



The modern, fast and easy to use risk analysis tool

BowTie Pro™ Cloud Admin Options

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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

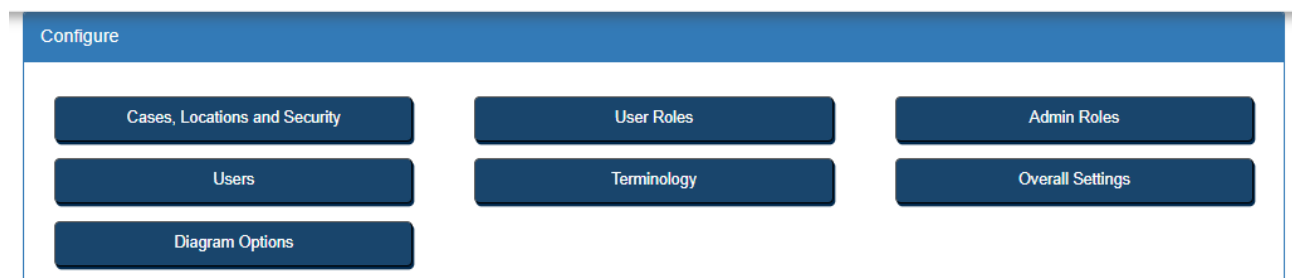
Every Cloud user needs a login. The users are determined by the client company. If the user has the Admin access there is a button at the far right, shown here in the box, otherwise this is hidden



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

- Configure
- Common Items
- Control Categories
- Human Factors

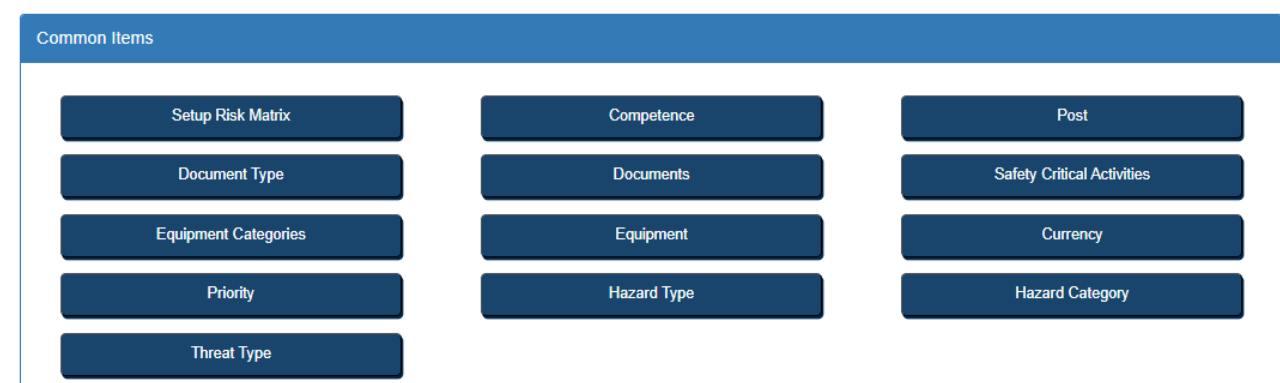
Configure Items



This section is where the users and security is setup as well as determining what settings will be used and displayed on the screens. Items include

- **Case, Locations and Security** – This is where the areas are setup and assign the access rights to users
- **Users** – Who can log into the website
- **Overall Settings** – This is used to determine which features and fields are using by the users
- **Diagram Options** – This is used to configure how data will be displayed on the Hazard Diagrams

Common Items

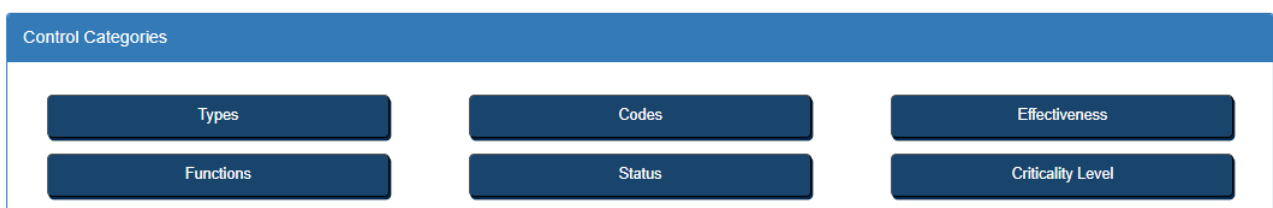


The Common Items has many options including

- **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.
- **Safety Critical Activities** – A list of common tasks that can be assigned to many controls
- **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.
- **Priority** – Used on the Deficiencies to provide an indication of the urgency
- **Hazard Type** – Mandatory on Hazards examples include Major Hazard, Significant etc
- **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

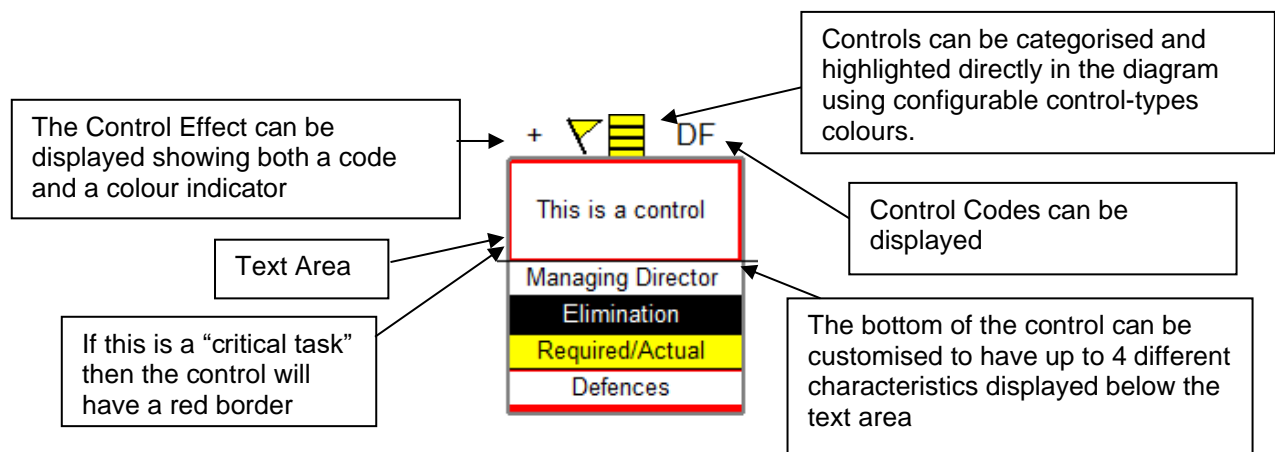
Control Categories



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.

Control Details

General
Task
Human Factors
Deficiencies

General

Description

Designed/ built to International Standards

Control Type

1

Statutory Control

Code

2

DF - Defences

Effectiveness

3

++ - Strong

Function

4

Reduction

Remarks

Cost

A

-- Currency --

B System

Select

Clear

Additional Systems (Select the attached items)

☒ 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)
☐ Uninterruptible Power Supplies (0.1)

Efficiency

Status

5

-- Select Status --

Accountable

C

-- Select Post --

Next Review Date

Save & Close

Save & Make a Reference Item

History

Return

- 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

General
Task
Human Factors
Deficiencies

Task

Task

Post
C
-- Select Post --

Verification

Target Start Date

Target Finish Date

Completed
☐

Critical
☐
6
Criticality Level
-- Select Level --

Additional Tasks

Link Existing Task
Create New Task

Documents

Corporate Documents

Code
Reference
URL
Type

BowTieWebsite
BowTie Website
www.BowTiePro.com
Open

Gate Design Standards
International Standard

Add Remove Documents
Add/Remove Attachments

Competences

☐ company press communication course

☐ Completed Working at height course

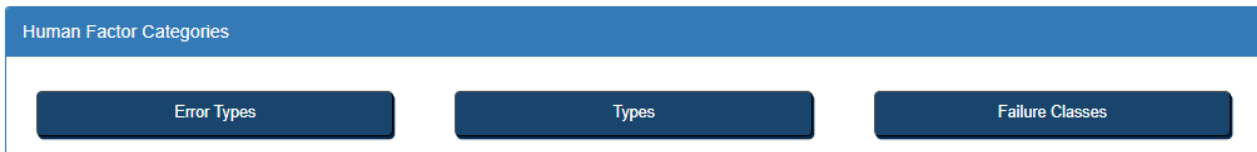
☐ Firearms competence certificate

☐ Scaffolding certificate

Save & Close
Save & Make a Reference Item
History
Return

- 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 “Common Item” section.
- Many Competences (E) can be linked to the control. All competencies are entered in the “Common Item” section. This can then be compared to the competences that have been assigned to the Posts and see where the system is missing items.

Human Factors



Human Factor Categories

Error Types Types Failure Classes

The Human Factor Categories contains three options

- **Error Types** – used on Potential Errors eg Planning, Monitoring, checking etc
- **Types** – shown below
- **Failure Classes** – eg Lapse, Mistake, Slip or Violation

There are used on the Human Factor Edit screen



Human Factor Details

Issue

Potential Error -- Select Type --

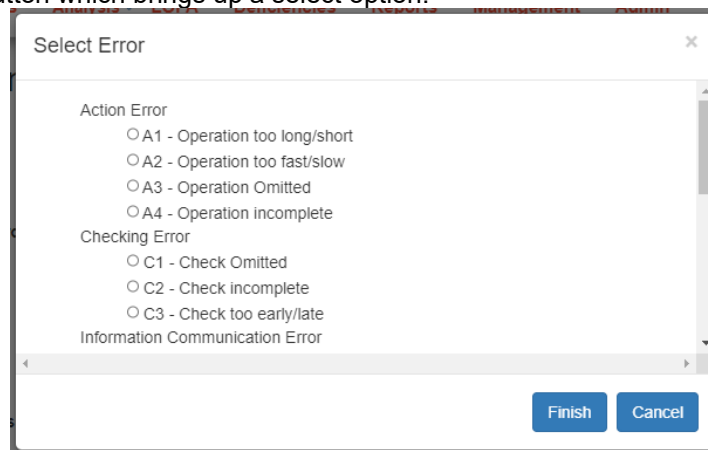
Type

Error

Failure Class -- Select Class --

Consequence

The Potential Errors and Failure Class are drop down boxes. To Select a Human Factor Type 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

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