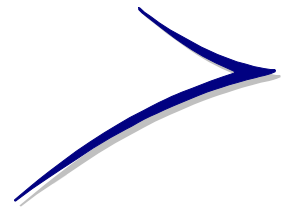


RoleTrak



December 2003

Live Topics

A flexible tool to map critical roles and analyse risk from competence failure

What is it?

RoleTrak is a tool to help you map critical roles in your organisation and analyse the risk of competence failure, so that you can set priorities within a layered competence assessment strategy.

Why was it developed?



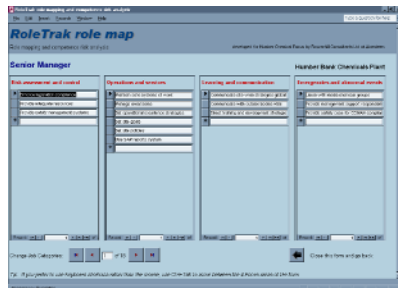
RoleTrak was designed to meet the needs of managers in hazardous industries. Thanks to Humber Chemical Focus, over 50 operations managers, HR managers, and QHSE and training professionals from high-risk sites contributed to development.

It was designed with maximum structural flexibility in mind, giving you the facility to use your own risk assessment models, likelihood factors, and scoring ratios. It has a simple user interface, and provides clear outputs with high face value.

What does it do?

It helps you:

- Map the key competence roles required in your organisation



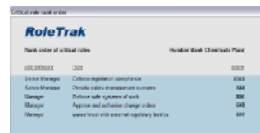
- Identify major hazards and assess their severity against a range of hazard effect types



- Link roles and hazards to identify competence roles that have a potential impact on the hazards
- Assess the likelihood of competence failure in each role against a range of failure types



- Rank critical competence roles on the basis of hazard severity and competence failure likelihood



- Store all the assessment data for audit purposes.

On what is it based?

RoleTrak applies standard risk assessment definitions and principles:

- Hazard** is the potential to cause harm that is inherent in an article, substance or activity
- Hazard Effects** are the possible harmful consequences if the unsafe situation arises
- Hazard Severity** measures how serious the hazard effects are
- Competence Failure Types** are the factors that cause human performance error
- Competence Failure Likelihood** measures the probability that competence failure will cause the unsafe situation to arise

How does it work?

RoleTrak is a database application running under Microsoft Access 2002, written in Visual Basic for Applications.

The database is in two parts - a front-end that has all the user forms and code, and a back-end that holds user data securely.

It comes complete with:

- A simple installation program
- A licensed 'runtime' version of Microsoft Access 2002
- The database itself
- A site licence for the software
- A user manual
- A demonstration version of the software, with dummy data

What are the benefits?

RoleTrak takes the mystique out of human factors. It handles complex models in a way that is simple but not simplistic. It can be used to:

- Map the *real* organisation and produce realistic job definitions
- Pinpoint organisational weaknesses
- 'Design out' unnecessarily high competence risks
- Control residual competence risks by designing robust HR, training, and assessment strategies
- Produce clear priorities for action on competence
- Demonstrate to regulators the basis for decisions on risk.

Find out more

RoleTrak was designed and developed by Rowanhill Consultants, who are specialists in competence management strategies and in analysing organisational performance in hazardous industries.

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