



**The modern, fast and easy to use risk analysis tool**

## **BowTie Pro™ Cloud Admin Options**

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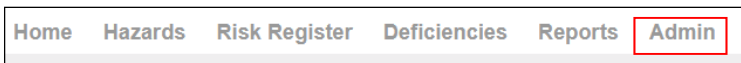
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## Customising BowTie Pro Cloud

BowTie Pro™ allows extensive customisation of options that are used in the system. What items can be selected on each drop down list on the edit screens and what rights they have to view data is determined in the admin section.

### Opening the Admin Screen

Every Cloud user needs a login. The users are determined by the client company. If the user has the Admin access there is a button at the far right, shown here in red, otherwise this is hidden

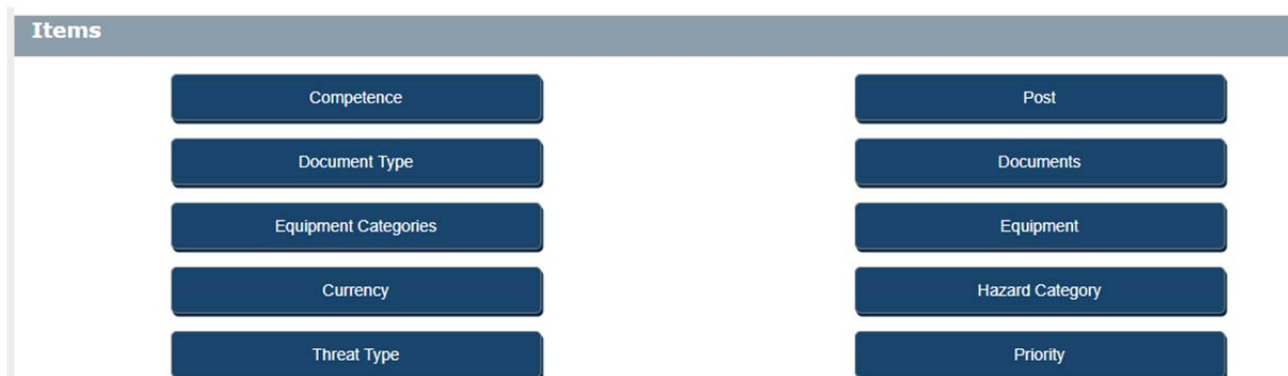


When this option is selected the admin page is split into four sections:

- Configure
- Items
- Control Categories
- Human Factors



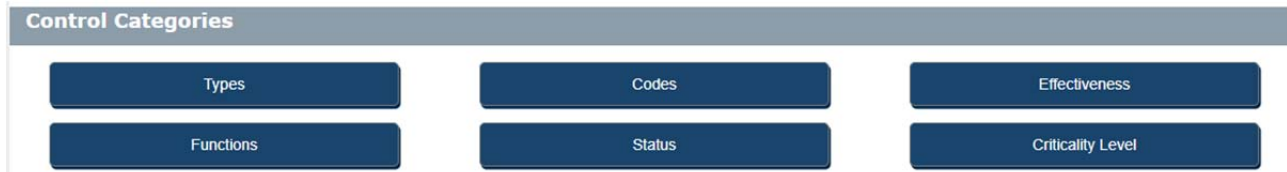
### General Items



The General Items has ten options

- **Competence** – The competence is the skills needed to perform the post correctly. These are added to the Posts.
- **Post** – This is used on the Controls and Deficiency and is used to determine who is responsible for an item.
- **Document Type** –Used to classify the documents
- **Documents** – The documents are linked to Hazards, Threats, Escalation Factors and Controls. These are procedures, reference documents etc. that are used by the organisation.
- **Equipment Categories** –Used to classify the Equipment
- **Equipment** –Used on the Controls to determine what item is in place.
- **Currency** –Used on the Controls and Deficiencies to quantify the cost.
- **Hazard Category** – Used on Hazards to determine the types e.g. Health, Safety, Environment etc.
- **Threat Type** – Used to classify the Threats e.g. Hardware, Procedural, Human Factor
- **Priority** – Used on the Deficiencies to provide an indication of the urgency

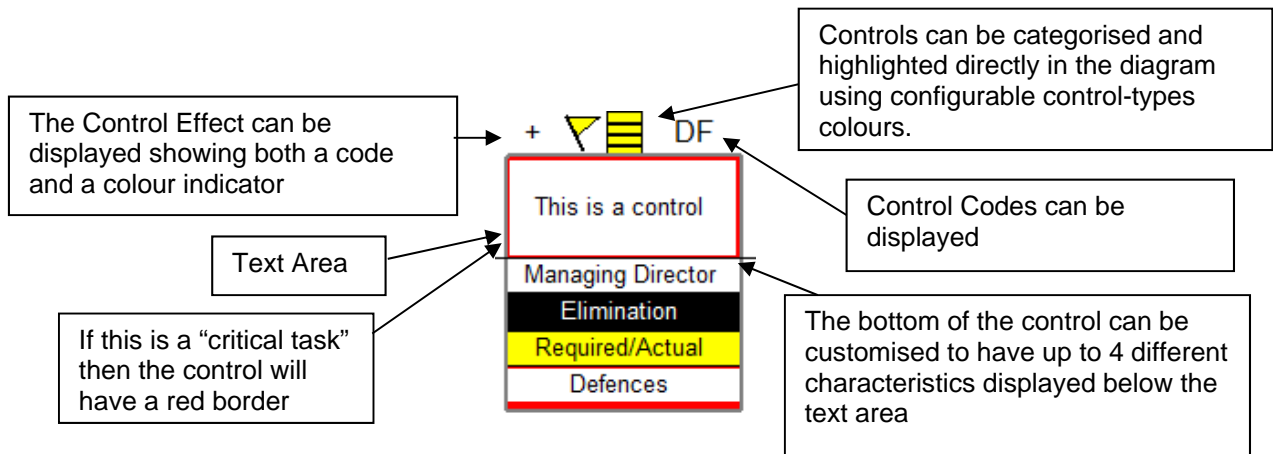
## Control Categories



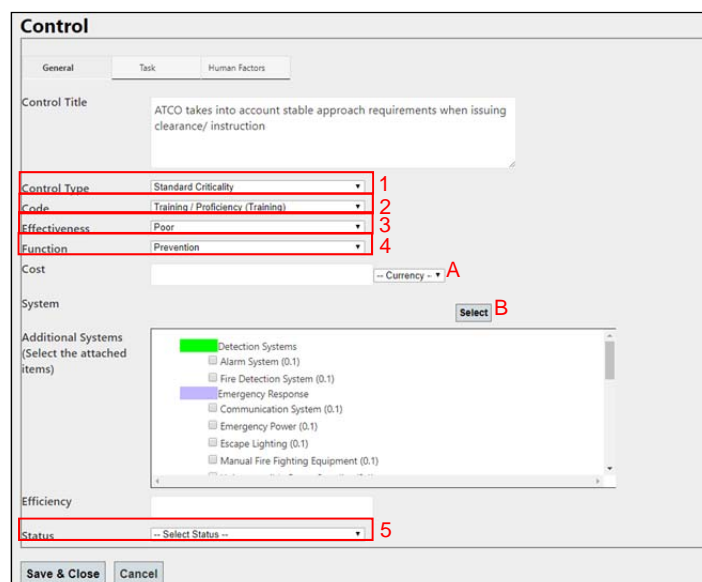
The Controls categories has six options

- Types
- Codes
- Effectiveness
- Functions
- Status
- Criticality Levels

The Controls tell the story of how the Threats and Consequences are managed.



The Control Categories can be configured for the most appropriate use of the company. The most common use is listed here.



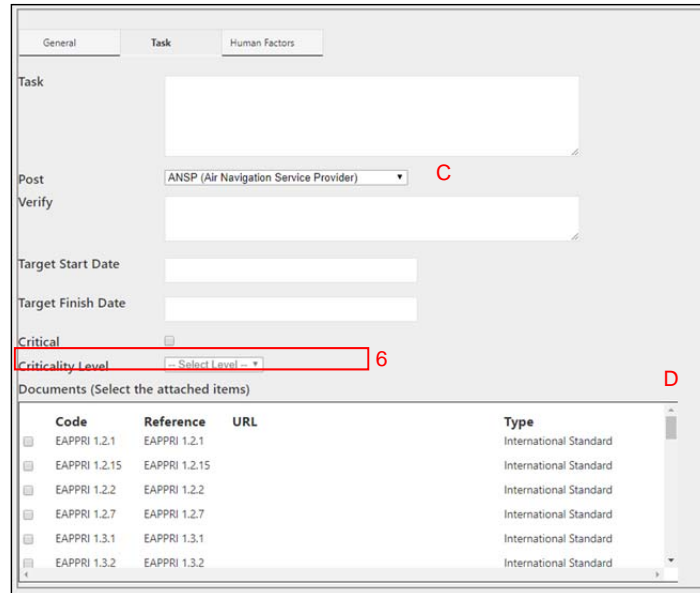
The screenshot shows the 'Control' configuration form with the following fields highlighted by numbered callouts:

- Control Type:** Standard Criticality
- Code:** Training / Proficiency (Training)
- Effectiveness:** Poor
- Function:** Prevention
- Status:** -- Select Status --

Other fields include: Control Title (ATCO takes into account stable approach requirements when issuing clearance/ instruction), Cost (Currency: A), System (Select: B), and Additional Systems (Detection Systems, Alarm System (0.1), Fire Detection System (0.1), Emergency Response, Communication System (0.1), Emergency Power (0.1), Escape Lighting (0.1), Manual Fire Fighting Equipment (0.1)).

- The Types (1) Is shown as a coloured box above the Control on the diagram
- The Code(2) is a two or three letter code for an additional type e.g. TR for training. This is shown on the top right of the diagrams

- The Effectiveness (3) is shown on the top left and has a colour a Code e.g. ++ Very Good with green flag
- The Function (4) is usually use to list Reduction, Elimination, Mitigation or Recovery
- The Status (5) is usually used to for New, Suggested, In place etc.
- The Currency (A) is an item created and edited “General Item” section
- The System and Additional Systems (B) are created in the “Equipment” list in “General Item” section



The screenshot shows a form with tabs for 'General', 'Task', and 'Human Factors'. The 'Task' tab is active. Fields include 'Task', 'Post' (dropdown with 'ANSP (Air Navigation Service Provider)' selected), 'Verify', 'Target Start Date', 'Target Finish Date', 'Critical' (checkbox), and 'Criticality Level' (dropdown with '6' selected). Below is a table of documents:

Code	Reference	URL	Type
<input type="checkbox"/> EAPPRI 1.2.1	EAPPRI 1.2.1		International Standard
<input type="checkbox"/> EAPPRI 1.2.15	EAPPRI 1.2.15		International Standard
<input type="checkbox"/> EAPPRI 1.2.2	EAPPRI 1.2.2		International Standard
<input type="checkbox"/> EAPPRI 1.2.7	EAPPRI 1.2.7		International Standard
<input type="checkbox"/> EAPPRI 1.3.1	EAPPRI 1.3.1		International Standard
<input type="checkbox"/> EAPPRI 1.3.2	EAPPRI 1.3.2		International Standard

- The Criticality Level (6) is used to determine if the Barrier is a critical task and the level it has been categorised.
- The Post (C) is an item created and edited in the “General Item” section. This is used to determine who is responsible for delivering the integrity of the Control
- Many Documents (D) can be linked to the control. All documents are entered in the “General Item” section.

## Human Factors

**Human Factor Categories**

Activity Types

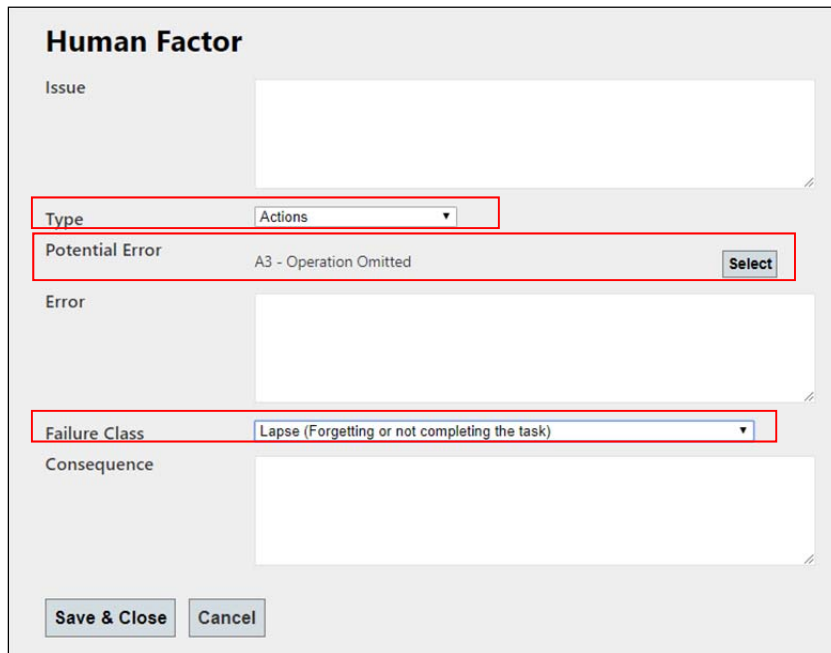
Failure Classes

Types

The Human Factor Categories contains three options

- Activity Types
- Failure Classes
- Types

There are used on the Human Factor Edit screen



**Human Factor**

Issue

Type

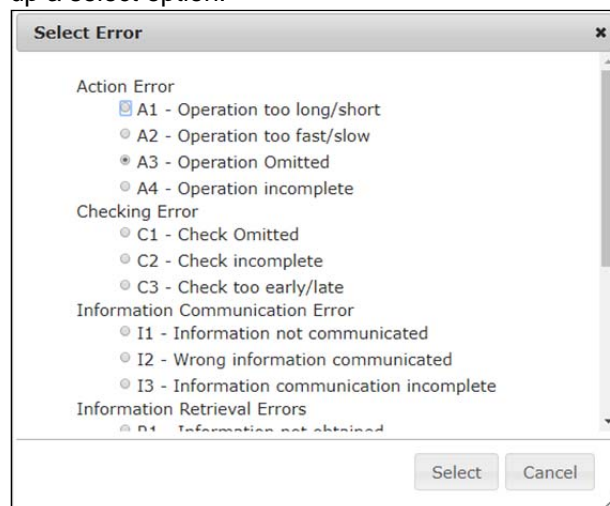
Potential Error

Error

Failure Class

Consequence

The Type and Failure Class are drop down boxes. To Select a Potential Error this done by pressing the “Select” button which brings up a select option.



**Select Error**

- Action Error
  - A1 - Operation too long/short
  - A2 - Operation too fast/slow
  - A3 - Operation Omitted
  - A4 - Operation incomplete
- Checking Error
  - C1 - Check Omitted
  - C2 - Check incomplete
  - C3 - Check too early/late
- Information Communication Error
  - I1 - Information not communicated
  - I2 - Wrong information communicated
  - I3 - Information communication incomplete
- Information Retrieval Errors
  - I4 - Information not obtained

Select the item that best describes the Human Factor then press the “Select” button to close.