Guardian Guidance Notes



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TRAQ-IT

Why do I need an Interactive Website?

Any Duty Holder who has a responsibility for Electrical Safety has to manage an inordinate amount of documents associated with electrical testing. Storage, accessibility and consolidation of records are a common problem, as is updating of records, managing deadlines and sharing information with colleagues. Many contracting companies experience difficulty in promptly returning reports to clients, because of the 'human interface', ie, office based data inputting, from records collated on site. There is also the 'green issue' and our collective responsibility to develop a sustainable process to protect the planet and save energy.

How much does the Interactive Website cost?

There is no additional cost to our clients; it is now the standard reporting medium for Guardian Electrical Compliance. We issue the website instead of hard copy or CD, although both mediums are available on request.

Do I need any additional software?

No, all you need is an internet connection. The system is browser based so all records can be viewed, filtered and searched via internet explorer.

Instant Reporting

Records of Inspection & Testing can be uploaded to your customised website on a daily or weekly basis, dependant on the Inspectors progress on site. For the more complex sites, reports are often transferred to a data repository, where results can be reviewed, prior to final uploading.

Version History & Management Information

Distribution Boards for example, are Inspected & Tested several times over a number of years will produce several sets of records. These are automatically stored in chronological order on the website, ensuring management have a complete history of the particular Distribution Board and therefore a complete audit trail.

Hierarchy of Permissions

The website is infinitely customisable, so if you have several sites and a number of Duty Holders, a hierarchy of permissions can be introduced to ensure the relevant mix of sites and access to information can be completely controlled.



Keset

Constructionline



Closes The Loop • Total Record Control

- Free Editing/Update Service
- Responsibilities Discharged
- Guaranteed Future Cost Savings

FEATURES OF THE INTERACTIVE WEBSITE

- A fully functional interactive solution with a bespoke design to meet all your needs.
- Hierarchical permission levels for document control.
 Access to all health and safety information associated with inspection and test.
- Results available by the end of each day.
- Search & filter functionality for easy access to switchgear/DBs via location, site, reference etc.
- Search & filter functionality for easy access to PATs failed items, individual descriptions, locations etc.
- Built in email alert functionality.
- Fully flexible and customisable data views.Capability to upload associated records and
- drawings.
- Capability to upload your archived records.
- Version history of records for management audits.
- Capability to print records to local printers.
- Remote hosting for data recovery.

BENEFITS OF THE INTERACTIVE WEBSITE

- Achieves compliance with Reg 4 (1) and (2) and Paragraph 69 of the EaWR. 'Evidence of maintenance throughout the working life of a system'.
- NO EXTRA COST Why? No back office required. Reports are uploaded to the client website from Inspectors Tablet PC on site.
- Records, easily updated Records remain current, reducing costs on future Inspection and Testing.
- Graphical display on landing page of outstanding remedial items, i.e level of compliance. Items reduce as corrective action is undertaken.
- 'Closes the loop' -- Minor Works Certificates generated are uploaded to the website, final circuits affected are updated, old and new versions are saved – records remain current.
- Costs reduced on next Inspection and Testing Programme because Contractor is working form current records.
- Editing rights given to the client, or Guardian will edit documents as required Total flexibility.
- Free Editing/Update Service.

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