



The modern, fast and easy to use risk analysis tool

Cloud Edition Advanced Features

Action Tracking Overview

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Introduction

BowTie Pro has always had an Action Tracker which is used to **record, assign, monitor, and close** deficiencies or corrective actions deficiencies which are recorded against the hazard or the controls. The system allows deficiencies to be recorded, assign a responsible person with a target date and to record the resulting action.

Effective tracking and management of controls (barriers) within the bowtie framework is essential to maintaining risk control. Without a structured system in place, controls can weaken over time, reducing their effectiveness and increasing exposure to risk. In many organisations, critical tasks related to maintaining these controls can also be delayed when time, resources, or priorities are under pressure.

Action tracking plays a key role in ensuring that important tasks are completed and risks remain controlled. While it is often viewed simply as a way to manage to-do lists, an effective action tracking system provides much greater value. It strengthens accountability, improves transparency, and helps organisations ensure that commitments and decisions are consistently followed through.

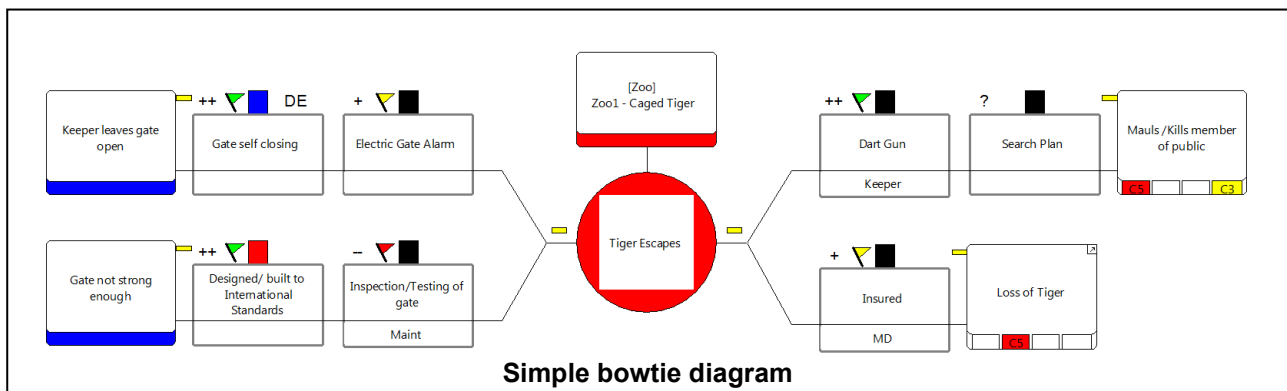
Across areas such as health and safety, operations, projects, and governance, action tracking enables organisations to turn identified issues and decisions into measurable outcomes. By clearly assigning responsibilities, setting deadlines, and monitoring progress, teams gain confidence that critical actions are being managed and completed.

Within BowTie Pro Cloud Edition, action tracking is designed as a highly flexible and configurable capability. The system supports multiple workflows that can be tailored to suit the specific processes and requirements of your organisation, allowing teams to manage actions in a way that aligns with their operational practices. In complex organisations, actions frequently involve multiple teams, disciplines, and departments. By using BowTie Pro Action Tracking the centralised register provides shared visibility of progress, responsibilities, and dependencies across these groups. This transparency helps teams understand how their work contributes to overall risk reduction, while enabling potential delays, bottlenecks, or emerging controls to be identified and addressed early.

What is a bowtie?

A bowtie diagram is a visual risk assessment diagram used to show how a central hazardous event can occur and what its consequences might be, along with the controls in place to prevent or mitigate it. The diagram is shaped like a bow tie: on the left side are the causes (**threats**) that could lead to the **top event** (the moment control is lost) which is shown in the centre with the **hazard** above the top event, and on the right side are the **consequences** that may follow.

Preventive controls are placed on the left to stop causes from leading to the event, while recovery or **mitigation** controls are placed on the right to reduce the impact after the event occurs.



This method is widely used in industries like oil and gas, aviation, and healthcare because it provides a clear, structured way to understand risk pathways and control measures in a single view. It helps organisations identify weak points in safety systems and ensures that both prevention and response strategies are properly managed.

What is Action Tracking?

Action tracking is the process of recording, monitoring, and managing tasks or corrective actions to ensure they are completed within an agreed timeframe. It involves assigning responsibilities, setting deadlines, and tracking progress until the action is resolved. Using BowTie Pro will help your organisations maintain accountability, improve visibility of outstanding tasks, and ensure that issues identified during meetings, audits, or incidents are properly addressed and closed.



The process is configurable using BowTie Pro but is split into four steps:

1. **Create** - An action is created usually from the bowtie and assigned a Responsible Person
2. **Act** - The Responsible Person completes the action.
3. **Review** - One or more reviewers approve or reject the action.
4. **Close** - Once the review is complete the action is closed.

By using the BowTie Pro Action module brings structure and visibility keeping a clear record of actions and their status. This allows teams to work more efficiently and ensure bowties and controls are as strong as possible.

Action tracking links to a hazard bowtie by ensuring that the risks and controls shown in the diagram are actively managed rather than just documented. In a bowtie, controls are put in place to prevent threats from causing a top event or to mitigate consequences if it occurs; however, when these controls are found to be weak, missing, or ineffective, they are recorded as deficiencies. Action tracking then converts those deficiencies into specific, accountable tasks such as repairs, procedural updates, or training and follows them through to completion. This creates a direct connection between the bowtie's identified risk pathways and real-world improvements, ensuring that each control remains effective and that the overall risk profile represented in the bowtie stays accurate and controlled over time.

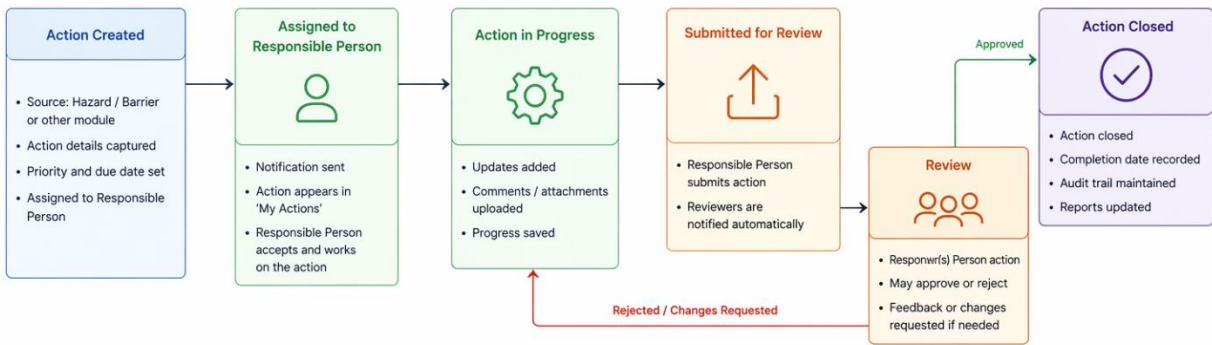
How does BowTie Pro Action Tracking Module work?

Our Action Tracking system is fully customisable but comes with built in templates so that you can use the system from day 1 without any issue.

The system can allow for various workflows from a simple create, update and close to complex team systems, with auditing and automatic emails being sent out at the appropriate times such as a user being assigned a role in the process.

Action Tracking Workflow Example

Example of a typical action routing workflow in BowTie Pro



★ Fully Customisable Workflows – Workflows, stages, approvals and notifications can be configured to suit your organisation.

An action can be created from various places including the hazard and the controls.

Control Details

General Task Human Factors **Deficiencies**

Create New

Description	Action Party	
Deficiency that is not complete	Marc Bolan	Edit Delete
Deficiency that is complete		Edit Delete

Save & Close Save & Make a Reference Item History Return


From the Control or Hazard screen the action can be created, assigned, updated and moved to the next stage either requesting approval or being closed if the reviewers are satisfied.

Action Details - 000002

In Progress

Description
 Deficiency that is not complete

Action Party
 Marc Bolan

Target Date
 07/08/2026 
+ Month + 3 Months + 6 Months

Action Details

Action
 Must be 10 characters long

- Print Save & Close Close Action History Email User Return

The Action can be customised to have many features, but it can include priority levels and always has a primary action on selection and a target date, allowing users to highlight tasks of importance, ensuring nothing gets overlooked.

Action List Board Create New

Case **Location** Show Overdue Only
Action Party **Type** Show Open Only
Description Show Mine Only
 Show Hazard Show Control Show Action Show Date Complete search Export to Excel

Ref	Description	Location	Action Party	Date Target	Status
000016	New Deficiency detailing the appropriate issue	Zoo			In Progress Edit
000015	Control is needing deficiency action progressed	Zoo	MB Marc Bolan		In Progress Edit
000012	Details of Deficiency	Zoo			In Progress Edit
000010	Details of Deficiency	Tank Filling			In Progress Edit
000008	Details of Deficiency	Zoo			In Progress Edit
000005	Whats wrong	Zoo		271 days overdue 7/11/2025	In Progress Edit
000004	Details of Deficiency	Zoo	PM Peter Moore		In Progress Edit
000002	Deficiency that is not complete	General	MB Marc Bolan	7/08/2026	In Progress Edit
000001	Deficiency that is complete	General		3/03/2010	Complete Edit

Action List
Board

Action Board

Case Main Site ▼

Type -- All -- ▼

Location Select Location

All Locations ☐ Show Closed

In Progress

<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center; font-weight: bold;">000016</div> <p>Hazard Zoo1 - Caged Tiger (Tiger Escapes)</p> <p>Incident What happened</p> <p>Description New Deficiency detailing the appropriate issue</p>	<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center; font-weight: bold;">000015</div> <p>Hazard Zoo1 - Caged Tiger (Tiger Escapes)</p> <p>Action Party Marc Bolan</p> <p>Description Control is needing deficiency action progressed</p>	<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center; font-weight: bold;">000012</div> <p>Hazard Zoo1 - Caged Tiger (Tiger Escapes)</p> <p>Description Details of Deficiency</p>	<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center; font-weight: bold;">000010</div> <p>Hazard Zoo1 - Caged Lion (Lion Escapes)</p> <p>Description Details of Deficiency</p>	<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center; font-weight: bold;">000008</div> <p>Hazard Zoo1 - Caged Tiger (Tiger Escapes)</p> <p>Description Details of Deficiency</p>
<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center; font-weight: bold;">000005</div> <p>Hazard Zoo1 - Caged Tiger (Tiger Escapes)</p> <p>Date Target 7/11/2025</p> <p>Description Whats wrong</p>	<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center; font-weight: bold;">000004</div> <p>Hazard Zoo1 - Caged Tiger (Tiger Escapes)</p> <p>Action Party Peter Moore</p> <p>Description Details of Deficiency</p>	<div style="background-color: #4a7ebb; color: white; padding: 2px; text-align: center; font-weight: bold;">000002</div> <p>Hazard Hazard Ref - Hazard Title (Event)</p> <p>Action Party Marc Bolan</p> <p>Date Target 7/08/2026</p> <p>Description Deficiency that is not complete</p>		

Benefits of BowTie Pro Action Tracking Module

1. Improved Accountability

Each action is assigned to a specific person with a clear deadline.

Benefits:

- a. Everyone understands **who is responsible** for each action.
- b. Reduces situations where tasks are overlooked or assumed to be someone else's responsibility.
- c. Encourages ownership and follow-through.

2. Greater Visibility of Tasks

All actions are recorded in BowTie Pro and can be viewed in our central system.

Benefits:

- a. Managers and team members can easily see **open, in progress, and completed actions**.
- b. Progress can be monitored at any time.
- c. Prevents tasks being lost in emails or meeting notes.

3. Better Deadline Management

Because BowTie Pro include due dates and can have email reminders deadlines are achieved.

Benefits:

- a. Automatic reminders help people meet deadlines.

- b. Faster resolution of Issues
- c. Reduces overdue actions.
- d. Helps teams stay organised and focused.

4. Compliance and Audits

Many organisations must demonstrate that issues are properly addressed and BowTie Pro helps this process.

Benefits:

- a. Provides a clear **audit trail**.
- b. Records when actions were created, updated, and completed.
- c. Generate reports on **open, closed, or overdue actions**.

5. Better Team Collaboration

Team members can update and discuss actions within the system.

Benefits:

- a. Enables comments, attachments, and status updates.
- b. Keeps communication organised in one place.
- c. Improves coordination across teams.

6. Retention of Organisational Knowledge

Completed actions remain stored for future reference.

Benefits:

- a. Helps teams learn from previous issues.
- b. Prevents repeated mistakes.
- c. Maintains a historical record of decisions and improvements.

Conclusion

The BowTie Pro Action Tracking module is designed for all bowtie diagram users, enabling actions to be easily tracked, managed, and completed while keeping the process organised and straightforward. Contact us today to get a demo of BowTie Pro