

# CtrlHub

## High Level Functionality Ctrl Hub Document



Customers that trust us to digitise their processes include:



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**Ctrl Hub supports the safe management of field workforce, assets, projects, and maintenance activities from a single secure portal, available on any internet-enabled device.**

Ctrl Hub was originally developed by industry professionals for their businesses. The platform was born out of frustration with day-to-day inefficiencies and exposure to risk in the businesses of its founders.

Solving problems has always been and will remain, the core purpose of Ctrl Hub. We strive to provide cost-effective, reliable, long-term solutions to the issues faced by our clients.

**Ctrl Hub provides management of all key company information, to include and not limited to:**

- Workforce
- Operating Policies and Procedures
- Codes of Practice
- Know-How
- Quality Management Systems
- Access to digital forms
- Projects
- Fleet and assets management
- Scheduling of all resources and assets

# Workforce Management

Ctrl-Hub helps you manage each operative in your direct and subcontract workforce (and sub-contract supply chain if required), to include:

- Personnel information
- HR administration and documentation
- ICE information
- Relevant medical conditions
- Induction management
- Training database
- Storage of all operative qualifications and certifications
- Notification of upcoming renewals and expired certificates



- Central allocation of operatives to teams and projects
- Build-up of operative profile over time, including all form submissions, etc



## Competency management –

application of required training/qualifications, etc to particular roles and levels.

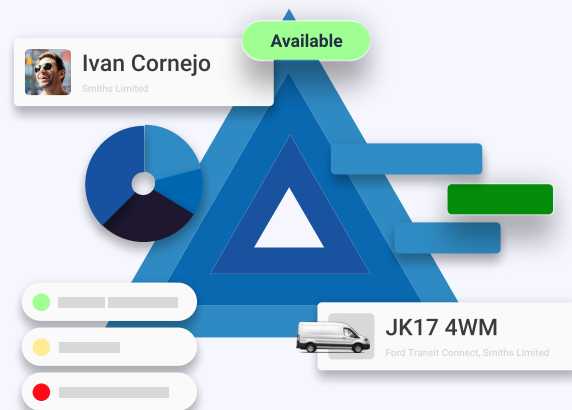
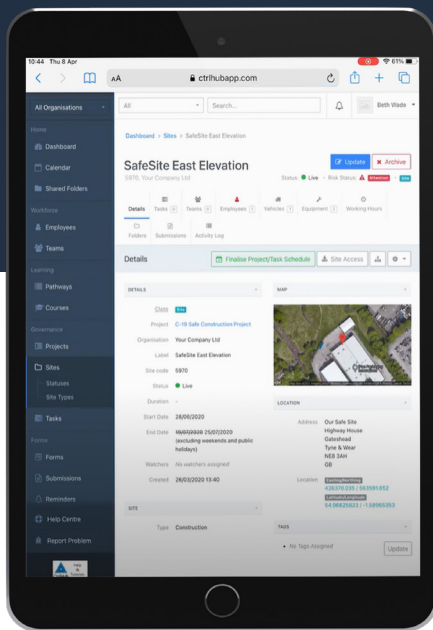
Information is archived and retained indefinitely in the Ctrl Hub system.

This preserves the integrity of operative info when operatives are moving from sub-contractor to subcontractor.

# Fleet / Asset Management

With Ctrl-Hub, you can manage each vehicle and/or calibrated item of equipment, operated directly by your company or by a subcontractor, including:

- Insurance cover
- MOT
- Maintenance
- Vehicle checks Inspections
- LOLER
- PUWER
- PAT testing
- User manuals
- Periodic maintenance



Ctrl-Hub will track the allocation of vehicles and equipment to teams and/or projects. You will have comfort that vehicles and assets are properly registered, insured, and maintained.

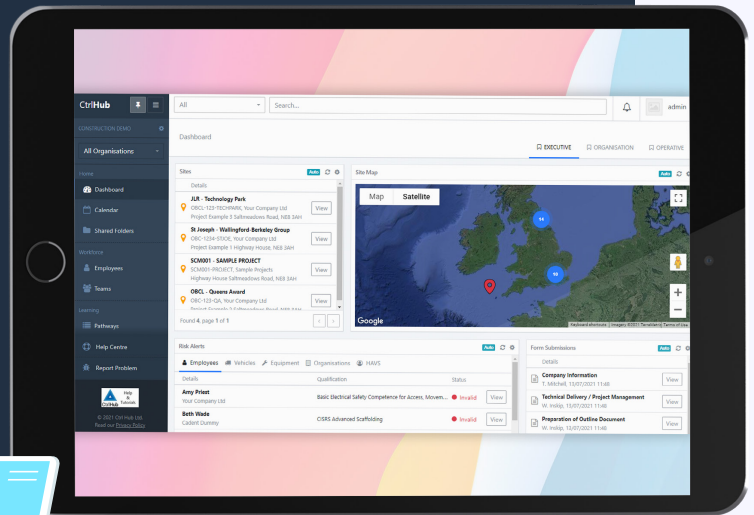
You can control the certifications for equipment and vehicles and can create as many items and certifications as you require. weekly or daily inventory checks provide far greater visibility and accountability for assets.

Information is accessible across your entire workforce, e.g. office admin staff can instantly check vehicle registrations and see the division or sub-contractor to which it belongs, and the site to which it is assigned. Integration with tracking devices provides further assurance and visibility.

# Project Governance

Ctrl-Hub enables storage of all relevant project information required by operatives in the field, assigned to a project:

- Site plans, drawings, and instructions
- Utility prints
- Codes of practice
- Reference materials
- Policies and procedures
- Regulatory requirements
- Permitry



There is Interaction with other modules to provide a real-time overview of risk on a project. Ctrl Hub keeps a permanent audit trail of all data captured for the required minimum statutory period, easily accessed electronically if and when required in future.

As well as creating a structured project, Ctrl Hub allows you to create on the spot additional tasks, in the field or back at the office.

Ctrl Hub enables list view and Gantt chart view of your scheduled projects.



# Field Management

Ctrl Hub provides all relevant information and work instructions to field operatives, in real-time, such as toolbox talks and network incident notifications.

**Management of electronic forms, including the submission and storage of such forms – for example:**

- Site-specific risk assessments
- Method statements
- Reinstatement Purge & Relight Requests
- PPE Issues
- HAV Monitoring
- CDM induction register
- Site Audits
- Near Miss / Incident reporting form
- Service Record Cards



Workflows sit behind forms to ensure that data is approved and processed in the correct sequence, significantly reducing the double-entry of information.

Forms are built for ease of use – with drop-down menus, and project information populated from the platform. The system highlights incomplete or inaccurate data submission attempts ensuring operatives are guided correctly to complete the right information at the right time

Across the entire platform, Ctrl Hub enables operatives to take photographs, videos, and embed within forms (such as start/end of

day checks, critical safe dig forms) to allow remote checking and approval/feedback. Management of permitry for deep excavations, working at height, hot works, etc. Capturing evidence of compliance with permitry conditions.


Data captured can be utilised by other departments – such as customer care and complaint handling teams – allowing instant, real-time access to project information and work carried out on that project.

## Mobile Data Capture

Forms completed remotely are automatically identified with date, time and location stamps, providing an audit trail that sits behind the information captured.

Information captured remotely is recorded against the relevant asset, job, site, contractor, team, and/or employee as required. The Ctrl Hub mobile data capture module allows the client to define very precise validation strategies as well as design the data capture format themselves.

## Scheduling

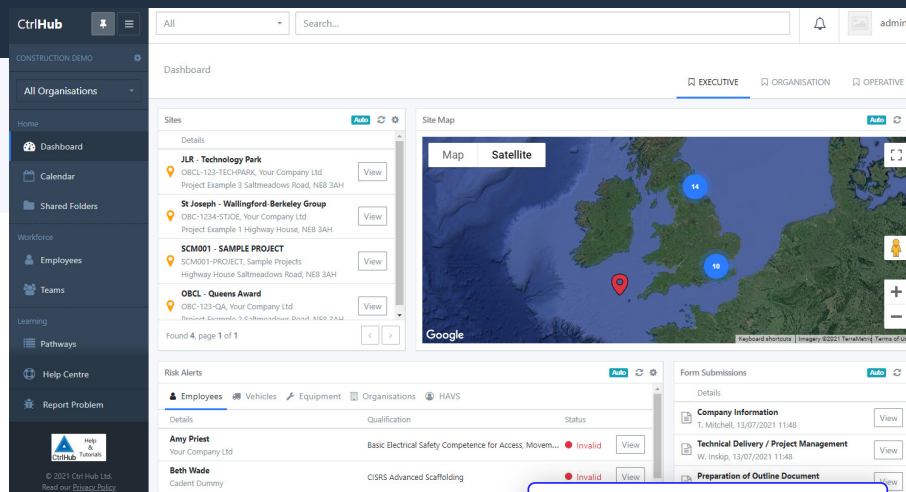
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- Take teams of workers with assets, vehicles, and equipment and allocate to sites, projects or individual tasks. Be made aware of upcoming certification renewals for workforce or assets.
  - Schedule in servicing of critical equipment so downtime is minimised. The icing on the cake-use the scheduling module to report on your KPI's and compare team or individual performance across your delivery services, at any site or location – live and dynamically.
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Integration with other Ctrl Hub modules and integrated legacy systems gives future visibility as to whether an operative/asset will be deemed competent and compliant on the date on which a task is scheduled.



# Reporting & Machine Learning

- A range of stand-alone reports and KPIs can be generated
- Ctrl Hub data can be shared with other business information or enterprise resource planning systems.
- Information can be packaged and fed directly to regulatory bodies, such as HSE.
- Ctrl Hub operates on a real-time basis – no delays while information is separately gathered and processed.
- Ctrl Hub's configurable dashboard system provides a real-time overview of tasks, risk factors, assets, projects, and overall compliance.



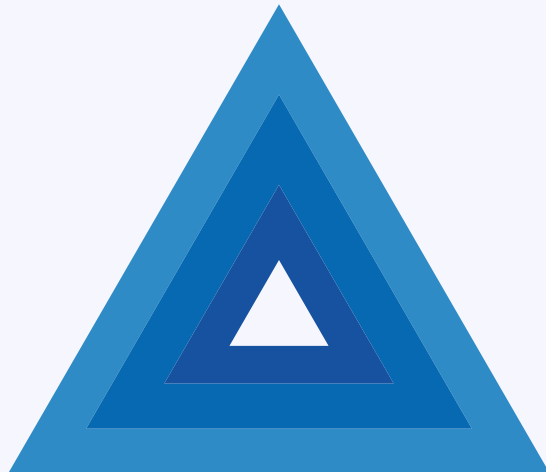
Ctrl-Hub has a machine learning module to analyse your data from a predictive and prescriptive perspective. This means we are able to help you find positive and negative trends and outputs across your business, enabling you to act on them dynamically.

We have built a connector from Ctrl-Hub to data tools so you don't need to worry about the how only the results. By asking pertinent questions, the data tools will learn and output results that you can work with. This might be related to efficiency, costs or time.

**Data is your new currency, so spend it wisely!**







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Commercial  
Service  
*Supplier*

