at the bottom of the screen.

**1. Review the Cover Briefing information**  
Review the high-level information about the pack, in conjunction with a delegated COSS where relevant.

- 2. SWP Menu**  
To view different parts of the SWP select from the menu at the bottom of your screen.
- Briefing
  - Forms
  - Source Data
  - Maps
  - Emergency
  - Other

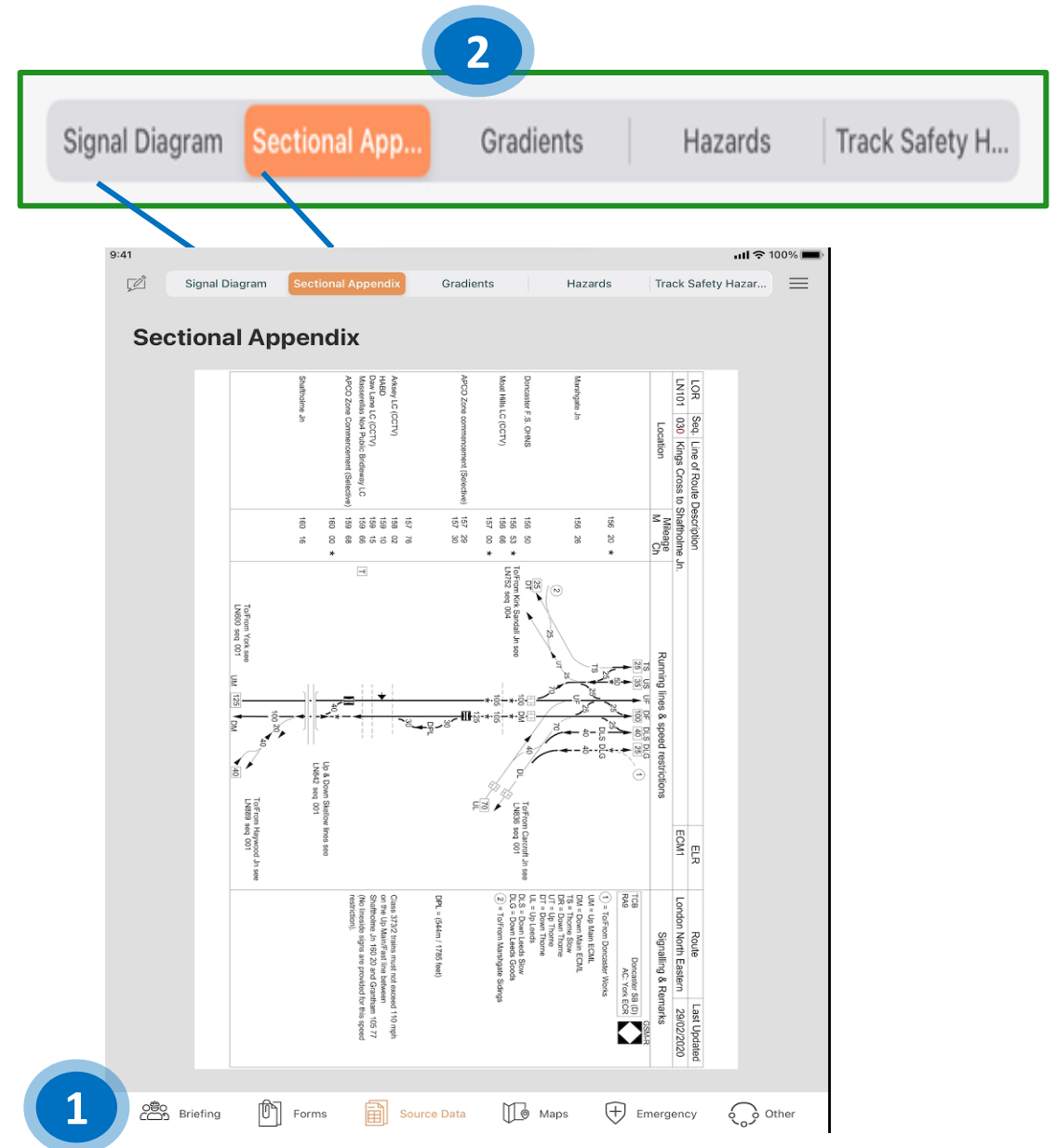


# Review Pack – Source Data

## Source Data :

1. To view the source data select the source data button at the bottom of the screen. In this part of the app you will be able to access all of the source data such as signal diagrams and the sectional appendix.
2. Diagrams and data on hazards and steep gradients that were included in the SWP by the planner are available to view from the Source Data tab. You can zoom into the diagrams. Use the tab at the top of the screen to navigate to the following information:

- Signal Diagrams
- Sectional Appendix Diagrams
- Gradient data
- Hazards
- Track Safety Hazards





# Review Pack – Map View

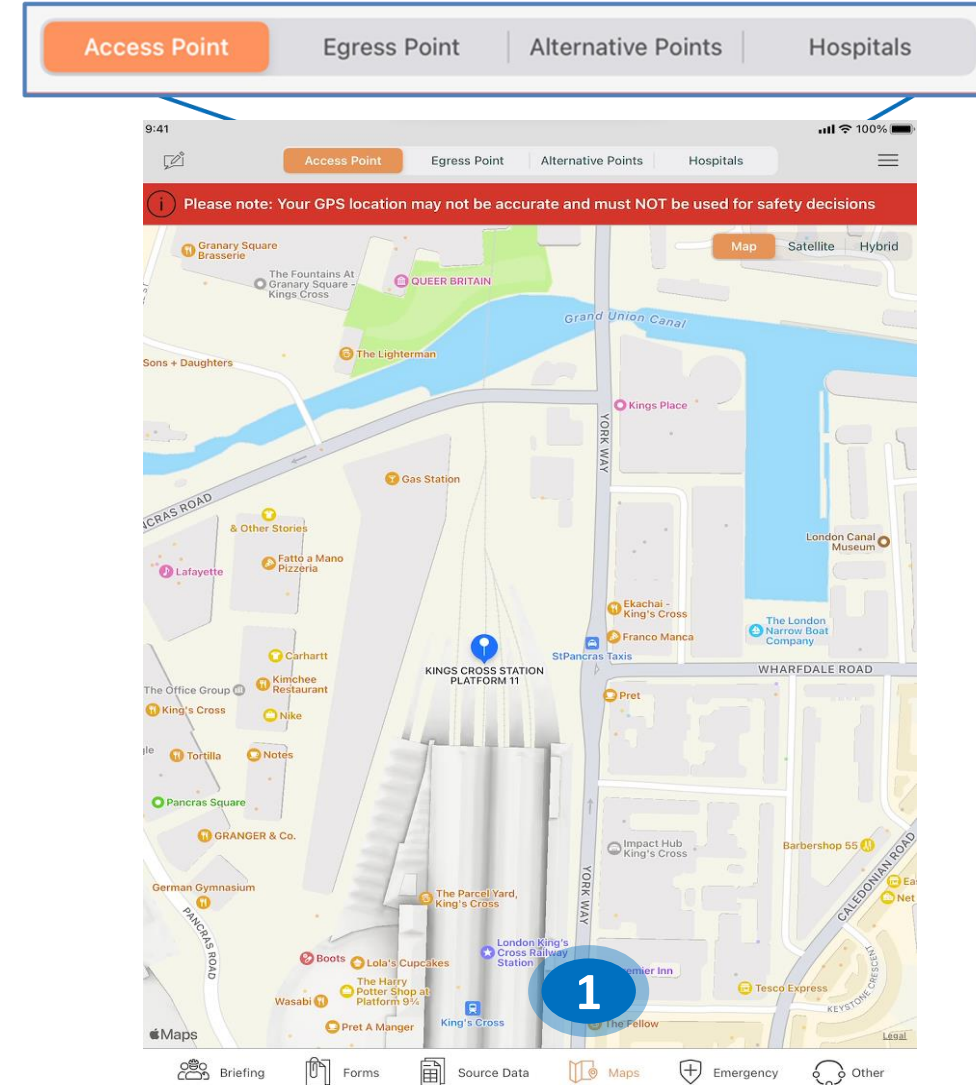
1. To view the map view select the maps button at the bottom of the screen. In this section you will be able to view the relevant maps for your SWP.

## 2. Map View

The Maps tab shows you a map view of the relevant locations for your SWP. Your live location is also displayed on the map view. You will be able to view the maps for the following information:

- Access point
- Egress point
- Alternative points
- 4 nearest Hospitals

2





# Review Pack – Emergency Information

1. To access the emergency information select the emergency button at the bottom of the screen. This information is always one click away no matter where you are in the pack.
2. Emergency Information  
The Emergency tab shows you the contact information for the Signal Boxes and Control Rooms linked to the Safe Work Pack.
3. The addresses and distances of the four closest hospitals to the site of work are also displayed.

Emergency

i See below all Emergency information for this Safe Work Pack

**Emergency signaller contact**

Signal Box	External No.	Internal Nos.	Fax No.
London Bridge - (External Contact Number: 020 7234 1286, Panel 1: 020 7234 1001)	020 7234 1286, Panel 1: 020 7234 1001	00 21286, Panel 1: 00 21001	

ECR/ECO

**Emergency Arrangements**

Hospital Name	Address	Distance	
University College Hospital - A & E	235 Euston Road, London, Greater London	0.78	<span style="font-size: 0.8em; color: #555;">i</span>
Royal Free Hospital - A & E	Pond Street, London, Greater London	2.26	<span style="font-size: 0.8em; color: #555;">i</span>
The Whittington Hospital - A & E	Magdala Avenue, London, Greater London	2.37	<span style="font-size: 0.8em; color: #555;">i</span>
St Thomas' Hospital - A & E	Westminster Bridge Road, London, Greater London	2.47	<span style="font-size: 0.8em; color: #555;">i</span>

2

3

1

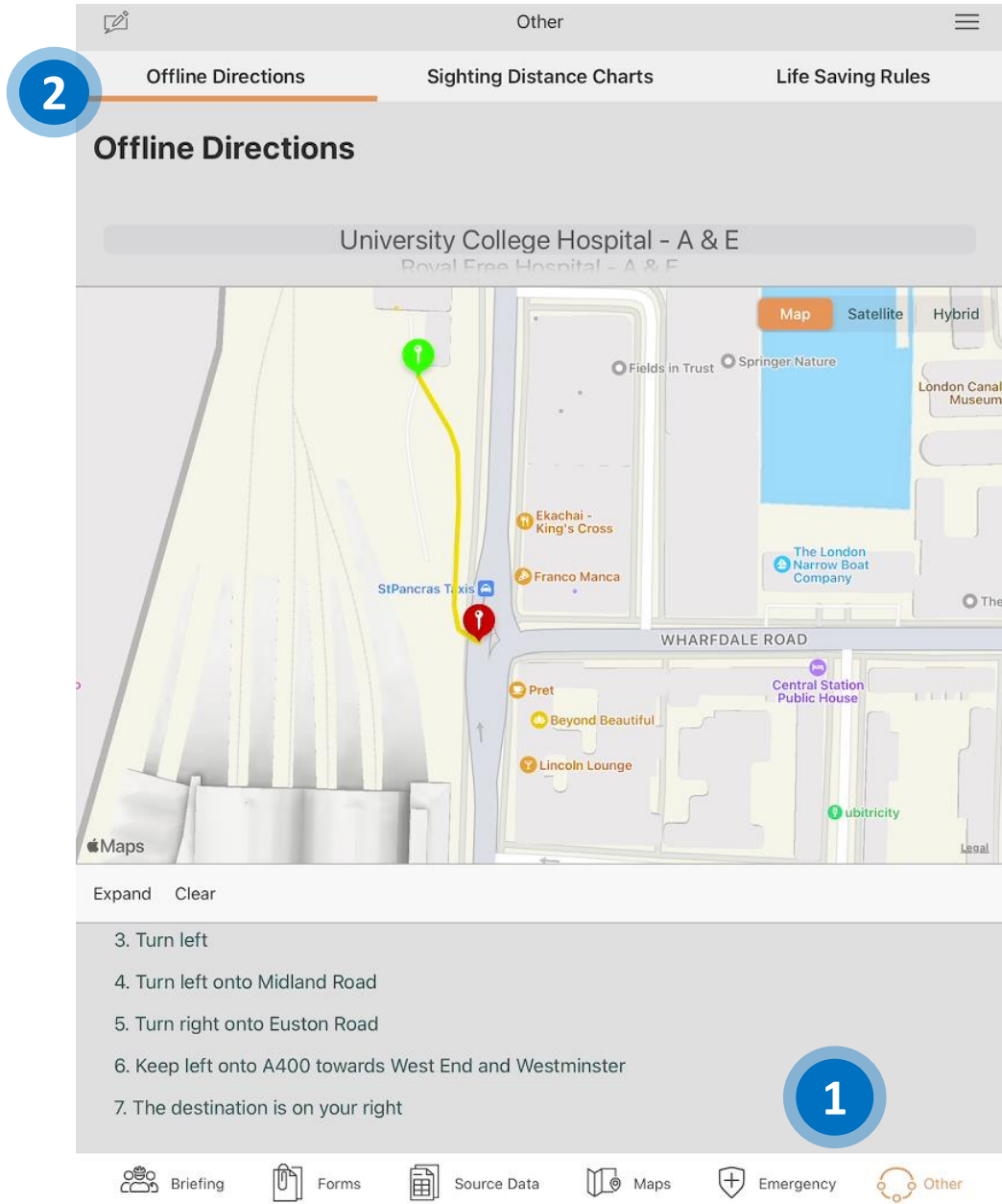
# Review Pack – Other Information

1. To access other additional information select the other button at the bottom of the screen.

## 2. Other Information

The Other tab contains stored directions for how you can navigate from the access point to the four closest hospitals to the site of work. It also contains sighting distance charts, a reminder of Network Rail's lifesaving rules, and any other documents that were attached to the pack by the Planner. From here you will be able to view the following information:

- Offline Directions
- Sighting Distance charts
- Life saving rules



# Review – Forms

To review and access the forms information for the SWP select the forms button at the bottom of the screen.

## 1. Forms

Once you have gone through the briefing content head over to the Forms section. You can find this by selecting the forms button at the bottom of the screen. Within the Forms sections you have three main areas:

- SWP Validation Form
- RT9909
- NR3180 (if one or more have been attached to the SWP)

## 2. SWP Validation form: Validation

Within the SWP Validation Form area, there are three tabs:

- Validation
- Risk Control Briefing [F01.2]
- Acceptance

### a) Validation

Review and check that all the information under the Validation section is correct.

The screenshot shows a mobile application interface for reviewing SWP forms. At the top, there is a header with the time '13:15 Thu 10 Jun' and battery status '38%'. Below the header, there are three tabs: 'Validation', 'Risk Control Briefing [F01.2]', and 'Acceptance'. The 'Validation' tab is selected. The main content area is titled 'SWP Form' and contains the following information:

- Ref: NR/L2/OHS/019/F01
- Issue: 2
- Date: 01 December 2018

Below this, there is a 'Pack Type' section with three buttons: 'Cyclical' (selected), 'Repeated', and 'Non Cycli...'. Underneath, there are three input fields:

SWP Ref.	SWP expiry date	Date & Time of Work
520 / 1	13/06/2021 15:33	13/06/2021 11:33

Below the table, there is a section for 'Brief description Of Work' with a text input field. The next section is 'CREATED by: Planner', which includes a confirmation statement: 'I confirm this SWP has been checked and compliant with NR/L2/OHS/019'. It also has fields for 'Planner Name' (Chantelle Planner) and 'Date Issued' (10/06/2021), along with a signature field containing the name 'Planner'. The following section is 'VERIFIED by: Person in Charge', with a confirmation statement: 'I confirm the following are appropriate for the task and included in the SWP. Choose Yes or No for each question, and sign the declaration below'. There is a question about 'Protection / Warning arrangements (hierarchy of control) suitable for the work, including additional protection requirements.' with 'Yes' and 'No' buttons. Below this, there is a warning: 'Warning: This plan components with line blockages without additional protection. The reasons given are as follows:'. At the bottom of the screen, there is a navigation bar with icons for 'Forms' (selected), 'Source Data', 'Maps', 'Emergency', and 'Other'. Annotations include a blue circle '1' around the top header, a blue circle '2' around the 'Validation' tab, a blue circle '1' around the 'Forms' button in the navigation bar, and a red circle 'A' around the 'Brief description Of Work' input field.

# RT9909 - General

## 1. RT9909

The RT9909 Section is split into multiple tabs:

- General
- Access Point
- Tab per SSOW Component
- Egress Point

## 2. General

The 'Work Information' section of the RT9909 form is displayed in the General tab, including the name of the COSS, number of safe systems, Nature of Work and the planned start and end time of the work

The ELR and mileages of the site of work, and contact details of any Signal Boxes/Signalling Panels and ECRs/ECOs are also shown.

### a) Review information

Review the worksite Mileages and check the emergency signaller contact and the ECR/ECO information is correct.

The screenshot shows the RT9909 SWP Validation Form interface. At the top, there is a header with 'SWP Validation Form' and 'RT9909'. Below the header are several tabs: 'General', 'Access point', 'SSOW 1', 'SSOW 2', 'SSOW 3', 'Egress point', and 'Declaration'. The 'General' tab is selected. The form contains several input fields: 'SWP Ref.' (734 / 1), 'Number of Safe Systems' (3), 'Name of COSS/IWA/SWL' (Patrick Rooks), 'Sentinel Card No' (Sentinel Card No), 'Planned Start Time' (15/11/2022 09:09), 'Planned End Time' (15/11/2022 19:09), 'Actual Work Start Time' (Actual Work Start Time), and 'Worksite Mileages' (ELR: ECM1, From: 0.0020 (0.00 chains) (0.018 km), To: 1.0000 (1.00 chains) (1.609 km)). There are also callouts '1' and '2' pointing to the top header and the 'General' tab respectively, and a callout 'A' pointing to the 'Planned Start Time' field.

# RT9909 – Access Points

## 1. Access Point

The Access Point tab contains information regarding the location and type of the planned access point, any associated hazards, and intermediate access points between the planned access and egress points.

### a) Planned Access Point

Review the planned access point information, including the local name, type, location and narrative text.

### b) View Map

Select 'View Map' to be taken to the Maps tab and view the planned access point on the map.

### c) Intermediate Access Points

Review the details of all intermediate access points associated with the pack, which are also displayed in this section.

17:18 Thu 10 Jun SWP Validation Form RT9909 NR3180

General **1** Access point SSOW 1 Egress point

### Planned Access Point

Name of access point  
ECM1 U/F 0M55CH RRAP

**A** Local name of access point  
ECM1 U/F 0M55CH RRAP

Type	ELR/Mileage
Road-Rail Machines	ECM1 0.1210 - 0.1210
OS Grid Ref	Post Code
TQ30178419	N1 0DF
Nearest Line	Latitude/ Longitude
Up Main/Fast	51.5411484448 - 0.1210

Narrative text (Arrangement to Walk to Site Description)

**B** View Map

Hazards associated with access  
Hazards associated with access

### Intermediate Access Points

Access Points including Start End Mileage

Authorised Access Point	ELR
-------------------------	-----

**C**

Briefing Forms Source Data Maps Emergency Other

## 1. SSOW Component

Each SSOW Component is displayed in its own tab. In this example 1 to 3.

### a) General Information

Details about the location type, planned duration and location of the SSOW component are displayed at the top of the screen

### b) Planned and Actual SSOW

The planned protection/warning method is displayed in the drop down menu.

### c) Briefing Each Component

The PIC / COSS will have to carry out a new briefing each time they move into a new component. The tick box will record the time & date of this briefing and allocate all existing staff against the RT9909, any new staff being briefed will have to manual enter their details at the stage.

SWP Validation Form RT9909

General Access point SSOW 1 **SSOW 2** SSOW 3 Egress point Declaration

### SSOW

**A** Please use this section to specify your 'actual' SSOW. NOTE: Downgrading will require RM authorisation

Type	Start	Duration	SSOW No.
working	15/11/2022 14:09	4 hours 0 min	2

### ELR

ELR	From	To
ECM1	0.0020 yd (0.00 ch) (0.018 km)	1.0000 yd (1.00 ch) (1.609 km)

### Planned SSOW

Safeguarded site of work

### Actual SSOW

**B** Safeguarded site of work

I confirm that the team have been briefed / re-briefed on the arrangements

**C** Lines Affected



# RT9909 – SSOW Component

## c) Planned SSOW Arrangements

The arrangements selected by the planner regarding the planned protection/warning method are displayed (e.g. Fence Type or distance from nearest open lines). If you select the actual protection/warning method to be the same as the planned, then you will be able to update these arrangements and complete the blank fields (e.g. workgroup position of safety) that can only be completed by the PIC

## d) Lines Affected

Information that the planner entered during pack creation regarding the lines affected by the SSOW are populated in this section. The PIC is able to update the direction, status and speed of the line, and indicate whether or not the line is single line working during the course of work being undertaken

SWP Validation Form RT9909

General Access point SSOW 1 **SSOW 2** SSOW 3 Egress point Declaration

**Planned SSOW**

Safeguarded site of work

**Actual SSOW** **C**

Safeguarded site of work

I confirm that the team have been briefed / re-briefed on the arrangements

**Lines Affected** **D**

1. Line name:	Direction	Status	Speed
Line Name	Up	Open	15
Electrification	Isolation Permit Required?	Signal Boxes	Single Line Working (SLW)
ac	Yes	London Bridge - (External Contact Number: 020 7234 1286, Panel 1: 020 7234 1001)	
LOR		Mileage	
LOR		Mileage	

# Nominated People table

Each member of the workgroup will need to have their sentinel card scanned in order to validate that they have Authority to Work on or near the line

## 1. Select Role

Select the role the chosen person will be performing from the dropdown list. Note: if they are not performing a chosen role you will need to select "Team Member (PTS)" from the list

## 2. Input Sentinel Card details

## 3. Populate the name and competency expiry

Nominated people Site Warden, ATWS Operator or Lookouts

Role	Sentinel Number	Name	Competency expiry date for role performed
<input type="text" value="Role"/>	<input type="text"/>	<input type="text"/>	Expiry Date
<input type="text" value="Role"/>	<input type="text"/>	<input type="text"/>	Expiry Date
<input type="text" value="Role"/>	<input type="text"/>	<input type="text"/>	Expiry Date
<input type="text" value="Role"/>	<input type="text"/>	<input type="text"/>	Expiry Date

[Add another nominated person](#)

# RT9909 – SSOW Component

## 2. Track Safety Hazards

Any Track Safety Hazards (i.e. Unprotected Working (aka Red Zone Working) Prohibited; Restricted Clearances; No Refuges) within the mileage extents of the SSOW component are also displayed in this page



17:20 Thu 10 Jun SWP Validation Form RT9909 NR3180

General Access point **SSOW 1** Egress point

### Track Safety Hazards

Location	From	To	Description	Track	ELR	OS Grid Ref	Hazard Ref	Last Update	Hazard Description
Kings Cross Station	0.0000	0.0350	Red Zone Working Prohibited	Unknown	ECM1	530268.0, 530268.0	20694590	0000-00-00	Working between platforms. Submitted by D Reynolds 13/02/02. Input by M Carter 13/02/02.
Gas Works Tunnels	0.0484	0.1012	Red Zone Working Prohibited	Unknown	ECM1	530267.0, 530267.0	20149882	0000-00-00	Restricted Clearance. South portal to North portal. Both tunnels.
BELLE ISLE	0.1298	0.1298	Red Zone Working Prohibited	Down Slow	ECM1	530289.0, 530289.0	20780107	0000-00-00	

Briefing Forms Source Data Maps Emergency Other

# View Egress Point

## 3. Egress Point

The Egress Point tab contains information regarding the location and type of the planned egress point, and any associated hazards.

### a. Planned Egress Point

Review the planned egress point information, including the local name, type, location and narrative text.

### b. View Map

Select 'View Map' to be taken to the Maps tab and view the planned egress point on the map.

SWP Validation Form RT9909

General Access point SSOW 1 SSOW 2 SSOW 3 **Egress point** Declaration

### Egress Point

Name of Egress Point  
KINGS CROSS STATION PLATFORM 11

Local Name of Egress Point  
KINGS CROSS STATION PLATFORM 11

Type Road-Rail Machines ELR/Mileage ECM1 0.0264 - 0.0

OS Grid Ref.  
TQ30158335

Nearest Line Not Available Latitude/Longitude 51.5335852056, -0.1232617623

**B** View Map

Hazards associated with egress  
Hazards associated with egress (opt):

# Risk Controls

1. **SWP Validation form: Risk Control Briefing (F01.2)**  
Review and check that all the information under the Validation section is correct.

1

The screenshot displays the 'SWP Validation Form: Risk Control Briefing (F01.2)' interface. At the top, there are tabs for 'Validation', 'Risk Control Briefing [F01.2]', and 'Acceptance'. The 'Validation' section is active and contains the following fields:

- Ref:** NR/L2/OHS/019/F01
- Issue:** 2
- Date:** 01 December 2018
- SWP Ref.:** 605 / 1
- Date & Time of Work:** 29/10/2022 11:34
- Brief description Of Work:** (Empty text area)

Below the description are two sections for risk assessment:

- Operational Risks:** A table with columns: Risk, When and where will the risk be present?, Permits Required, and How will this risk be controlled?. Below the table is an 'Operational Risks Info' text area.
- Occupational Risks:** A table with columns: Risk, When and where will the risk be present?, Permits Required, and How will this risk be controlled?. Below the table is an 'Occupational Risks Info' text area.

Each risk section also includes a field for 'Operational Risks Related Documentation' or 'Occupational Risks Related Documentation'.

# Risk Controls

## a) Enter Risk controls

All the risks requiring control will appear below, with the ability to click and view the pdf. Then you will be able to assign a PIC to the relevant control. You are also able to add a new risk requiring controls.



**Changes to the Task Brief**

Record here any changes that need to be made to this briefing sheet. State which section's in the box below.  
If any of the details in this briefing sheet do not match circumstances on site, record the differences and what change's will need to be made. **Seek authorisation before implementing change's.**

**Changes authorised by**

State who can authorise changes to this task briefing sheet

Write below, the name of the responsible person that has authorised the changes:

Write below, the name of the responsible person that has authorised the changes:

Authorisation Reference:

Authorisation Reference:

**Changes allowed / disallowed**

State specifically what can / cannot be changed in this methodology:

Task Briefs - SSOW - Walking on or near the line to/from the working area

Title	Briefer	Acceptance	View
Task Briefing #51.pdf	<a href="#">View/Add</a>	<a href="#">View Signatures</a>	<a href="#">View Task Brief</a>

Task Briefs - SSOW - Whilst carrying out the work

Title	Briefer	Acceptance	View
Task Briefing #51.pdf	<a href="#">View/Add</a>	<a href="#">View Signatures</a>	<a href="#">View Task Brief</a>

Task Briefs - SSOW - Walking on or near the line to/from the working area

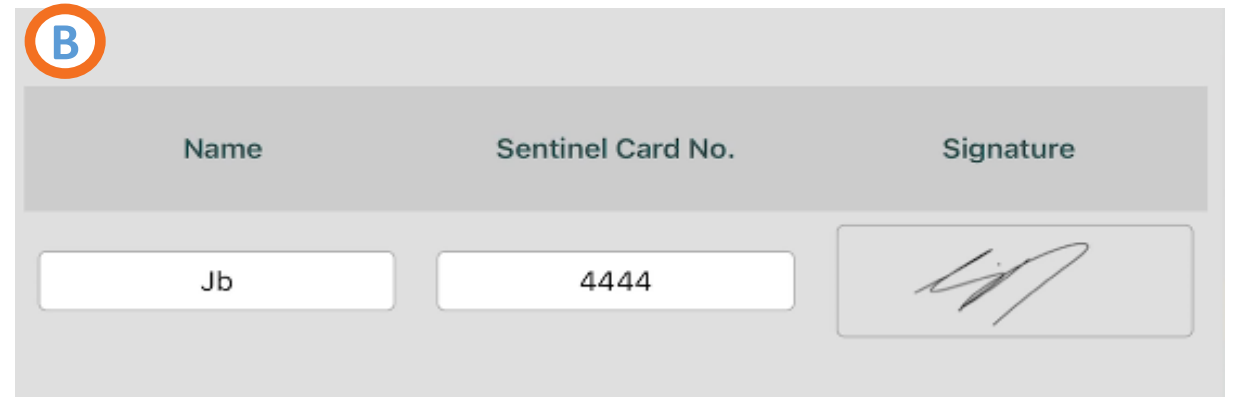
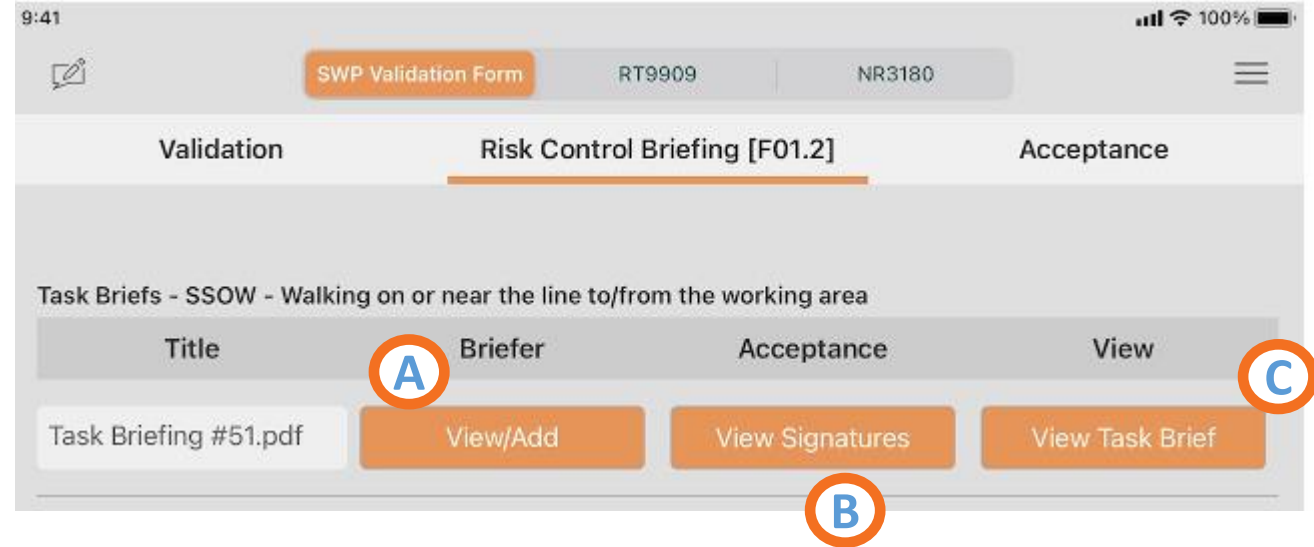
Title	Briefer	Acceptance	View
Task Briefing #51.pdf	<a href="#">View/Add</a>	<a href="#">View Signatures</a>	<a href="#">View Task Brief</a>

**Dunaway Risks**



# Risk Controls

- a) The PIC is the able to view their own signature for the acceptance all of the Risk control briefer.
- b) The PIC can view signatures of those staff assigned against the TB.
- c) The PIC can press to view the Task Brief.



# Risk Controls

- b) View the Task Brief will open up the full risk control sheets and allow all the TB pages to be viewed.



Task Briefing Sheet			
<b>Cover Information</b>			
WPP Ref:	WPP-Test project-ONT-060-002		
TBS Issue:	51		
Date:	13/10/2022		
Creator Name:	Aaqil RM		
Creator Signature:	RM		
Creator Contact Number:	1234		
Date Prepared:	13/10/2022 15:35:42		
<b>Introduction</b>			
Company Doing Work:	OnTrac Ltd		
Task Title:	TB-Test project-ONT-060-001		
WPP Ref:	WPP-Test project-ONT-060-002		
TB Reference:	TB-ONT-060-001		
Stipulate timescale for use:	13/10/2022 00:00 to 27/10/2022 00:00		
Expiry Date:	27/10/2022 15:33		
<b>Section 2</b>			
<b>2.1 - Provide a brief description of the work/task and location</b>			
• Provide a brief description of the work/task and location.			
<b>2.2 - Identify how work should be authorised to start and by whom</b>			
• Provide a brief description of the work/task and location.			
<b>2.3 - Provide contingencies arrangements if things are not as expected</b>			
• Provide a brief description of the work/task and location.			
<b>2.4 - Identify how work should be authorised to finish and by whom</b>			
• Identify how work should be authorised to finish and by whom			
• Identify how work should be authorised to finish and by whom			
<b>Section 3</b>			
Where applicable, provide details about handover to another contractor or supervisor			
• This section should also detail the arrangements for managing Any Line Open (previously Adjacent Line Open - ALO) operations relating to rail vehicles. A copy of the ALO Plan should be attached as an appendix. Reference can be made to a specific Work Package Plan detailing the arrangements for ALO operations; that Work Package Plan should be briefed to those involved in this package of work if ALO is applicable during this package of work.			
<b>Section 4</b>			
<b>Details here the site specific task/work activity risks and controls</b>			
• Identify how work should be authorised to finish and by whom			
<b>WPP 3.1 - Work involving particular risks</b>			
Risk	When and where will the risk be present?	Permits Required	How will this risk be controlled?
Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used by the environment at the place of work or site.	Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used by the environment at the place of work or site.	Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used by the environment at the place of work or site.	Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used by the environment at the place of work or site.



# Review Risks and Permits

## 1. Runaway Risks and Permits

Review and check the information under runaway risks and permits, including whether an isolation permit is required.

1

Is the planned work activity 'On or Near' the line?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> N/A
Is the site of work in or adjacent to a possession?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> 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)?	<input type="radio"/> YES	<input type="radio"/> NO	<input checked="" type="radio"/> N/A
Is the site of work on a gradient that is steeper than 1 in 100?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> N/A
Have other work groups that might be exposed to a potential runaway risk from this work activity been informed?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> N/A
Is the planned site of work at risk of runaway from another site of work (within 5 miles)?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> N/A
Is there a gradient steeper than 1 in 100 within 5 miles of the site of work?	<input type="radio"/> YES	<input type="radio"/> NO	<input checked="" type="radio"/> N/A
Based on your answers above is your work group deemed at risk from runaway?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> N/A
Based on your answers above is any other work group deemed at risk of runaway from your work activity?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> N/A
<b>What are the main risks (Including health)?</b>	<b>When and where will the risk be present?</b>	<b>Permits Required</b>	<b>How will this risk be controlled?</b>
Runaway Risks Info			
<input type="text"/>			

# Review Risks and Permits

- 2. Additional Permits.**  
Review and check any additional permits.
- 3. Welfare Arrangements**  
Review and check that the welfare information is correct

PIC's will also be able to see any PDF permits installed in the planning process at this stage.

**Permits** 2  
Additional Info

**Welfare** 3  
Welfare Info

**Emergency Arrangements**

Hospital Name	Address	Distance	
University College Hospital - A & E	235 Euston Road, London, Greater London	0.78	<a href="#">i</a>
Royal Free Hospital - A & E	Pond Street, London, Greater London	2.26	<a href="#">i</a>
The Whittington Hospital - A & E	Magdala Avenue, London, Greater London	2.37	<a href="#">i</a>
St Thomas' Hospital - A & E	Westminster Bridge Road, London, Greater London	2.47	<a href="#">i</a>

Appointed Person	Defibrillator	First Aider
0	0	0

First Aid Arrangements

# Emergency Arrangements

## a) Emergency Arrangements

Review and check the emergency arrangements are correct.

## b) Further Information

To view further information for the hospitals select the 'i' icon on the right of the screen. From here you will be able view the location in maps, access the hospitals website or view more details.

SWP Validation Form RT9909

Validation Risk Control Briefing [F01.2] Acceptance

Additional Information

**Permits**  
Additional Info

**Welfare**  
Welfare Info  
Welfare

**Emergency Arrangements**

Hospital Name	Address	Distance	
University College Hospital - A & E	235 Euston Road, London, Greater London	0.78	<b>B</b> <i>i</i>
Royal Free Hospital - A & E	Pond Street, London, Greater London	2.26	<i>i</i>
The Whittington Hospital - A & E	Magdala Avenue, London, Greater London	2.37	<i>i</i>
St Thomas' Hospital - A & E	Westminster Bridge Road, London, Greater London	2.47	<i>i</i>

Appointed Person Defibrillator First Aider

1 2 3

First Aid Arrangements  
Supplementary Information

**A**

University College Hospital - A & E  
Open Map  
Open hospital's web page  
Show more details  
Cancel

# PIC Accepts

- 1. SWP Validation form: Acceptance**  
To accept or reject the SWP follow these steps.
- 2. Select to Accept the Pack**  
Select to accept the pack at the top of the screen.
- 3. Signature**  
Complete the date/time, add Sentinel card number and then select the signature button and use the box to write your signature. Once done click the save in the top right corner.
- 4. COSS Feedback**  
A Text field for and feedback to the planner about the SWP.

1 SWP Validation Form RT9909

Validation Risk Control Briefing [F01.2] Acceptance

**ACCEPTED by: Person in charge on site**  
Person in charge, at the site of work completes this section. Endorse declaration below

2 Accept Reject

Person in charge (name)  
Patrick Rooks

Signature

General Comments

3

Date/Time 10/11/2022 11:13 Sentinel Card 5555

Date 10/11/2022

**COSS/IWA FEEDBACK ON SAFE SYSTEM OF WORK PLANNING**

4

Briefing Forms Source Data Maps Emergency Other




# Confirming authorisation of a change in SSOW

In the scenario where you wish to move down the protection/warning hierarchy from what was planned:

- a) Planned and Actual SSOW**

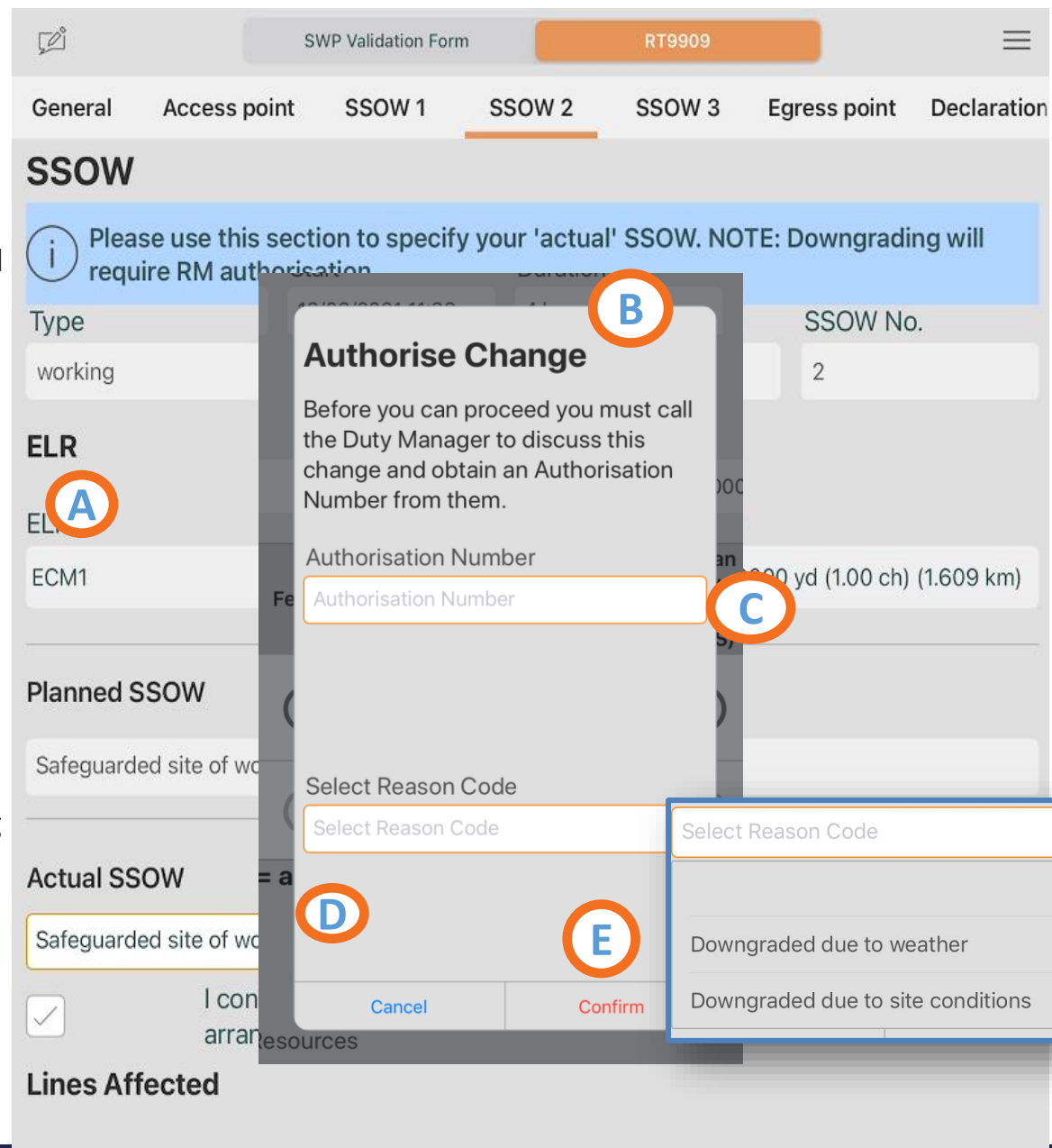
If you move down the protection/warning hierarchy, you will be required to enter an authorisation number. If you have to move down again another separate authority number will be required.
- b) Contact your RM/Duty Manager**

Contact your relevant responsible or duty manager to discuss the change(s) and receive an authorisation number, which they will obtain from their V4 account via the SWP  linked to that SWP
- c) Enter Authorisation Number**

Type in the authorisation number provided to you
- d) Select Reason Code**

Select a reason for why you are moving to a less safe protection/warning method from the drop-down list.
- e) Confirm Authorisation for the change**

Confirm the change in protection/warning method. This confirmation will be populated in the tab for the SSOW component, tick the rebrief box once the new SWP has been briefed out.



The screenshot displays the 'SWP Validation Form' for 'RT9909'. The 'SSOW 2' tab is selected. A blue information banner at the top states: 'Please use this section to specify your 'actual' SSOW. NOTE: Downgrading will require RM authorisation'. The form includes fields for 'Type' (working), 'ELR' (ELM, ECM1), 'Planned SSOW' (Safeguarded site of work), and 'Actual SSOW' (Safeguarded site of work). A modal dialog titled 'Authorise Change' is overlaid, containing the text: 'Before you can proceed you must call the Duty Manager to discuss this change and obtain an Authorisation Number from them.' It features an 'Authorisation Number' input field, a 'Select Reason Code' dropdown menu, and 'Cancel' and 'Confirm' buttons. A separate dropdown menu is also visible, listing 'Downgraded due to weather' and 'Downgraded due to site conditions'. Red circles labeled A through E highlight specific elements: A (ELR dropdown), B (Information banner), C (Authorisation Number input), D (Actual SSOW dropdown), and E (Confirm button).

# Adding Feedback

As you are completing the work you may find there is useful information or data corrections. These can be sent back to the planner for feedback/amends.

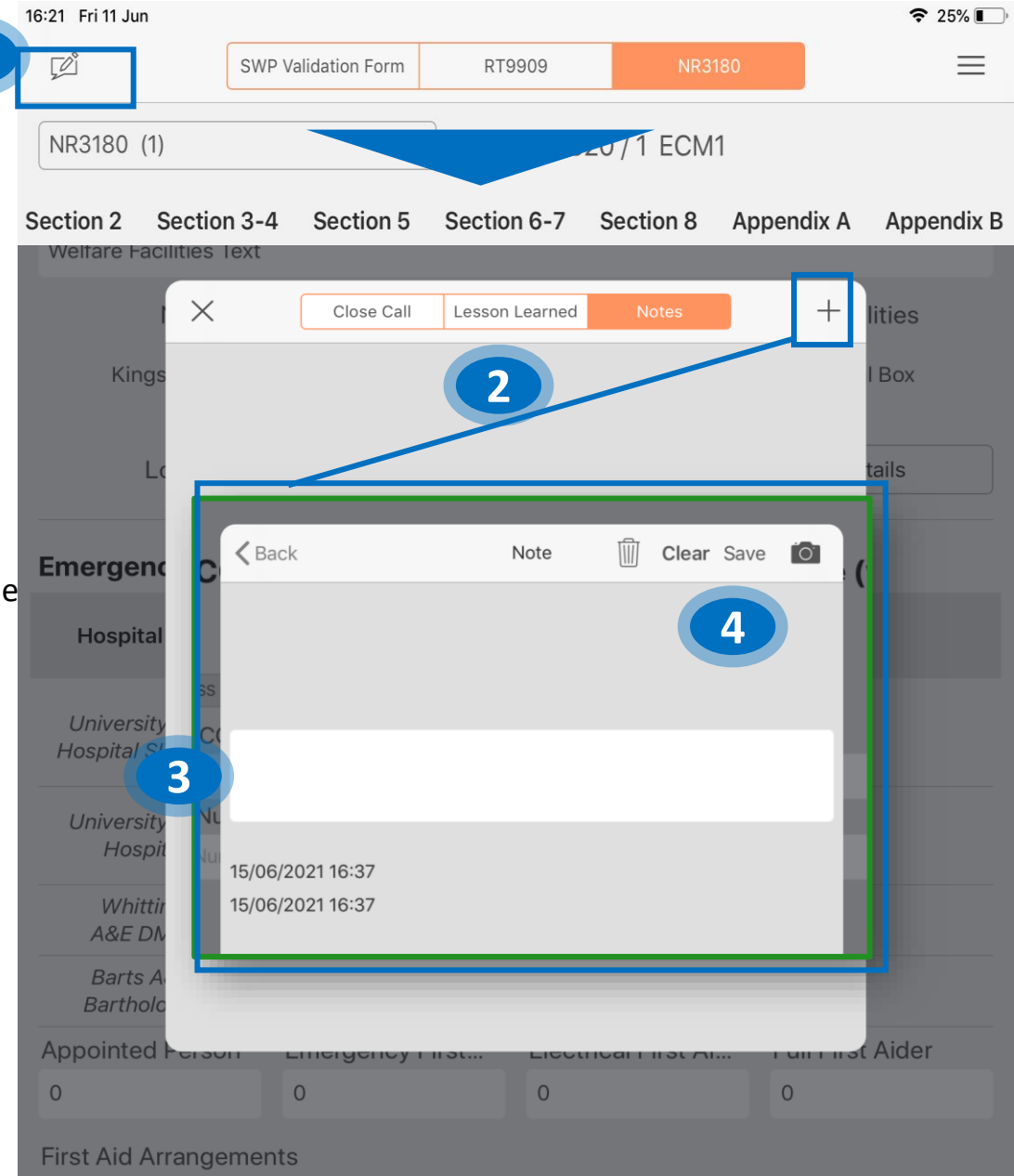
- 1. Add comments and feedback**

Select the pen and notepad button at the top left-hand side of the screen. Here you will be able to enter comments and feedback for close calls, lessons learned and notes.
- 2. Feedback/Comment category**

Select “Close Call”, “Lessons Learned” or “Notes” from the top bar, and then select the plus button in the top right-hand corner to add a new comment/feedback.
- 3. Enter your Feedback or Comments**

Use the available text box to enter any comments, feedback or recommendations. These comments will return with the SWP back to the pack register
- 4. Delete, Clear, Save and Photo**

After you select the plus button in the top right-hand corner you can add photos to your feedback. These can be taken through the eSWP application or taken from your device photo library.



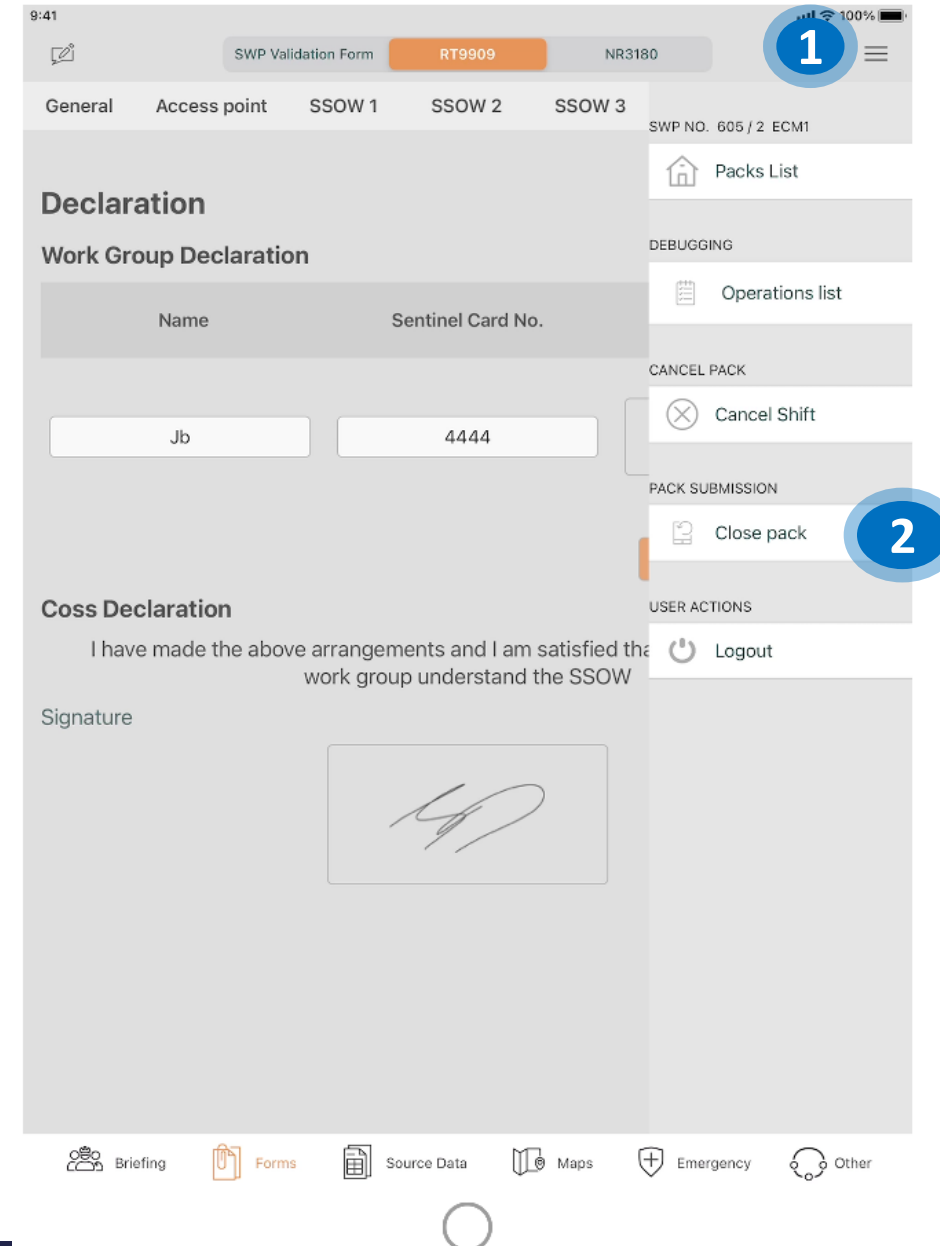
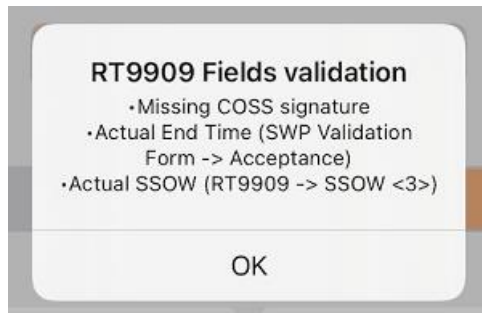


# How to close and return a pack

# Close Pack

1. Select the Hamburger Menu  
To close the pack select the hamburger menu, then click on
2. 'Close pack'. A pop-up will appear.
3. If the PIC hasn't completed each of the sections correctly they will receive the below pop up before they can move on to close the SWP.

3



# Close Pack

To close the pack, you will need to complete the section under SWP

Validation, Acceptance.

1. Actual time Ended

Enter the actual end time for the work

2. Confirmation of Contents

Select if you want to change the PIC or COSS. Only one of these can be selected.

PIC Sign Off

**Completion of work sign off by PIC**

Planned end time: 30/10/2022 21:34

Actual end time:

**I confirm the SWP contents were appropriate. Select Yes or No for each question, and sign the declaration below.**

Protection / Warning arrangements were suitable for the work

Task Risk & Site Risk controls were suitable

Appropriate permits to work were included

Welfare facilities were appropriate

The work at site is completed and clear for the safe passage of trains

**State any changes or additions that should be made to improve this SWP for future use.**

If not applicable, select the option for "None".

Person in charge ( Name): Patrick Rooks

Please select a category for any proposed changes or additions

Please select a category for any proposed changes or additions

Navigation: Briefing, Forms, Source Data, Maps, Emergency, Other

# Close Pack

- a) **State Changes**  
Use the text box to enter any proposed changes for future use of the SWP
- b) **Category for proposed changes**  
Select the category for the proposed changes from the drop-down list
- c) **Signature**  
Select the box to add your signature
- d) **Send Pack**  
The “Send Pack” to return the pack will appear once everything has been completed correctly.

State any changes or additions that should be made to improve this SWP for future use.

If not applicable, select the option for “None”.

Cos

Sign

Person in charge ( Name)  
Patrick Rooks

Please select a category for any proposed changes or additions

Please select a category for any proposed changes or additions

Signature

Callout A points to the text box for state changes. Callout B points to the signature box. Callout C points to the category dropdown menu.

9:41

100%

**Send Pack** PIC Sign Off

Protection / warning arrangements were suitable for the work

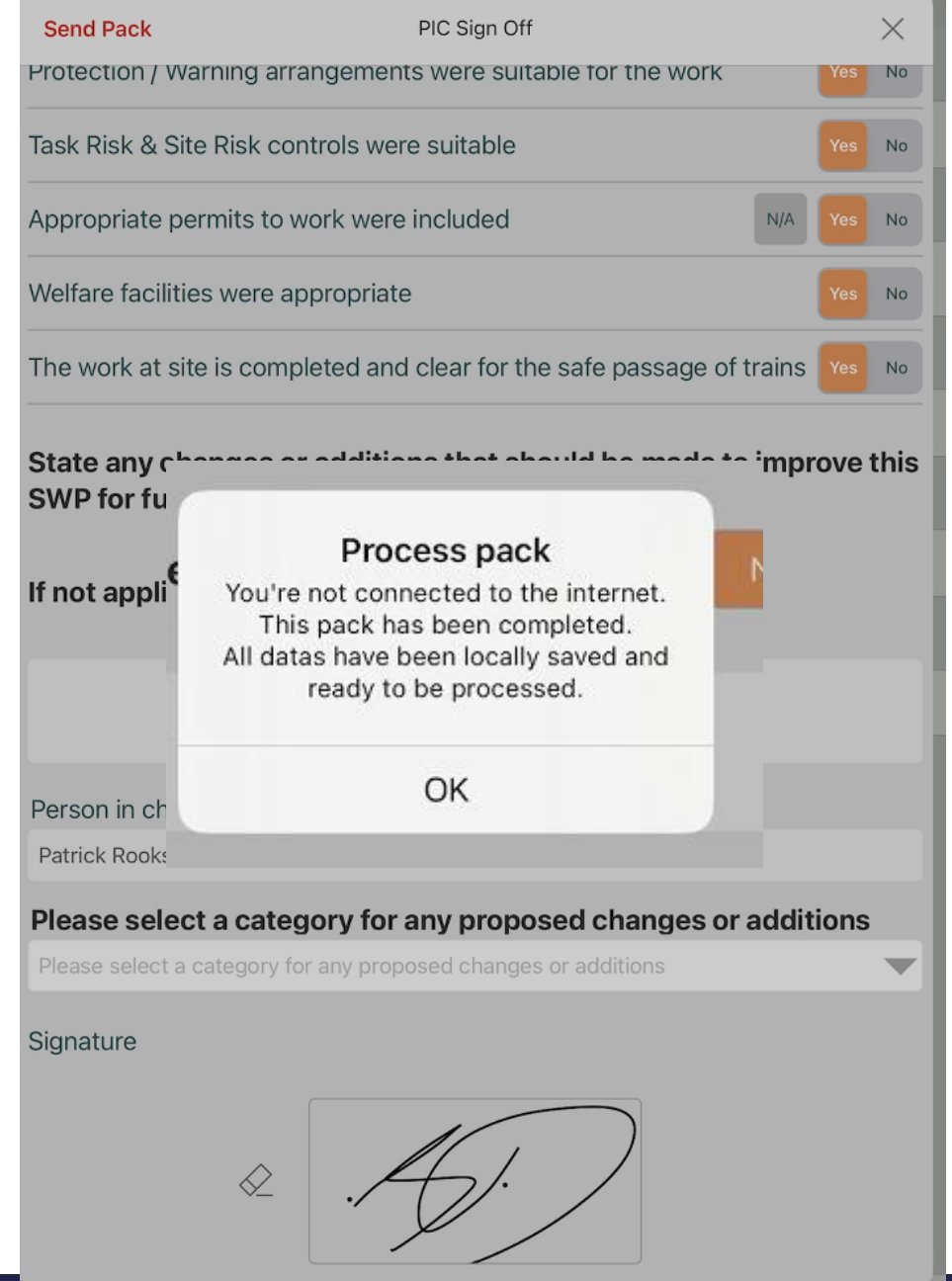
Task Risk & Site Risk controls were suitable

Ab Appropriate permits to work were included

Callout D points to the 'Send Pack' button.

# Offline return of MySWP

1. When returning a pack with poor or no internet connection, you will receive the pop up about the pack process.
2. SWP's should not be delete from the app until a Planner or RM has confirmed they have been correctly returned.







# How to reject a Safe Work Pack

# PIC Rejects a Pack

If a COSS has been delegated, then they will need to confirm their acceptance before the PIC

- 1. Select Reject**  
At the top of the page select the reject button. Additional fields will appear below that will need to be completed.
- 2. Select Reason code**  
Select the reason code from the drop-down list. Use the text box below to enter any additional information about the reason for rejection. This information will be passed on to the planner.
- 3. Enter Comments, Date/Time**  
Use the text box to enter any additional comments, then select the date and time from the pop-up and sign the rejected SWP.

SWP Validation Form RT9909

Validation Risk Control Briefing [F01.2] Acceptance

**ACCEPTED by: Person in charge on site**  
Person in charge, at the site of work completes this section. Endorse declaration below

Accept Reject **1**

Reason Code  
Work cannot go ahead due to weather **2**

Additional information

Person in charge (name)  
Patrick Rooks

Signature

General Comments **3**

Date/Time Sentinel Card

Date/Time Sentinel Card

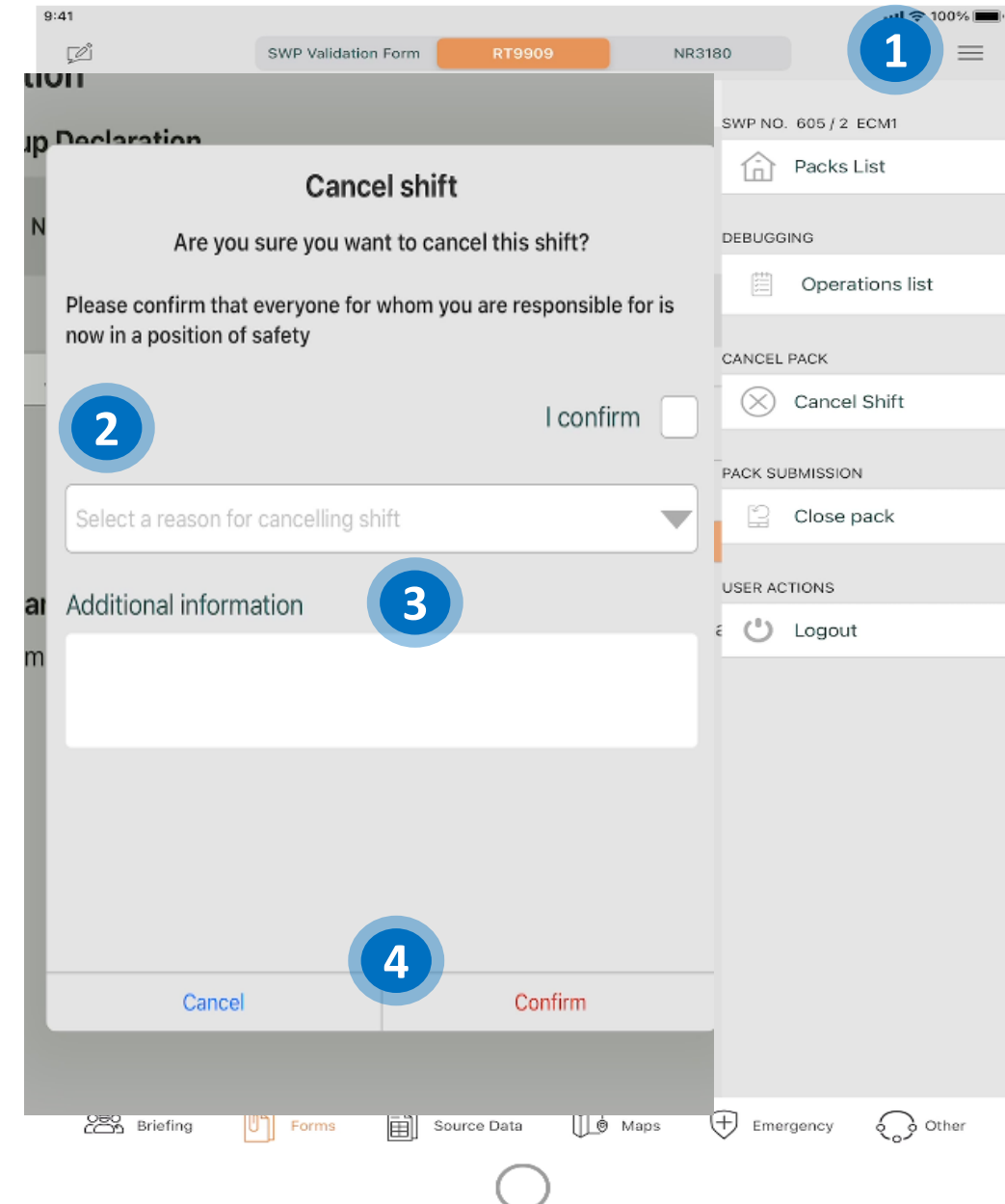
**COSS/IWA FEEDBACK ON SAFE SYSTEM OF WORK PLANNING**



# How to Cancel a Safe Work Pack

# How to cancel a pack

1. It may be necessary to cancel the work after a pack has been accepted and work has begun.
2. Hamburger menu  
To cancel a Pack, select the hamburger menu and click on the cancel Pack/Shift button. Confirm  
Click on the box on the right-hand side to confirm that everyone you are responsible for is now in a position of safety. Select reason for aborting
3. Select the reason for aborting from the drop-down list.
4. Enter additional reasoning. Use the text box to enter additional information about why the work was aborted.
5. Confirm - Select confirm once you have entered the reason for aborting.



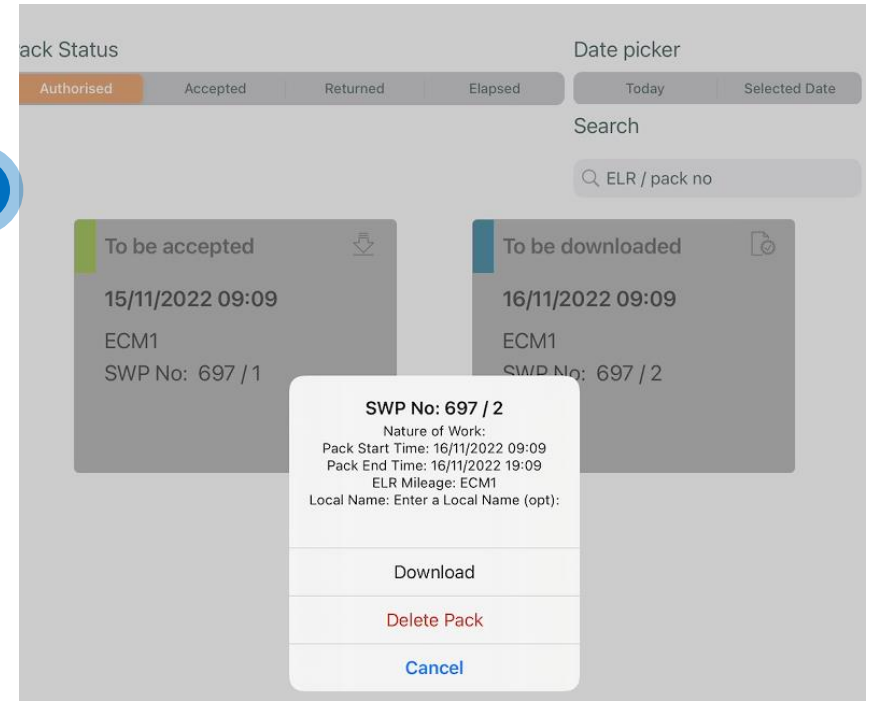


# MySWP pack Status

# MySWP pack status

1. Authorised pack on MySWP in with the blue box in the top left corner ready to be downloaded.
2. MySWP requesting to be downloaded.
3. MySWP fully downloaded and ready to use with the green box in the top left corner.

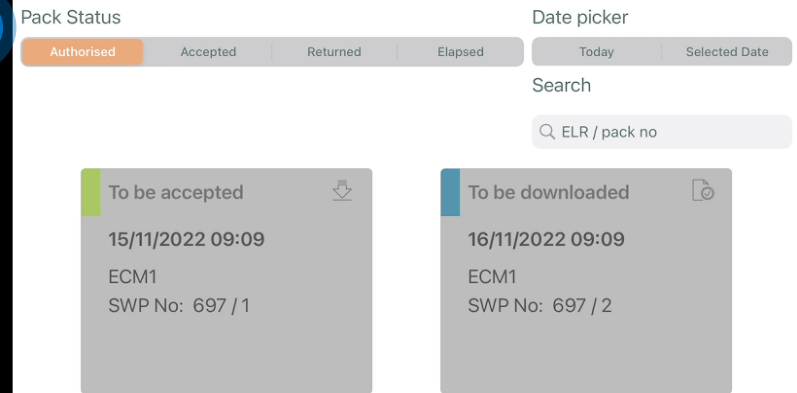
2



1



3





## Offline return of MySWP



# Offline return of MySWP

- 1. MySWP showing as being returned, as it's still showing on the returned page its not been fully returned.

### Pack Status

Authorised | Accepted | **Returned** | Elapsed

### Date picker

Today | Selected Date

### Search

🔍 ELR / pack no

**Returned** 

15/11/2022 09:09

ECM1

SWP No: 697 / 1