

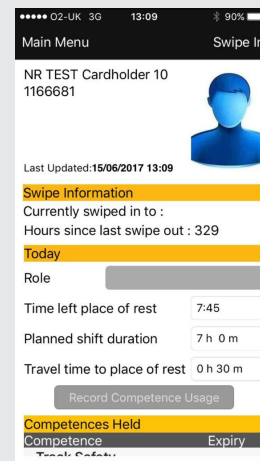
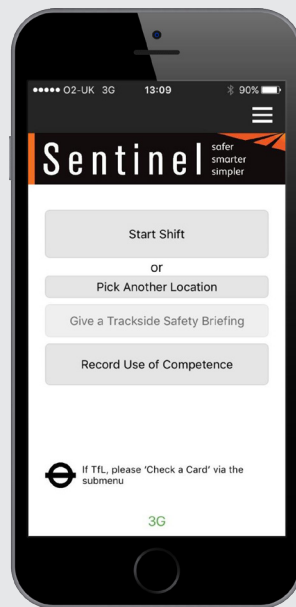
## STAGE 1

### Swipe in

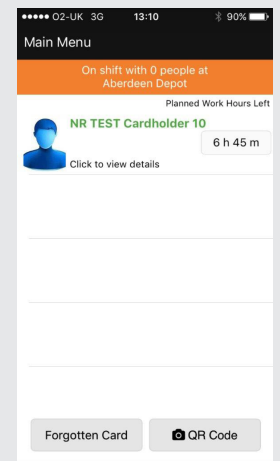
To begin, the Card Checker (typically a Safe Work Leader or Controller of Site Safety) needs to swipe themselves in.

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

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



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



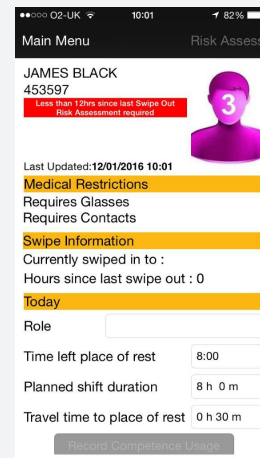
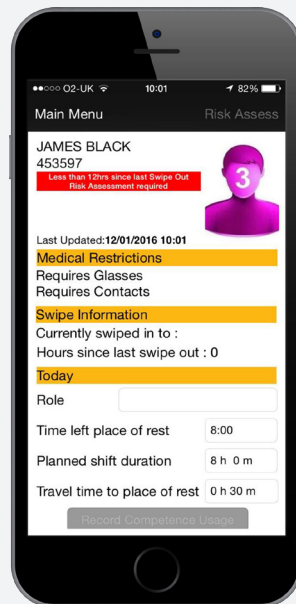
On the Team page, swipe in your team. Select the **QR Code button**, scan their card and repeat the swipe in process. The team page will then populate to indicate everyone has been swiped in.

## STAGE 2

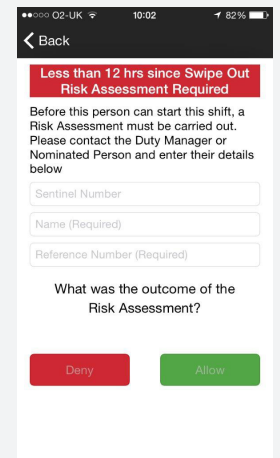
### Risk assessment

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

You cannot continue until this has been completed.



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



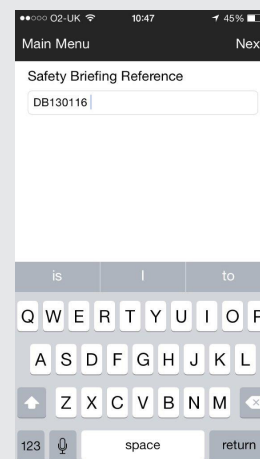
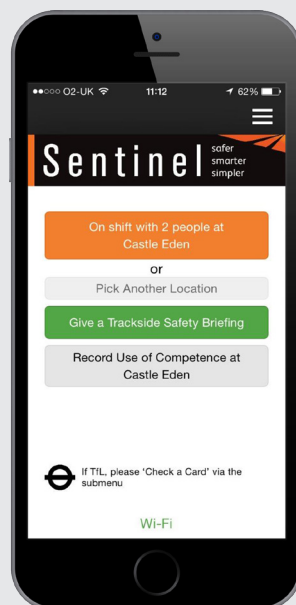
The Risk Assessment is completed by a Line Manager or other nominated person, whose details will be recorded in the app. Depending on the outcome of the risk assessment, and to progress, select **Allow** or **Deny**.

## STAGE 3

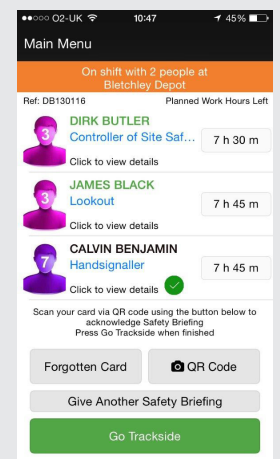
### Safety brief

After a Card Checker has swiped themselves and their team in, before proceeding trackside, a Safety Brief needs to take place and be recorded.

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



Enter the Safety Brief reference number and select **Next**. To accept the Safety Brief you need to scan everyone's cards. Click on the **QR Code button** and scan each card.



Once the card has been scanned, a green circle with a tick appears next to the person's name to indicate they have accepted the Safety Brief. If you fail to scan someone's card you will see a message telling you so when you select **Go Trackside**.

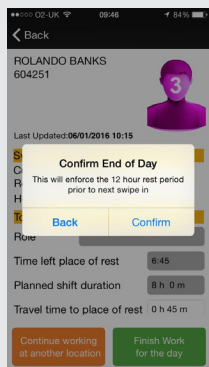
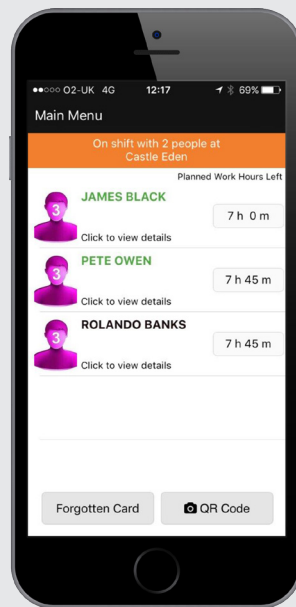
## STAGE 4

### Swipe out

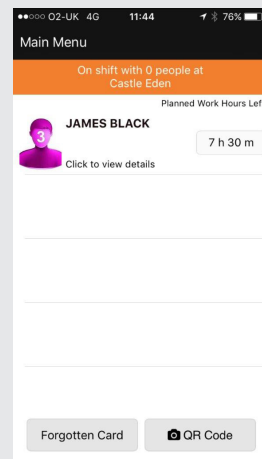
At the end of the day/shift, the Card Checker will need to swipe everyone in the Team out.

**You do not scan the cards again.**

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



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



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

Why swipe out?  
**SAFETY.**  
To make sure you have had 12-hours rest and prevent double shifting.

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



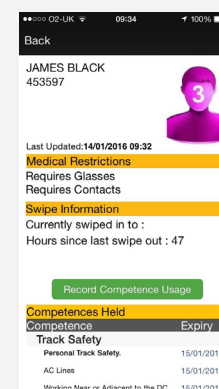
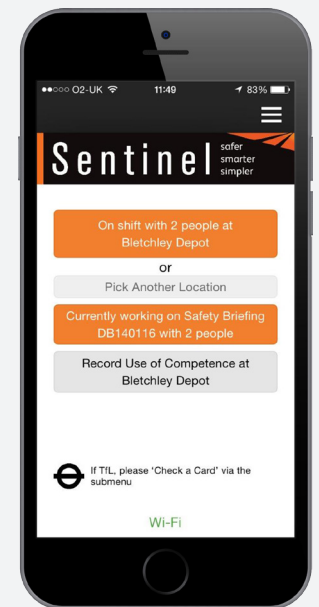
## STAGE 5

### Recording use of competence

Use of competence can now be recorded through the app. This can be done at anytime by the Card Checker. Once completed, the details transfer into the Log book section of the individual's mySentinel account:

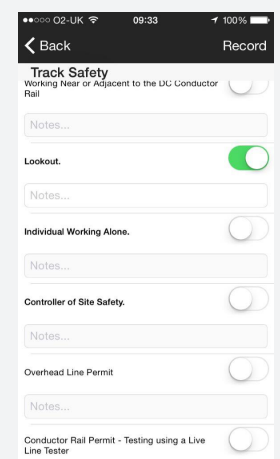
<https://mysentinel.me/Account/LogOn/>

To record use of competence select **On Shift with...** or **Record Use of Competence** (see right). Select either an individual's name from the team screen or choose a location and date when the competence was used.



On person's information select the **Record Competence Usage** icon.

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



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