

TATA STEEL



Contractor portal instruction document

Together we make the difference

1. Introduction

Tata Steel has introduced a new permit to work system that includes a contractor portal

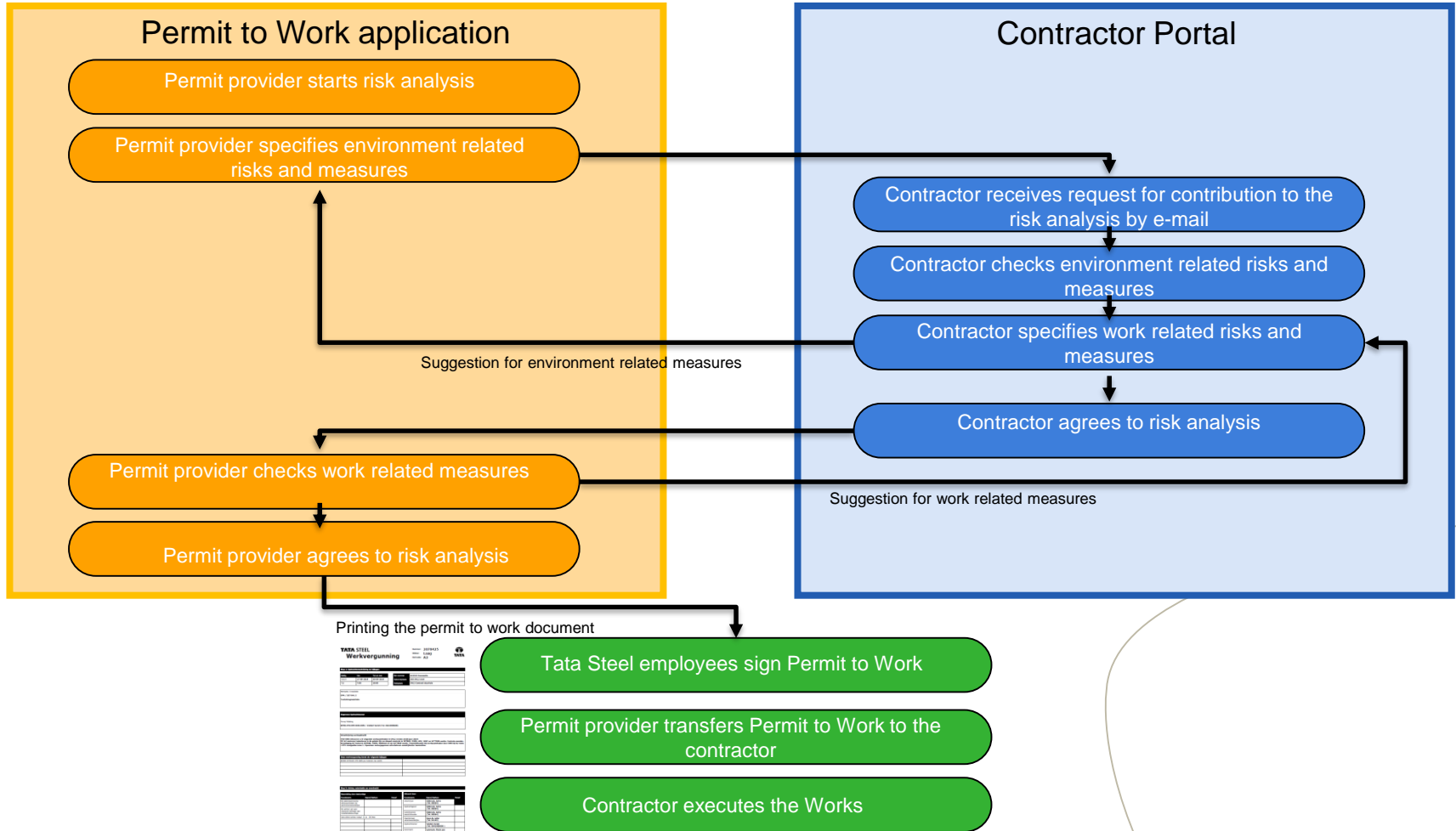
The Tata Steel Contractor Portal facilitates easy cooperation between the permit provider and the contractor

The Contractor Portal provides the possibility to view permits to work and contribute to the risk analysis

During the transition period to the new application, Tata Steel uses two systems for the risk analysis:

- The contractor portal
- The DREW

Contractor Portal Step-by-step



3. Characteristics contractor portal

- Withing Tata Steel there is a new application to generate a Permit to Work
- From the 27th of July onwards two systems are used: The DREW and the contractor portal
- The new way of working uses the contractor portal to complete the risk analysis
- The permit provider submits environment related risks and measures, the contractor submits work related risks and measures
- The risk analysis is agreed upon digitally
- The first time a contractor employee uses the portal, an account has to be created with the e-mail adres known by Tata Steel
- Contractor employees receive a request to contribute to the risk analysis by e-mail
- Instructions on the contractor portal can be found at <https://tsecontractors.powerappsportals.com/> and at <http://veiligheid.tatasteel.nl/>
- For questions and feedback please mail to Werkvergunningadmin@tatasteeleurope.com

4. Homepage

- On the homepage of the portal a instructional video and this instruction document can be found

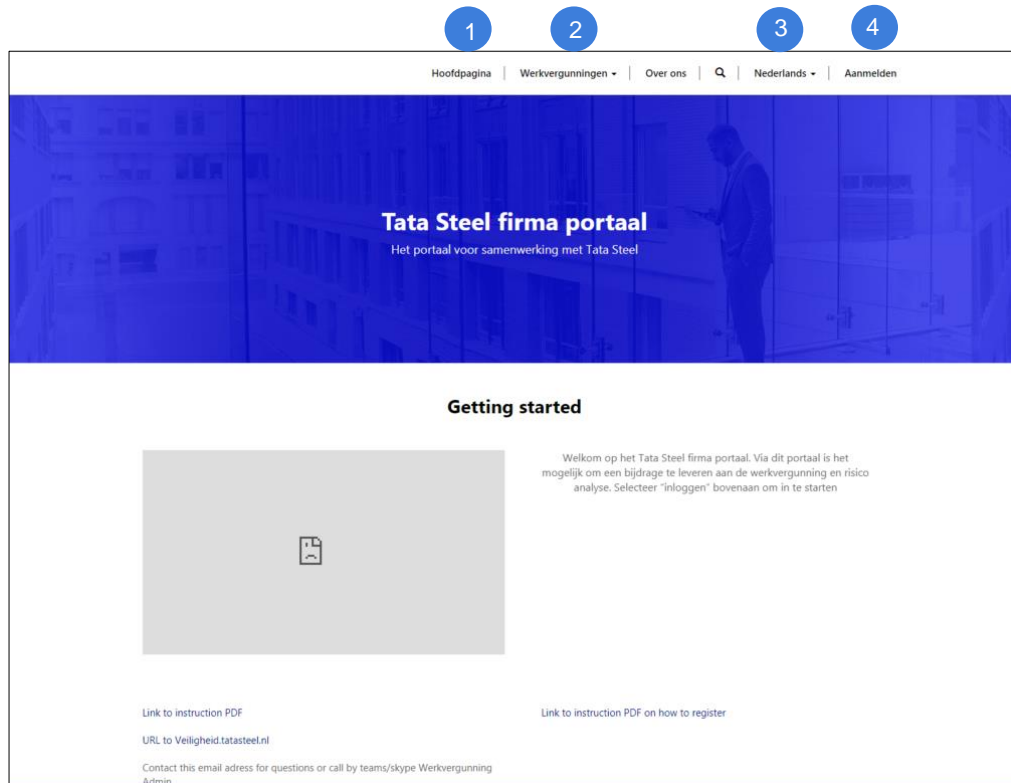
- In the ribbon at the top five buttons can be found:

1 Home: Go back to the homepage

2 Permits to work: Here you can select active or completed permits

3 Language selection: Select the language of the pages of the portal

4 Sign in: Here you can sign in or register when it is the first time visiting the portal.



5. Register

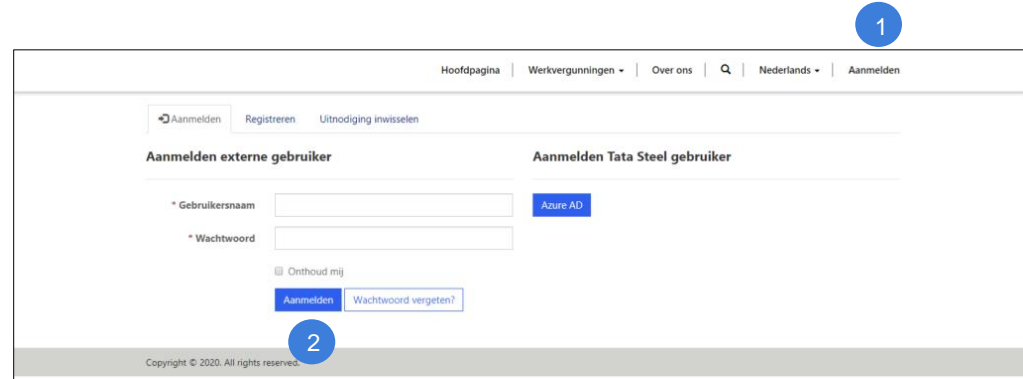
- The first time you visit the portal it is required to register
- Select the button “Sign in” from het homepage **1**
- Select the tab Register to make an account with the e-mail adres known by Tata Steel **2**
- After completing the username and password field, please select the button “register”. **3**
- You are now redirected to your personal profile page where you may supply some personal details **4**

This screenshot shows the registration page of a portal. At the top right, there is a navigation bar with links: 'Hoofdpagina', 'Werkvergunningen', 'Over ons', a search icon, 'Nederlands', and a blue circle with the number '1' next to the 'Aanmelden' link. Below the navigation bar, there are three tabs: 'Aanmelden', 'Registreren', and 'Uitnodiging inwisselen'. The 'Registreren' tab is active. The page is divided into two sections: 'Registreren voor een nieuw lokaal account' and 'Registreren met een extern account'. The 'Registreren voor een nieuw lokaal account' section has four input fields: 'E-mail', 'Gebruikersnaam', 'Wachtwoord', and 'Wachtwoord bevestigen'. A blue button labeled 'Registreren' with a blue circle containing the number '3' is at the bottom of this section. A blue button labeled 'Azure AD' is next to the 'E-mail' field. A blue circle with the number '2' is placed over the 'Registreren' tab. At the bottom of the page, there is a footer with the text 'Copyright © 2020. All rights reserved.'

This screenshot shows the user profile page. At the top, there is a navigation bar with links: 'Hoofdpagina', 'Werkvergunningen', 'Over ons', a search icon, 'Nederlands', and a blue circle with the number '1' next to the 'Test user' link. Below the navigation bar, there is a 'Home > Profile' breadcrumb. The page is titled 'Profile'. On the left, there is a sidebar with a profile picture placeholder labeled 'Test user' and a list of links: 'Profile', 'Security', 'Change Password', 'Change Email', and 'Manage External Authentication'. The 'Security' link is highlighted. On the right, there is a form titled 'Your Information' with a blue circle containing the number '4' next to it. The form has two columns of input fields: 'Voornaam', 'Achternaam', 'E-mail', 'Telefoon (werk)', 'Organization Name', 'Functie', 'Bijnaam', and 'Website'. A blue button labeled 'E-mail bevestigen' is at the bottom right of the form. Below the form, there is a section titled 'Public Profile Copy' with a large text area.

6. Signing in

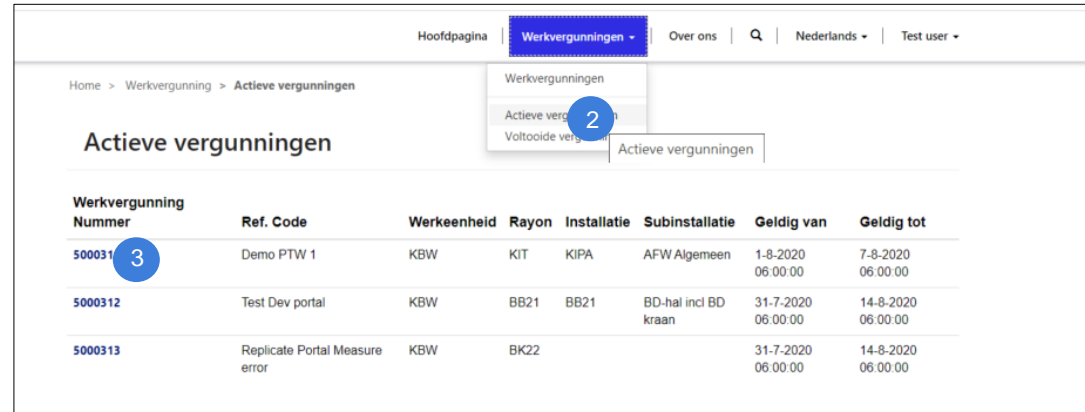
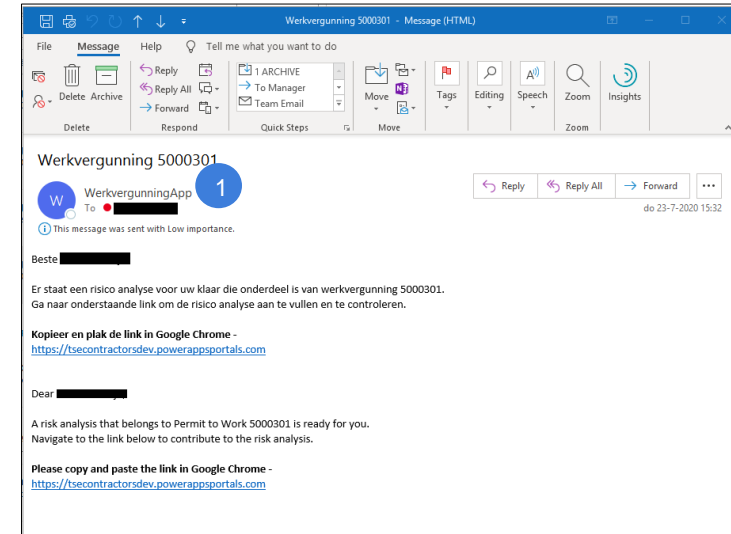
- Before you are able to see permits to work and risk analysis you will first need to sign in
- Select the tab “Sign in” **1** from the homepage
- Sign in by filling out your chosen username and password and select the button “Sign in” **2**



The screenshot shows a web application's login interface. At the top right, a blue circle with the number '1' is positioned over the 'Aanmelden' link in the navigation bar. The navigation bar itself contains links for 'Hoofdpagina', 'Werkvergunningen', 'Over ons', a search icon, 'Nederlands', and 'Aanmelden'. Below the navigation bar, there are three tabs: 'Aanmelden' (selected), 'Registreren', and 'Uitnodiging inwisselen'. The main content area is divided into two sections: 'Aanmelden externe gebruiker' and 'Aanmelden Tata Steel gebruiker'. The 'Aanmelden externe gebruiker' section contains two input fields: '* Gebruikersnaam' and '* Wachtwoord'. To the right of these fields is a blue button labeled 'Azure AD'. Below the password field is a checkbox labeled 'Onthoud mij' and a blue button labeled 'Aanmelden'. To the right of the 'Aanmelden' button is a link labeled 'Wachtwoord vergeten?'. A blue circle with the number '2' is positioned over the 'Aanmelden' button. At the bottom of the page, there is a footer that reads 'Copyright © 2020. All rights reserved.'

7. Finding a Permit to Work

- When a Tata Steel Employee assigns a permit to work to your account, you are notified by an e-mail message. **1** Please remember the Permit to work Number within this message
- Navigate to the tab “Permits to work” in the top **2** ribbon and select active permits from the dropdown
- Now you will see all the permits that are assigned to your account. **3**
- Find the number of the permit to work you are requested to complete, and select the blue permit number to proceed



8. Permit to Work overview

- By selecting the blue permit to work number you will navigate to the overview of the permit to work **1**
- Here you can find basic information on the permit, for example; Location, time and short description of the works **2**
- When you recognize the permit to work you can proceed to the risk analysis **3**
- At the bottom there is a possibility to return the permit to the permit provider, in case this permit is unfamiliar **4**

I gebruik de mogelijkheid hieronder enkel wanneer u niet in staat bent om de risico analyse in te vullen. Graag een e-mail adres of persoon invullen die de risico analyse aan kan vullen.

Vul hier uw reden van afwezigheid in

4

Verstuur

Actieve vergunningen							
Werkvergunning Nummer	Ref. Code	Werkeenheid	Rayon	Installatie	Subinstallatie	Geldig van	Geldig tot
1 5000311	Demo PTW 1	KBW	KIT	KIPA	AFW Algemeen	1-8-2020 06:00:00	7-8-2020 06:00:00
5000312	Test Dev portal	KBW	BB21	BB21	BD-hal incl BD kraan	31-7-2020 06:00:00	14-8-2020 06:00:00
5000313	Replicate Portal Measure error	KBW	BK22			31-7-2020 06:00:00	14-8-2020 06:00:00

Overzicht

Korte beschrijving Demonstratie vergunning 1	Status (veiligheid) Laag	Omschrijving werkopdracht Voorbeeld werkomschrijving
Werkeenheid * KBW	Soort vergunning Eenmalig	2
Rayon KIT	Ref. Code Demo PTW 1	
Installatie KIPA	Opdrachtnemer Test user	
Sub-installatie AFW Algemeen	Opdrachtnemer (user) —	Opmerkingen Beste lezer, er zijn aanvullende werk gerelateerde maatregelen toegevoegd
Toelichting installatie Bovenste roller	Geldig van 1-8-2020 08:00	
	Geldig tot 7-8-2020 08:00	
EAR Locatie 40599 AFW Algemeen	Uitvoeren door * External <input checked="" type="radio"/> Internal <input type="radio"/>	
Opkomstplaats —	Is VCA gecertificeerd * No <input type="radio"/> Yes <input checked="" type="radio"/>	
Meldplaats KBW 351 KB2 BK hal	Firma Bobbag	

3
Doorgaan naar risicoanalyse

9. Risk Analysis

- 1 In the risk overview screen the environment related risks and measures selected by the permit provider can be found.
- 2 By selecting the button “Add work related measures” you can add work related measures to each selected risk category
- 3 It is also possible to suggest environment related measures by selecting the button “Suggest environment related measures”

Please note: Environment related measures are the permit provider responsibility. Please contact him/her

Hoofdpagina | Werkvergunningen | Over ons | Q | Nederlands | Test user

Home > Werkvergunning > Actieve vergunningen > Risicoanalyse

Risicoanalyse

Goedgekeurde Risico's en maatregelen

Risico categorie	Risico	Maatregel
1 Omgeving gerelateerde risico's		
Risico's door activiteiten	Hydrauliek/ Pneumatiek	Drukloos maken van installatie en accumulatoren en/of luchtvat en met meting aantonen;
Risico's door activiteiten	Hydrauliek/ Pneumatiek	Drukloos maken van opgesloten olie- en/of lucht volumes onder druk en met meting aantonen;
Risico's door werkcondities	Lawaai > 85 dB(A)	De geluidsbron af/uitschakelen;
Veiligstellen	Onveilige stand machine (in bedrijf)	Installatie borgen tegen vrijkomen rest energie: hydrauliek, pneumatiek, electra, straling en in beweging komen;

Werk gerelateerde risico's

Risico's en maatregelen in afwachting van goedkeuring

Risico categorie	Risico	Maatregel
Omgeving gerelateerde risico's		
Werk gerelateerde risico's		

+ Werk gerelateerde Maatregel toevoegen + Stel omgeving gerelateerde maatregel voor

2 3

10. Adding work related measures

- Work related measures can be added to the risk analysis using the different dropdown menus
- First, select a risk category (magnifying-glass)
 - Select the risk
 - Select the appropriate measure
 - Select the person that is responsible to carry out the measurevoerd moet worden
 - Select the moment a measure should be carried out
-
- When the measure is complete, it can be added to the risk analysis by pressing "Submit"
- Repeat step 1 to 6 to add the next measure or return to the risk overview.

7

Hoofdpagina | Werkvergunningen | Over ons | Q | Nederlands | Test user

Home > Werkvergunning > Actieve vergunningen > Voeg risico en maatregel toe aan risicoanalyse

Voeg risico en maatregel toe aan risicoanalyse

Terug naar risico overzicht | 7 | ndmatig risico en maatregel toe

Risico categorie *

Risico *

Maatregel *

Implementor

Moment van maatregel *

Indienen | 6

Goedgekeurd

Risico categorie	Risico	Maatregel
Omgeving		
Risico's door activiteiten	Hydrauliek/ Pneumatiek	Drukloos maken van installatie en accumulatoren en/of luchtvtaten en met meting aantonen;
Risico's door activiteiten	Hydrauliek/ Pneumatiek	Drukloos maken van opgesloten olie- en/of lucht volumes onder druk en met meting aantonen;
Risico's door werkcondities	Lawaai > 85 dB(A)	De geluidsbron af/uitschakelen;

11. Adding custom measures

- It is possible to add custom work or environment related measures to the risk analysis.

1 Select the button “Add custom measures”

2 Here the risk and measure can be entered manually

3 The measure type(work/environment), moment of implentation and the person responsible for the measure can also be selected

4 When the measure is complete, it can be added to the risk analysis using the “Submit” Button

- Re-enter the fields for a new measure or return to the risk overview by pressing the button 5

The screenshot shows a web application interface for adding a custom measure to a risk analysis. The top navigation bar includes links for 'Hoofdpagina', 'Werkvergunningen', 'Overzichten', and 'Test user'. The breadcrumb trail is 'Home > Werkvergunning > Actieve vergunningen > Voeg risico en maatregel toe aan risicoanalyse'. The main heading is 'Voeg risico en maatregel toe aan risicoanalyse'. Below the heading are two buttons: 'Terug naar risico overzicht' and 'Voeg handmatig risico en maatregel toe'. A search bar labeled 'Risico categorie' is also present. The form is divided into two sections: 'Maatregelen op maat' and 'Goedgekeurd'. The 'Maatregelen op maat' section contains five numbered callouts: 1 points to the 'Voeg handmatig risico en maatregel toe' button; 2 points to the 'Risk' input field; 3 points to the 'Measure' input field; 4 points to the 'Measure Type' dropdown menu; and 5 points to the 'Moment' dropdown menu. The 'Goedgekeurd' section includes a table with columns for 'Categorie', 'Risico', and 'Maatregel', and a row for 'Omgeving'. A 'Indienen' button is located at the bottom left of the 'Goedgekeurd' section, and a refresh icon is at the bottom right.

Hoofdpagina | Werkvergunningen | Overzichten | Test user

Home > Werkvergunning > Actieve vergunningen > Voeg risico en maatregel toe aan risicoanalyse

Voeg risico en maatregel toe aan risicoanalyse

Terug naar risico overzicht | Voeg handmatig risico en maatregel toe

Risico categorie *

Home > Werkvergunning > Actieve vergunningen > Maatregelen op maat

Maatregelen op maat

Risico Overzicht

Risk *

Measure *

Measure Type *

Werk

Moment *

Algemeen

Implementor

Opdrachtnemer

Indienen

Goedgekeurd

Categorie	Risico	Maatregel
Omgeving		

12. Suggesting environment related measures

- It is possible to suggest environment related measures to the permit provider

- 1 Select the button “Suggest environment related measure” from the risk overview screen
 - 2 By using the dropdown menus standard environment related measures can be selected.
 - 3 It is possible to select the moment of implementation and person responsible for this measure
 - 4 When the measure is complete, it can be added to the risk analysis using the “Submit” Button
- Re-enter the fields for a new measure or return to the risk overview by pressing the button 5

The screenshot shows a web interface for adding risks and measures to a risk analysis. The top section, titled 'Risico's en maatregelen in afwachting van goedkeuring', contains a table with columns for 'Risico categorie', 'Risico', and 'Maatregel'. Below the table are links for 'Omgeving gerelateerde risico's' and 'Werk gerelateerde risico's', with a blue circle '1' next to the latter. At the bottom of this section are two buttons: '+ Werk gerelateerde Maatregel toevoegen' and '+ Stel omgeving gerelateerde maatregel voor'.

The bottom section, titled 'Voeg risico en maatregel toe aan risicoanalyse', has a breadcrumb trail: 'Home > Werkvergunning > Actieve vergunningen > Voeg risico en maatregel toe aan risicoanalyse'. It includes a sub-header 'Voeg risico en maatregel toe aan risicoanalyse' and two buttons: 'Terug naar risico overzicht' and 'Voeg handmatig risico en maatregel toe', with a blue circle '5' next to the latter. A yellow warning box contains the text: 'Let op: U gaat omgeving gerelateerde maatregelen voorstellen. Omgeving gerelateerde maatregelen zijn de verantwoordelijkheid van de opdrachtgever. Neem (telefonisch) contact op met de opdrachtgever om dit af te stemmen. Beware: You are about to suggest environment related measures. Environment related measures are the clients responsibility. Please contact the client (by phone) to discuss.'

Below the warning box are five input fields, each with a search icon: 'Risico categorie *', 'Risico *', 'Maatregel *', 'Implementor' (a dropdown menu with 'Opdrachtnemer' selected), and 'Moment van maatregel *' (a dropdown menu with 'Algemeen' selected). A blue circle '2' is next to the 'Risico' field, and a blue circle '3' is next to the 'Implementor' field. At the bottom left is a blue button labeled 'Indienen', with a blue circle '4' next to it.

13. Approval of suggested work related measures(1/2)

- The permit provider has the possibility to suggest work related measures

1 These suggestions can be recognized by the icon of the blue pen

- The Blue pen indicates that action can be taken on the measure

- By pressing the icon of the blue pen a separate screen opens where you can approve or decline the suggestion

2 When the measure is approved a green checkmark appears behind the measure. When the measure is declined a red cross appears and the measure is struck through, and will be removed from the risk analysis

Goedgekeurde Risico's en maatregelen		
Risico categorie	Risico	Maatregel
Omgeving gerelateerde risico's		
	Test Measure	Test measure;
Veiligstellen	Onveilige stand machine (in bedrijf)	Installatie borgen tegen vrijkomen rest energie: hydrauliek, pneumatiek, electra, straling en in beweging komen;
Werk gerelateerde risico's		
Ontbrekende risico's	Test from App Work	2 ✓ Work measure from app;
Risico's door activiteiten	Graafwerkzaamheden / Bedielving	✓ Controleer taluds en grondkerende constructies dagelijks en na onderbreking slecht weer: herstel ze zo nodig;
Risico's door activiteiten	Vrijkomen product/ materiaal	✓ Passende en geschikte PBM's gebruiken, specificeer evt. deze bij aanvullende maatregelen-deel 7 "Risico's door complexiteit";
Risico's door werkcondities	Lawaai > 85 dB(A)	✓ De geluidsbron afschermen;
Veiligstellen	Onveilige stand machine (in bedrijf)	✎ In samenspraak met opdrachtgever leidingwerk drukloos maken;
Verhoogde risico's	Pletten en knellen	1 ✎ Buiten de afscherming/hekken blijven;

14. Approval of suggested work related measures (2/2)

- When you select the blue pen icon the approval screen appears
- Here you find relevant informatie on the risk and measures that has been suggested
 - At the bottom you are able to choose to approve or decline the measure
- When you choose to approve a measures it will be added to the risk analysis.
 - When you decline the measures it will be striked trough and removed from the risk analysis.
- Select submit to confirm your choice
 - Use the button “Risk overview” to return to the risk overview

The screenshot shows a web application interface for 'Risk Agreement'. At the top, there is a navigation bar with 'Hoofdpagina', 'Werkvergunningen', and 'Over ons'. Below this is a breadcrumb trail: 'Home > Werkvergunning > Actieve vergunningen > Risk Agreement'. The main title is 'Risk Agreement'. On the left, there is a sidebar with a blue button labeled 'Risiko Overzicht' (callout 4) and a 'Category' dropdown set to 'Veiligstellen'. The main content area displays the following information: 'Risk *' with the value 'Onveilige stand machine (in bedrijf)' (callout 1); 'Measures' with the value 'In samenspraak met opdrachtgever leidingwerk drukloos maken.'; 'Moment *' with the value 'Voor'; 'Measures Type' with the value 'Werk'; and 'Keep measure' with radio buttons for 'Off' and 'On' (callout 2). At the bottom left, there is a blue button labeled 'Indienen' (callout 3).

15. Check, agree and send the Risk analysis to the permit provider

- When all measures have been added to the risk analysis review the entire risk analysis from the risk overview.
- The message indicates if there is anything missing
 - When applicable, a comment for the permit provider can be included
 - Enter the captcha
 - Send the risk analysis to the permit provider
- The permit provider automatically receives a message that the risk analysis has been completed
 - You will return to the overview screen

Risicoanalyse

Goedgekeurde Risico's en maatregelen

Risico categorie	Risico	Maatregel
Omgeving gerelateerde risico's		
Risico's door activiteiten	Hydrauliek/ Pneumatiek	Drukloos maken van installatie en accumulatoren en/of luchtvat en met meting aantonen;
Risico's door activiteiten	Hydrauliek/ Pneumatiek	Drukloos maken van opgesloten olie- en/of lucht volumes onder druk en met meting aantonen;
Risico's door werkcondities	Lawaai > 85 dB(A)	De geluidsbron af/uitschakelen;
Veiligstellen	Onveilige stand machine (in bedrijf)	Installatie borgen tegen vrijkomen rest energie: hydrauliek, pneumatiek, electra, straling en in beweging komen;

Werk gerelateerde risico's

Risico's en maatregelen in afwachting van goedkeuring

Risico categorie	Risico	Maatregel
Omgeving gerelateerde risico's		
Werk gerelateerde risico's		
Risico's door activiteiten	Hydrauliek/ Pneumatiek	Controleren of de installatie, accumulatoren en/of luchtvat drukloos zijn.
Risico's door werkcondities	Lawaai > 85 dB(A)	Gehoorbescherming gebruiken.
Veiligstellen	Onveilige stand machine (in bedrijf)	Installatie borgen tegen vrijkomen energie.

+ Werk gerelateerde Maatregel toevoegen

+ Stel omgeving gerelateerde maatregel voor

1

! Ik heb werk gerelateerde risico's en maatregelen toegevoegd aan de risico analyse en ik begrijp de omgeving gerelateerde risico's en maatregelen.

2

Voeg commentaar toe

3



Een nieuwe afbeelding genereren
De audiocode afspelen

Voer de code van de afbeelding in

4

Verstuur