



This document will outline the procedure to copy objects in the Cloud Edition of BowTie Pro™. All the actions are performed on the Overview screen, so first open up the website then navigate to the Overview screen for the Hazard that you wish to copy.

Copy a whole hazard

If the desire is to copy the whole hazard the click on the “Copy” button on the overview screen. If this is not available then you will not have rights to perform this and should speak to the system administrator or Bow Tie Pro Support.

The screenshot shows the 'Hazard Overview' screen. It has fields for 'Location' (First Location), 'Hazard' (D01 - Driving), and 'Top Event' (Loss of control of car). Below these fields are buttons for 'Diagram', 'Edit', 'Delete', 'Copy', and 'Email User'. The 'Copy' button is highlighted with a red box.

Once the button is clicked on, a screen where you can select the destination will appear. This is shown to the right

The screenshot shows the 'Hazard Copy' screen. It has fields for 'Location' (First Location), 'Reference' (D01), 'Hazard' (Driving), and 'Top Event' (Loss of control of car). There is a checkbox for 'Copy all the Threats and Consequences and children' which is checked. Below these fields is a section 'Select the destination Location' with a list of 'Example Data' including Business Risks, Default, General, Logistic Operations, Tank Filling, and Zoo. At the bottom are 'Copy' and 'Cancel' buttons. The 'Copy' button is highlighted with a green box.

Once the “Copy” button is pressed there will be a copy of the hazard will be available in the selected location.

Copy an item in the hazard

If the desire is to copy an item such as a Threat first click on the “Threats” item of the tree in the Overview screen of the destination hazard and click “Copy Existing Threats”

The screenshot shows the 'Threat List' screen. It has a 'Tree View' on the left with 'Threats' selected. The 'Threat List' on the right shows a list of threats: 'Gate not strong enough' and 'Keeper leaves gate open'. Below the list are buttons for 'Add Threat', 'Copy Existing Threats', and 'Threat Order'. The 'Copy Existing Threats' button is highlighted with a red box.

Once you click on this button a screen where you can select the threat or Threats that should be added to this hazard. From the “Copy Types” drop down select the appropriate type. For threats these are:

- Reference Threats
- Threat on this Hazard
- Threat from a different Hazard
- Move & Convert a Consequence to a Threat

The screenshot shows the 'Copy Existing Threat' screen. It has a 'Destination' section with 'Hazard' (BMO-001 - Aircraft Heavy Maintenance Visit (HMV) (Aircraft CRS - NOT ISSUED)). Below this is a 'Copy Types' dropdown menu which is highlighted with a red box. Below the dropdown is a section 'From this Hazard' with a list of 'Available Threats' including 'System/Component failure identified by MCF Crew following task completion', 'Mandatory requirement/task (AD, ALS, ASB, etc) not embodied', and 'Accidental damage to aircraft during hangar manoeuvring operation'. At the bottom are 'Include Children' (checked), 'Copy Selected', and 'Cancel' buttons.

Next Click on the items that should be added and then click “Copy Selected” button.

A similar approach is adopted for other items such as Controls, Consequences and Escalation factors

