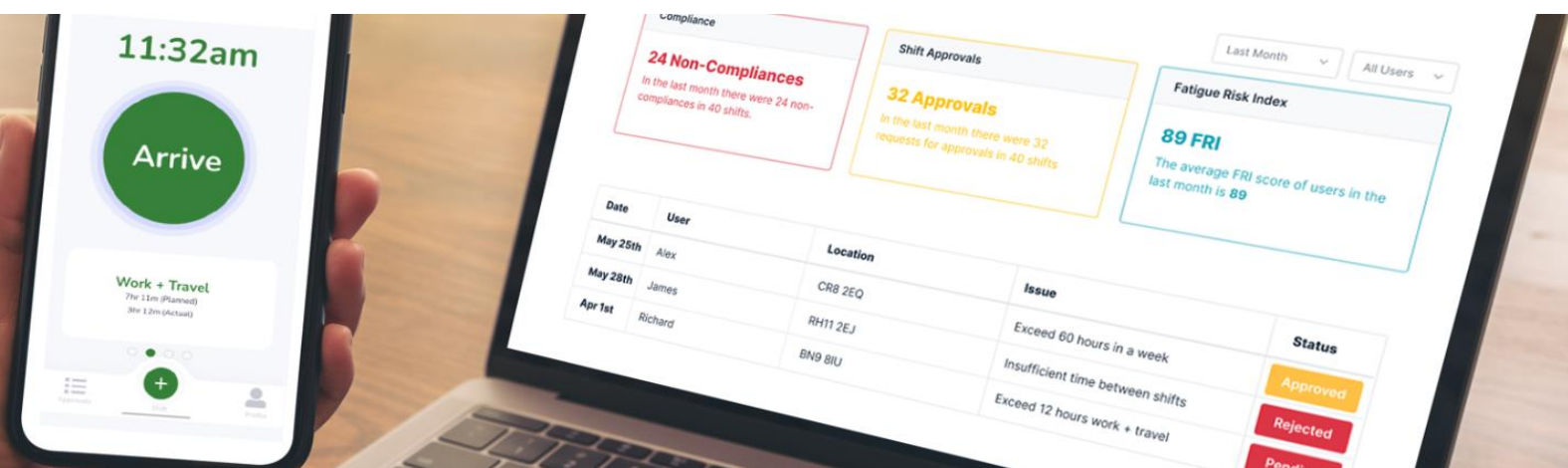




PRB Consulting, in association with Chronos Management Limited are pleased to introduce

# “Rail-Time”

The brand-new rail industry time management system



Advance planning of all workers shifts through web-based interface

Instant Fatigue and Risk index Scores for all planned shifts

App based compliance management for site staff

Receive actual FRI scores based on real-time data from workers

100% Compliant to new mandatory Rail Industry Standards

Manage and Approve Exceedances through the App

Create Fatigue Management Plans (FMPs)

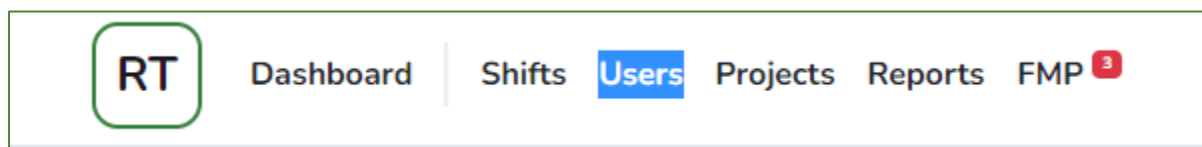
Create reports of all worker activity

RISQS Audit compliant

## Rail-Time User Guide

### Adding a Worker to the database

Click the Users button in the top ribbon



Click on the  button in the top right-hand corner

Complete the Add User form that opens up.

A Sentinel Number and / or the National Insurance Number must be added.

The Postcode used will become the default home location when planning shifts for this worker

Workload Defaults and Attention Defaults should be selected for each worker.

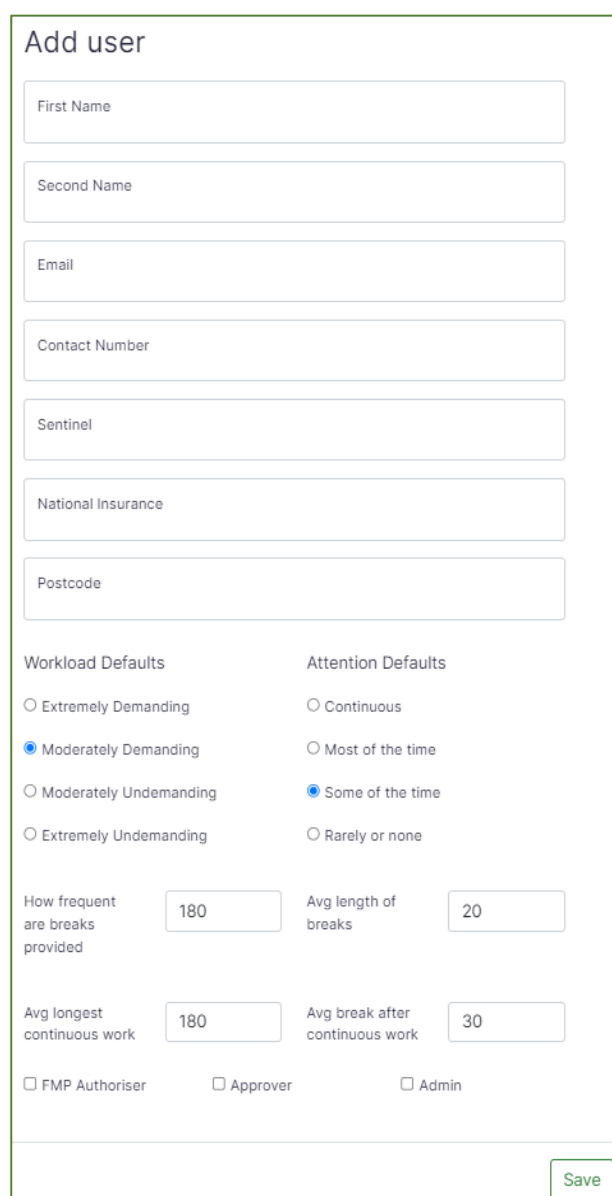
The data in the 'Breaks' section are defined in total number of 'minutes.'

These can be changed and will become defaults when planning shifts for the worker.

They can also be amended when planning individual shifts for this worker.

Set the access requirements for the worker. If they are to be a 'User' of the system only do not check any of these.

Once all data has been added click 'Save'.



The 'Add user' form contains the following fields and options:

- First Name
- Second Name
- Email
- Contact Number
- Sentinel
- National Insurance
- Postcode
- Workload Defaults:
  - Extremely Demanding
  - Moderately Demanding
  - Moderately Undemanding
  - Extremely Undemanding
- Attention Defaults:
  - Continuous
  - Most of the time
  - Some of the time
  - Rarely or none
- How frequent are breaks provided:
- Avg length of breaks:
- Avg longest continuous work:
- Avg break after continuous work:
- FMP Authoriser
- Approver
- Admin
-



The system will now send an email to the worker requesting them to confirm their email address, set a password and download the App.

## Defining a User's Access

All persons added as a 'User' to the system will be able to access the mobile App.

### FMP Authoriser

these users will normally be managers or supervisors who are authorised to approve Fatigue Management Plans

### Approver

Approvers are likely to be supervisors or managers with the authority to either Approve or Reject a worker's exceedance to planned working hours

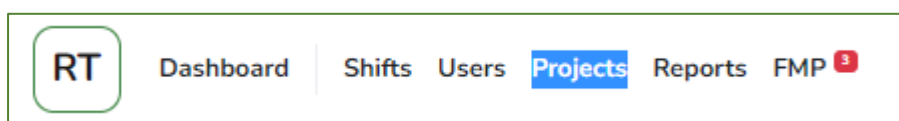
### Admin

Admins users are permitted access to the web-database for the purpose of:

- Adding and editing all users
- Adding, editing, and deleting projects
- Creating Fatigue Management Plans (FMP's)
- Account Management
- Running reports

## Adding a Project

Click on the 'Projects' button in the top ribbon



Click on the  button in the top right-hand corner.

Populate the 4 fields with basic project information

- Client Name
- Site Name
- Site Postcode

Then choose a colour for the project. This colour will show on all diary entries.

Click Save

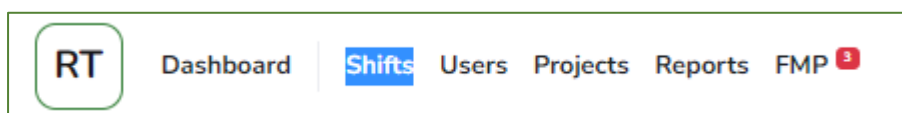
Add project

Save

## The Diary Calendar

Click on the 'Shifts' button in the top ribbon



This will open the Planning Calendar on the current month.

Navigate through the calendar using the < or > buttons or the @Today@ button.

To view a specific day, click on 'View Day' button then navigate through using the < and > buttons.

To view on a specific week click the 'View Week Button then navigate through using the < and > buttons.

## Adding a Shift to the Calendar

To add a shift you have two options:

1. Click on the 'Create new Shift' button, or,
2. Click on the '+' symbol on any given day within the calendar

Option 1:

1. click on the 'Create new Shift' button
2. This opens a new window – see below

Shift	Location
Person <input type="text" value="Person"/> <input type="button" value="Add"/>	Start Postcode <input type="text"/>
Project <input type="text" value="Project"/> <input type="button" value="Add"/>	Site Postcode <input type="text"/>
Approver(s) <input type="text"/>	End Postcode <input type="text"/>
Site Arrival	
<input type="text"/> <input type="button" value="📅"/> <input type="text"/> <input type="button" value="🕒"/>	
Duration at Site	
1 <input type="button" value="v"/> Hrs <input type="text" value="0"/> <input type="button" value="v"/> Mins	
<input type="button" value="View/Edit Risk Settings"/>	
<input type="button" value="Calculate &amp; Continue"/>	

3. Add the worker from the drop-down list
4. Choose the project from the drop-down list
5. Select an 'Approver' from the drop-down list – note this is a person authorised to approve/ reject exceedances in planned working times
6. Use the date picker to choose the 'Date' that the shift starts
7. Use the time picker to select the 'Time' the shift is to start.
8. Note that the locations populate with the default postcodes set when you added the Worker and the Project – these can be edited if required.
9. Click on the *Blue Bar* if you want to change the pre-set defaults which were set when you added the worker
10. Click '*Calculate and Continue*'
11. The screen will expand and provide you with
  - a. Travel Time
  - b. Shift Duration
  - c. Combined shift and travel time
  - d. Fatigue Score
  - e. Risk Score
  - f. Compliance Status

<p><b>Time Worked</b></p> <p>Travel 35 minutes</p> <p>Shift 8 hours</p> <p>Combined</p> <p><b>8 hours and 35 minutes</b></p> <p>Adjust estimated travel time to re-calculate</p>	<p><b>FRI Scores</b></p> <p>Fatigue Score</p> <p><b>0.8</b></p> <p>Risk Score</p> <p><b>0.63</b></p>	<p><b>Compliance</b></p> <p>Compliance Passed</p>
		<p>Add Shift &amp; Copy   Add Shift</p>

12. If correct, click 'Add Shift'. The shift will now be added to the calendar and sent to the workers mobile device.

13. Clicking 'Add Shift & Copy' will

- Add the planned shift to the calendar
- Reopen the planner with the same details to allow a new shift to be planned on a different day using the same criteria

#### Option 2:

Clicking on the '+' button on a given day within the calendar will follow the same sequence as above but with the 'date' pre-populated.

### Viewing Planned Shifts in the Calendar

Once a shift has been added to the calendar it will show with the project colour next to it.

Clicking on a shift will bring up the following window

#### View & Edit a Shift

Clicking on any shift in the diary will open a window showing details of the planned shift. If the shift has not started the Edit & Delete options will show.

Clicking Edit will open a new window where you can amend the shift details.

Clicking Delete will allow the shift to be removed from the calendar.

**Saltfleet - Paul Burgon**

25/10/2022 08:00 am - 25/10/2022 04:00 pm

Edit Delete

📍 Site : LN11 7RL

👤 Engineer : Paul Burgon

**FRI**

Planned Fatigue: 1.8

Planned Risk: 0.7




If the shift has already started, then the 'Edit & Delete' options are no longer available and replaced with 'View'. Clicking 'View' opens a new window showing the screenshot below. This gives the planned times of the shift and the actual times worked and travelled by the user.

The FRI score will display the FRI scores based on the actual hours worked.

**Shift**

LN11 7RL 01:29 PM — LN11 7RL 01:30 PM — LN11 7RL 04:30 PM — LN11 7RL 04:31 PM

01:29 PM — 01:30 PM — 05:19 PM — 05:21 PM

Paul Burgon   
Saltfleet   
Tuesday, October 11, 2022 1:30 PM 

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**Time Worked**

Travel 2 minutes

Shift 3 hours and 49 minutes

Combined

3 hours and 51 minutes

**FRI Scores**

Fatigue Score

N/A

Risk Score

N/A

**Compliance**

Compliance Passed

## Viewing Projects in the Calendar

There is an option to view all planned shifts against a specific project.

The projects are listed in the calendar on the left-hand side, clicking on one of these will remove those projects from the calendar, leaving only those required.

**Shifts**

Create a new shift Today < > October

**Projects**

- Head Office
- Portslade
- Saltfleet

	Sun		
	25	26	27
+	+	+	+
2	3	4	
+	+	+	
9	10 ● Head Office - Rich...	11 ● Portslade - Jake V...	

## Creating a Fatigue Management Plan (FMP)

Using the FMP button on the top ribbon will open the Fatigue Management Plan (FMP) log.



To create a new FMP click the 'Add' button – the following window will open.

Complete the FMP form as required, providing responses to each of the questions asked.

Once complete, click 'Save'.

Rail-Time will now send a copy of the completed form to the FMP Approver who should then Approve or Reject.

Approved FMP's are then saved in the Log and a copy is sent to the worker.

Rejected FMP's are returned to the author for amendment.

The status of the FMP is shown in the Log

Add FMP

Employee

FMP Authoriser

Normal location of work

Reason for creation of management plan

Date of medical triggering the creation of the plan (where appropriate)

Specific detail on the (potential) causes of the fatigue issue identified

Specific detail on the potential impact of the fatigue issue on safety

Agreed action on how fatigue will be managed that includes accountabilities and responsibilities of both organisation and member(s) of staff

Any recommendations identified during occupational health referral

Review date

21/10/2023

Save

Each FMP must be given a review date. Rail-Time will issue a reminder when the review date is approaching. The FMP can be edited where a change is required by clicking on the 'Action' button in the FMP Log