

## PAISS: Planned Assurance Inspection & Site Surveillance

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IRIS will be used for all PAISS Maintenance (Planned Assurance Inspection Site Surveillance) as per NR/L2/MTC/SE0117.

Planned Assurance Inspection & Site Surveillance (PAISS – formerly known as PGSIs) will now be undertaken on our IRIS system. Records are created in a web-based app accessible to all, and licence holders access the full system to manage the actions, data and formal records.

- Managers should be completing two checks a period using the PAISS forms. This includes section supervisors
- Any safety tours that are completed can also use the PAISS form to input their findings
- When a PAISS is submitted with actions, this will automatically get sent to the DU WHSEA, who will then assign the actions to the correct person if that is what you have agreed for your area. Some areas have decided that the person doing the check will then log into the main IRIS system and allocate their own actions to the correct people

The following Video demonstrates how to complete a PAISS:

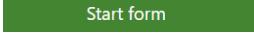
<https://web.microsoftstream.com/video/9d9ee531-5d29-4a98-be05-ba964a07ea6f>

## How to download the web-based form

You can download the web-based form onto any mobile device (this may be a mobile or an iPad)

Step	Description
1	<p>Open your Safari web browser on your iPhone or iPad and copy this link into the search bar:  <a href="https://mobile.sheassure.net/networkrail/p/Assurance-mSkmDcreKW">https://mobile.sheassure.net/networkrail/p/Assurance-mSkmDcreKW</a></p> <p>Alternatively,</p> <p>Open your camera and scan this QR code:</p> 
2	<p>When prompted, select “download form for offline use”. Once this is done, save the page as a bookmark. Alternatively, you can save it as an app by clicking on the following button to bring up more options:</p> 
3	<p>From the menu of options, please scroll down and select “add to homepage”. You can then name the app and it will appear on your iPhone / iPad:</p> 

## How to complete the PAISS form

Step	Description
1	Scan the QR code above or click on the web-app form you've saved onto your iPhone / iPad
2	<p>Click on  PAISS Checks <small>Available Offline</small> and then click on </p>
	<p>The form is split into multiple sections</p>
3	<p><b>PAISS Checks (Section 1)</b></p> <p>All mandatory fields are identified with a <b>*</b></p>

Step	Description
	<p><b>Site/Route/DU/Station</b></p> <p><b>Site/Route/DU/Station *</b> Please click on Site/Route/DU below and select the area or team. Delivery, Stations. To find your area, keep clicking the arrows for you area</p> <p>Select Site/Route/DU/Station</p> <p>1. Click on the Site / Route / DU / station to select your area. NOTE: you can type in the first couple of letters and the drop down will show you the options available. NOTE: Please do not select "Southern" or "Kent" etc. Make sure you go down to the lowest level in the hierarchy when choosing your team</p> <p><b>PAISS Checks Details</b></p> <p><b>PAISS Check Date *</b> Day      Month      Year DD      MM      YYYY      Today</p> <p>2. identify the date the assurance inspection took place or click to 'Today'</p> <p><b>Assessors Name *</b> Text Length: between 0 and 100 characters</p> <p>3. Type in your name NOTE: Please use the format Firstname Surname ie John Smith with capital letters</p> <p><b>Description *</b> Text Length: between 0 and 100000 characters</p> <p>PAISS Checks 4. Leave as is. No need to change this</p> <p><b>DU / Depot *</b></p> <p>5. Use the drop-down list to select your Depot</p> <p><b>Location *</b> Text Length: between 0 and 500 characters</p> <p>5. Type in the specific location of the inspection</p> <p>Click <b>Next</b></p>
4	<p><b>Additional Fields (Section 2)</b></p> <p>Type in your Job Role</p> <p><b>Job Role *</b></p> <p>Click <b>Next</b></p> <p>Please tell us your Job Role</p>
5	<p><b>Guidance (Section 3)</b></p> <p>This page is information only.</p> <p>Click <b>Next</b></p>
6	<p><b>Inspection Areas (Section 4)</b></p> <p>Select the inspection area you want to complete (it must be at least one).</p>

Step	Description
	<p></p> <p>We do not advise that you select every single one of areas (listed below) in one PAISS form – only select the combinations that make sense. Please refer to your area's risk-based plan for guidance on which areas to focus your PAISS checks on</p> <p><b>Inspection Areas</b></p> <p><b>Select areas to inspect (multi select) *</b></p> <p> <input type="checkbox"/> COVID19 mitigation measures  <input type="checkbox"/> Personal issue PPE  <input type="checkbox"/> Pre-use vehicle check  <input type="checkbox"/> Sentinel Cards  <input type="checkbox"/> Access points  <input type="checkbox"/> Emergency arrangements at site  <input type="checkbox"/> Site preparation for the work prior to arrival  <input type="checkbox"/> Line blockages and protection  <input type="checkbox"/> Open line working  <input type="checkbox"/> Conductor rail  <input type="checkbox"/> Manual handling  <input type="checkbox"/> HAVS  <input type="checkbox"/> Working at height  <input type="checkbox"/> Welfare facilities  <input type="checkbox"/> Accommodation  <input type="checkbox"/> Environment     </p> <p>Click on the square boxes to enable the inspection areas</p> <p>Click <b>Next</b></p>
7	<p>The next screens you will be presented with are the areas you selected to inspect.</p> <p>Answer the questions and where necessary, add any attachments (photos / videos / documents etc), actions and/or comments</p> <p> <input type="radio"/> Yes  <input type="radio"/> No  <input type="checkbox"/> Not Applicable     </p> <p>NOTE: If selecting "no" then please use the comment box to explain why you answered "no," and ensure an action is added if applicable</p> <p>Optional</p> <p> <a href="#">Add Attachments</a>  <a href="#">Add Action</a>  <a href="#">Add Comment</a> </p> <p>NOTE: If answering negatively to a question, then please take a picture if applicable. Ie - if walkway is blocked, take a picture of the blockage</p>

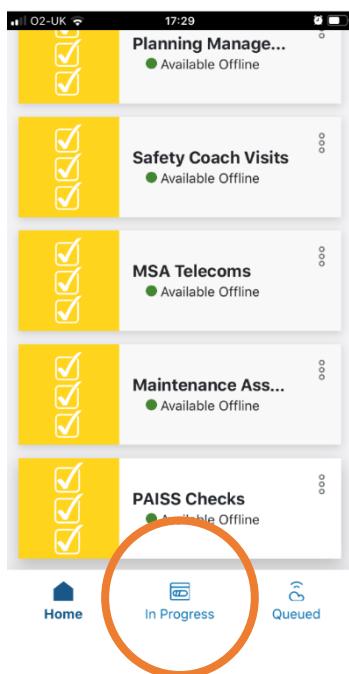
Step	Description
	<p>Click <b>Next</b> to move to the next set of questions.</p> <p>Repeat this step as many times as necessary based on the inspection areas selected</p>
8	<p><b>Any good practice observed on site that would be helpful to others</b></p> <p>This section is mandatory and will appear in every PAISS. All these fields are free text</p> <p><b>Any good practice observed on site that would be helpful to others?</b></p> <p>Mark all as 'Not Applicable'</p> <p><b>Outline the good practice *</b></p> <div style="border: 1px solid black; padding: 5px; width: 150px; height: 30px; margin-bottom: 5px;"></div> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p><a href="#">Add Action</a></p> <p><a href="#">Add Comment</a></p> <p><b>How would this assist others, e.g. reduce risk, reduce cost, time efficient, etc. *</b></p> <div style="border: 1px solid black; padding: 5px; width: 150px; height: 30px; margin-bottom: 5px;"></div> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p><a href="#">Add Action</a></p> <p><a href="#">Add Comment</a></p> <p><b>Provide evidence, photos etc. *</b></p> <div style="border: 1px solid black; padding: 5px; width: 150px; height: 30px; margin-bottom: 5px;"></div> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p><a href="#">Add Action</a></p> <p><a href="#">Add Comment</a></p> <p>Click <b>Next</b></p>
9	<p><b>Areas of poor practice observed, or areas of risk on site that require to be address?</b></p> <p>This section is mandatory and will appear in every PAISS. All these fields are free text</p>

Step	Description
	<p>Areas of poor practice observed, or areas of risk on site that require to be addressed?</p> <p><input type="checkbox"/> Mark all as 'Not Applicable'</p> <p><b>Outline the area of poor practice *</b></p> <p><input type="text"/></p> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p><a href="#">Add Action</a></p> <p><a href="#">Add Comment</a></p> <p><b>What corrective actions were taken? *</b></p> <p><input type="text"/></p> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p><a href="#">Add Action</a></p> <p><a href="#">Add Comment</a></p> <p><b>How would this assist others, e.g. learning from others mistakes, identifying uncontrolled risk, hazard identification, etc. *</b></p> <p><input type="text"/></p> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p><a href="#">Add Action</a></p> <p><a href="#">Add Comment</a></p> <p><b>Provide evidence, photos etc. *</b></p> <p><input type="text"/></p> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p><a href="#">Add Action</a></p> <p><a href="#">Add Comment</a></p> <p>Click <b>Next</b></p>
10	<p>Trade Union Health and Safety Representatives present during the site inspection?</p> <p>This section is mandatory and will appear in every PAISS. All these fields are free text</p>

Step	Description
	<p>Trade Union Health and Safety Representatives present during the site inspection?</p> <p>Mark all as 'Not Applicable'</p> <p><b>Note name *</b></p> <input data-bbox="350 518 954 557" type="text"/> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p>Add Action</p> <p>Add Comment</p> <p><b>Trade Union *</b></p> <input data-bbox="350 765 954 804" type="text"/> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p>Add Action</p> <p>Add Comment</p> <p><b>Position *</b></p> <input data-bbox="350 1012 954 1051" type="text"/> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p>Add Action</p> <p>Add Comment</p> <p><b>Note any observations made *</b></p> <input data-bbox="350 1260 954 1298" type="text"/> <p><input type="checkbox"/> Not Applicable</p> <p>Optional</p> <p>Add Action</p> <p>Add Comment</p> <p>Click <b>Next</b></p>
11	<p><b>Record Actions</b></p> <p>If you have any additional 'Actions' that you need to record against this PAISS, you can add them here.</p>

Step	Description
	<p>Click <a href="#">Add Action</a></p> <p>The 'Actions' template will appear. Complete the template.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p><b>Record Actions</b></p> <p><b>Action Title *</b> Please provide a brief action title. E.G. Safe Work Packs Check. Text Length: between 0 and 255 characters</p> <input style="width: 100%; height: 30px; margin-bottom: 5px;" type="text"/> <p><b>Category</b></p> <input style="width: 100%; height: 30px; margin-bottom: 5px;" type="text"/> <p><b>Action Detail</b> Text Length: between 0 and 100000 characters</p> <input style="width: 100%; height: 30px; margin-bottom: 5px;" type="text"/> <p><b>Due Date *</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Day</span> <span>Month</span> <span>Year</span> <span><a href="#">Today</a></span> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <span><input type="radio"/> Low</span> <span><input type="radio"/> Medium</span> <span><input type="radio"/> High</span> </div> </div> <p>Click <b>OK</b></p> <p>Click <b>Next</b></p>
12	<p><b>Attachments</b></p> <p>If you have any additional 'Attachments' that you need to record against this PAISS, you can add them here.</p> <p>Click <a href="#">Add Attachments</a> to add additional photos, documents, video etc.</p>
13	<p>Once you've completed the PAISS and you've confirmed all the details, its now ready to be Submitted</p> <p>Click <b>Submit</b></p>

## How to save an incomplete PAISS form (e.g. not ready to be submitted)

Step	Description
1	<p>At any stage of the process you can save an incomplete PAISS form.</p> <p>If you click  at the top of the screen, it will prompt you with the following pop-up screen</p>  <p><b>Save &amp; Close?</b></p> <p>Saved drafts will appear under the <b>In Progress</b> forms section</p> <p><b>Back</b> <b>Save &amp; Close</b></p>
2	<p>If you wish to save what you've completed to-date, click </p> <p>This will save this in your 'In Progress' section</p>
3	<p>You can access your 'In Progress' PAISS here</p>  <p>Find the PAISS you wish to resume and click on the icon. Your 'paused' PAISS will now appear on the screen</p>

## What does good look like?

In this section we will include an example of "what good looks like" for a variety of sections in the PAISS check

### 1) Open Line Working

**Were methods higher in the hierarchy (019) considered - why could they not be used \***

Not Applicable

Optional

[Add Attachments](#)

[Add Action](#)

[Add Comment](#)

**Why could they not be used \***

Not Applicable

Optional

[Add Attachments](#)

[Add Action](#)

[Add Comment](#)

**Were unassisted lookouts used \***

Yes

No

Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**Had the work been authorised \***

Yes

No

Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**Was the COSS actively involved in the planning of the work -did they meet/speak to the planner \***

Yes

No

Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)

**Is the COSS familiar with the location - been there before (how recently) or looked it up on the track diagram \***

Yes

No

Not Applicable

Optional

[Add Attachments](#)

[Add Action](#)

[Add Comment](#)

**Describe how COSS was location familiar \***

Not Applicable

Optional

[Add Attachments](#)

[Add Action](#)

[Add Comment](#)

**Had arrangements been set up as detailed in the SWP \***

Yes

No

Not Applicable

Optional

[Add Attachments](#)

[Add Action](#)

[Add Comment](#)

**Were they as shown in SWP \*** Yes No Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**What arrangements were in place \*** Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**Was an 'exclusion zone' in place - was this briefed \*** Yes No Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)

**Were warnings from trains acknowledged appropriately? \***

Yes

No

Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**Were there any activities where social distancing (COVID) could not be observed or maintained? \***

Yes

No

Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)

## 2) Line Blockages

**Describe arrangements that had been set up and were they as detailed in the SWP? \***

Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)

**Were they as shown in SWP \*** Yes No Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**What additional protection in place \*** Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**What Safety Critical Communications were observed and were these conducted appropriately in accordance with protocols with parties reaching a clear understanding? \*** Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)

**SCC observed \*** Yes No Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**Describe quality of conversation \*** Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)

### 3) Conductor Rail

**Why could the work not be completed with the conductor rail, or other electrical equipment isolated? \*** Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)

**Was the Task Risk Control Sheet consulted? \*** Yes No Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**Were insulated tools and equipment available and in use? \*** Yes No Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)

**Were the live conductor rails, or other equipment, identified? \*** Yes No Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)**Was the 'test before touch' carried out in front of staff? \*** Yes No Not Applicable

Optional

[Add Attachments](#)[Add Action](#)[Add Comment](#)

**Were conductor rail shields available (minimum of two interconnected) on site and in use? \***

Yes

No

Not Applicable

Optional

[Add Attachments](#)

[Add Action](#)

[Add Comment](#)

[Add Note](#)

**What other electrical protection arrangements were in place? \***

Not Applicable

Optional

[Add Attachments](#)

[Add Action](#)

[Add Comment](#)

**The End.**