

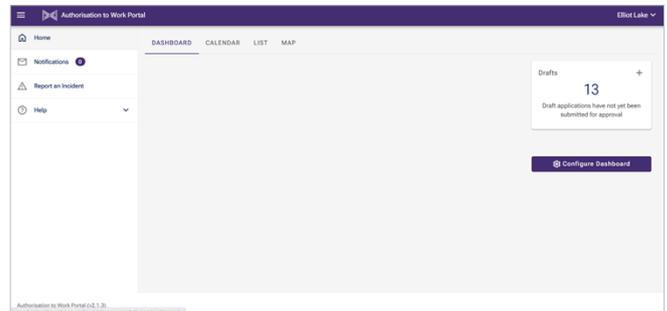
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1. Applicants

1.1. Navigating AtW

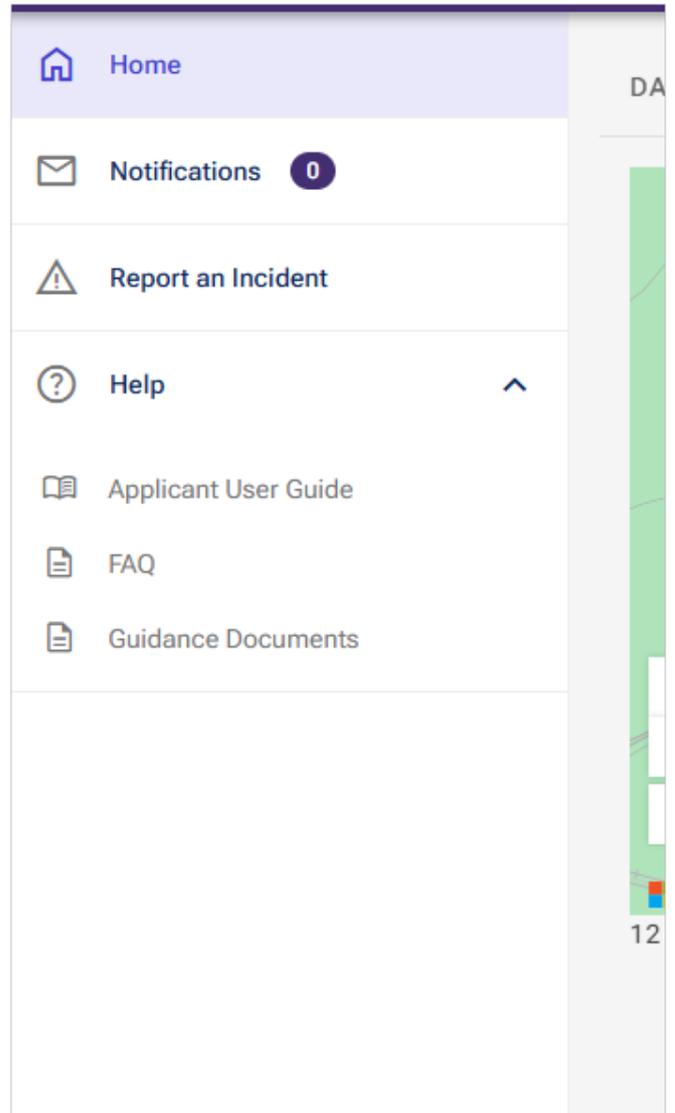
When you have logged into AtW you will see a screen like this.

To see a list of all works, you can see the Calendar, the List and the Map to display when and where works are and search for further details



Authorisation To Work

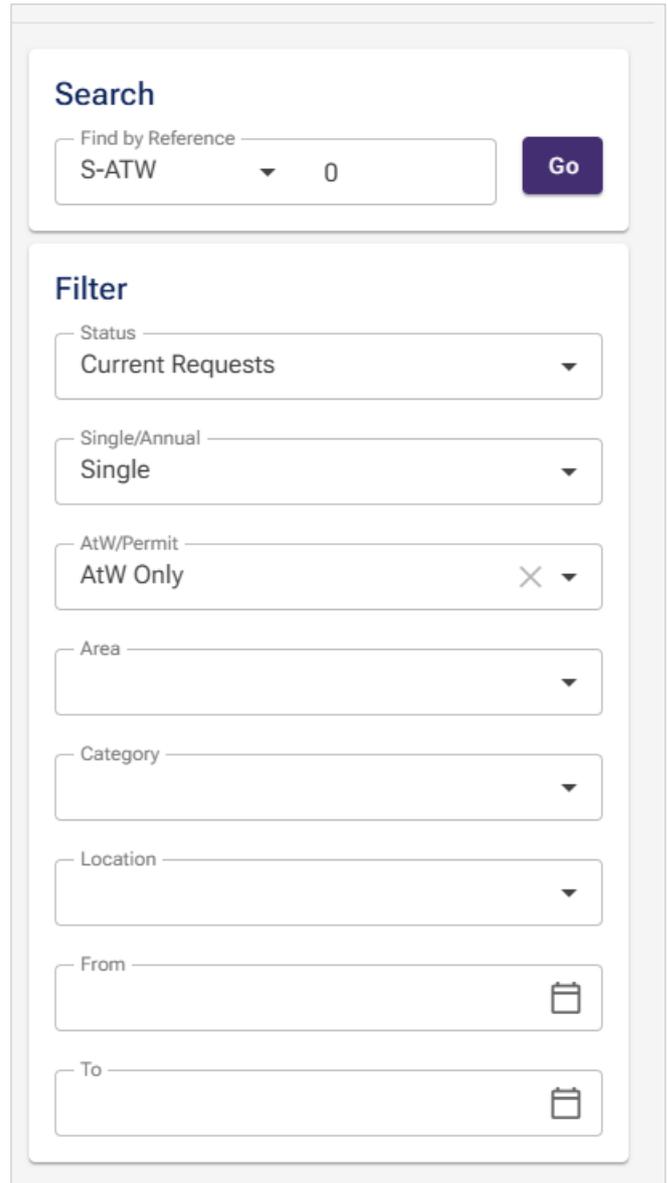
If you want to report a complaint, get access to other user guides and see guidance documents, click on the menu to the left of your screen



Authorisation To Work

To search for any particular work requests, the box on right provides different search criteria you can use to narrow down the work requests

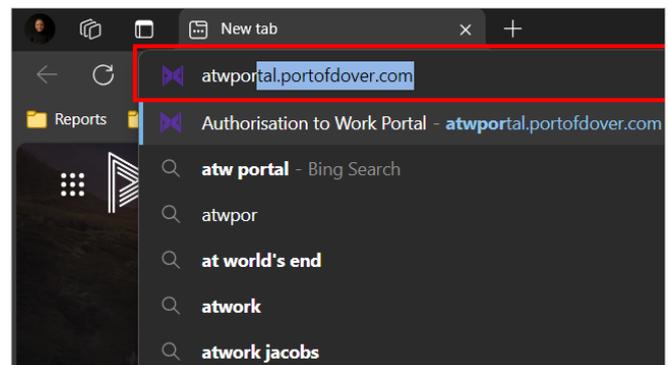
The calendar, list and map have slightly different criteria by which you can search



The screenshot shows a search and filter interface for the ATW portal. It includes a search bar with a dropdown menu set to 'S-ATW' and a 'Go' button. Below the search bar is a filter section with several dropdown menus: 'Status' (Current Requests), 'Single/Annual' (Single), 'AtW/Permit' (AtW Only), 'Area', 'Category', 'Location', 'From', and 'To'. Each dropdown menu has a small arrow icon on the right side. The 'From' and 'To' fields also have calendar icons on the right side.

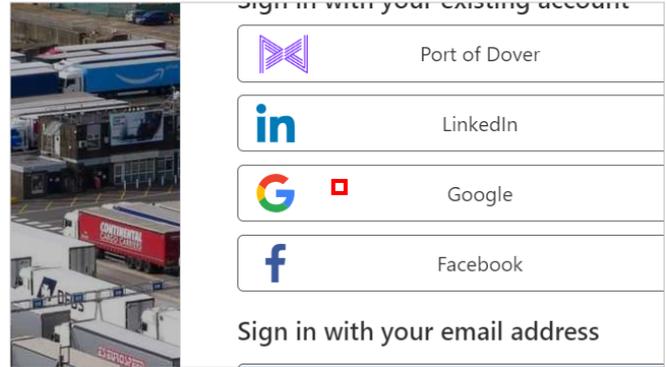
1.2. How to Apply for a Work Request

Use the URL www.atwportal.portofdover.com to access the ATW Portal

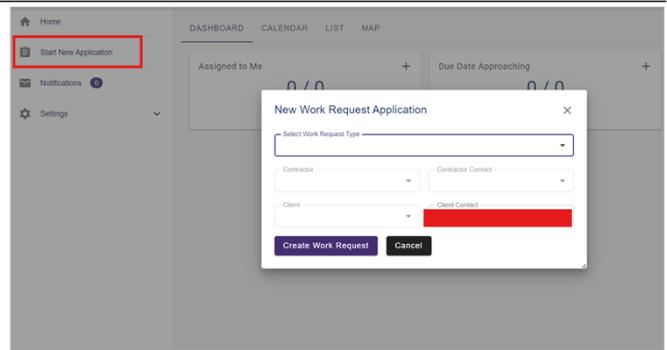


Authorisation To Work

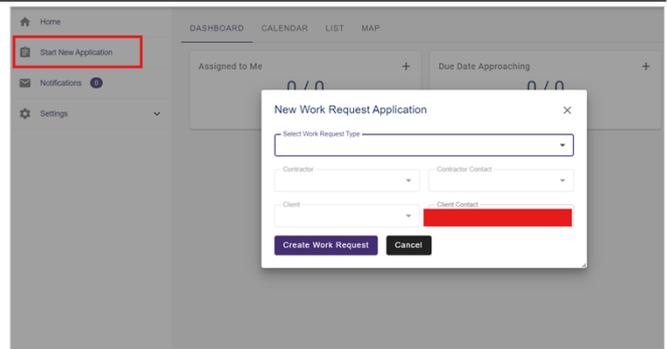
For first time log in, click **sign up** and sign up with your email (Please use the same email address your company admin used in setting up your profile). Refer to How to Setup a New Account



Click on the menu > **Start New Application**
Complete pop up screen and click the button > **Create Work Request**

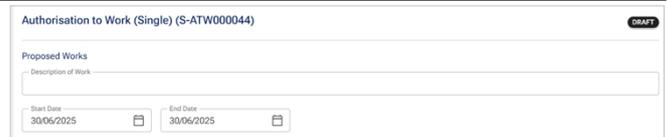


You will need to select the ATW type (Single or Annual), the contractor (your company if it's for your work) and the Client (this is the company that is paying you for this work. If you are being paid directly by Dover Harbour Board please select Dover Harbour Board), next select the client Contact field (the name of the person putting you to work).

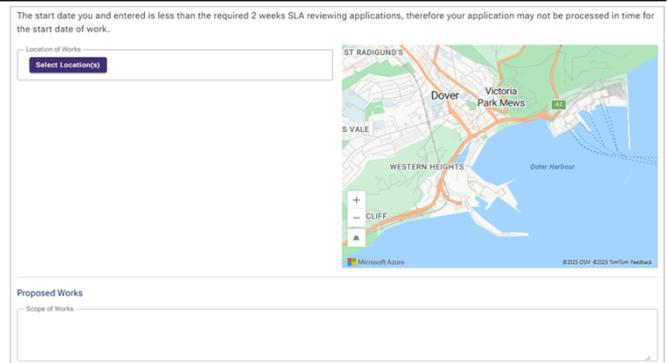


If no clients or contractors are available, please contact access.use@portofdoover.com to have relevant clients and contractors enabled for your company

Fill out the "Description of Works". This is a brief description of what the work entails e.g. Installation of lighting in Admin building".
Next Select the Start date and finish date of the works. If you think the work will take 2 weeks, select a 2 week period, you may need to add additional days on if start and finish dates aren't guaranteed (The system does allow for works to be extended)



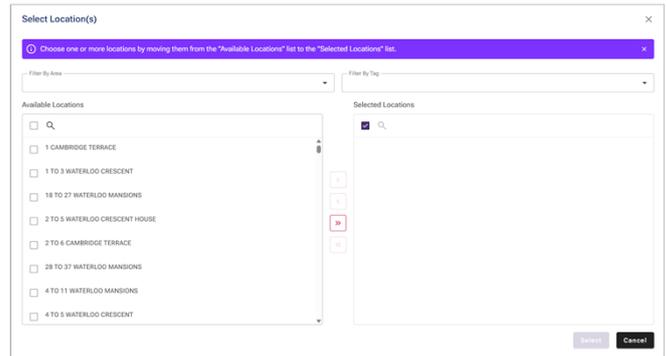
You can add one or more locations by clicking the Select Location. If you are unsure of the locations of work, please contact the person putting you to work for clarification. To select a location select the location on the left of the pop-up pane and press the arrow button (What you should see will be on the next slide).



Key to add the location. You should only select locations of work where you will be working as these locations will show on a map of the port in real time when work is being undertaken and will be relied on for understanding work that's taking place around the port.

Authorisation To Work

The arrows which add new locations and remove them are between the two boxes



Next fill out the Scope of Works field. This is the extent of the work being done. Use numerical values wherever possible for clarity for those reviewing the application. For example, if you were installing 2 x new lighting circuits made up of 16 LED lights spread over 2 x floors, inc fittings and switches using steel conduit, trunking and wall chasings.



Next fill out the Tools Being Used box. Please specify hand tools, and power tools etc. E.g in the lighting example above you might state, General Hand tools, Ladders, barriers, hand drills, wall chaser. Make sure you specifically name any tools which have moving parts or are mains powered, or can generate heat/sparks.



Answer Yes or No to “Does this work involve an alterations/new installation in a DHB leased property”. This information is needed in order to route the review of this application to the correct team. Work will be held up if you answer “No” when it should be “Yes”. Next answer “Will the location of where this work is being undertaken, have a change of use as a result of these works”. This is needed in order to assess this application for it’s change elements affecting tenanted premises.



Answer “Will this work involve making changes to Port owned assets that are not like for like”. Like for Like means identical in every detail, such as colour, make, model, brand, structure, cable run etc. If you are changing anything that is Port Owned you must answer “yes” to this question. All changes must be assessed and approved in advance of works commencing.



Where the risk of exposure to Asbestos exists, you must consider these implications and, where applicable, request a copy of the asbestos register and make sure your staff and others are not exposed to the risk of asbestos arising from the proposed works.



There is an option to request a copy of the asbestos register. Select this if it’s needed. You must make sure this is sourced before commencing works.

Authorisation To Work

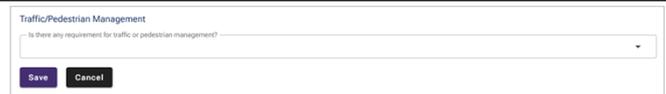
There are a series of questions relating to hazardous work that will require a separate permit to be issued before works can commence. Answering “Yes” to any of these will generate a permit on the system in Draft status when you save this ATW application. You must open and fill out any permit, submitting it once all required information is supplied. This is completely separate to the ATW application described here albeit the permit will be available for you to complete within this system.



Permit Requirements

- Will this work involve hot works e.g. producing sparks, heat or flame?
- Will you be working on electrical systems that will require isolation?
- Will you be working within a confined space (as defined by The Confined Spaces Regulations 1997)?
- Does the work involve generating/occupation of any ground surface?
- Does the work involve creating any dust, smoke or fumes, that has the potential to set off fire alarms?
- Will the work require a lift plan?
- Does this work involve the potential to disturb and/or the removal of asbestos?

“Is there any requirement for Traffic or Pedestrian Management”. Answering yes to this question will notify the traffic management team. This is needed whenever closures, diversions or just to be notified of the risk of the aforementioned is a possibility. Lastly save the application by clicking the save icon at the bottom of the page



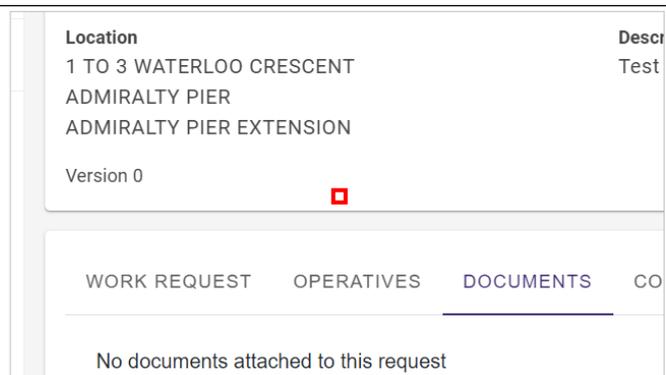
Traffic/Pedestrian Management

Is there any requirement for traffic or pedestrian management?

Save Cancel

You will need to add **Operatives, Documents and Contacts**

Please see checklist on the side. Once checklist is complete, the submit button will be available for you to submit a work request



Location

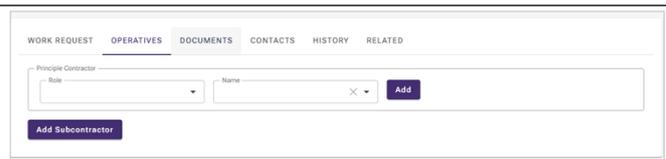
1 TO 3 WATERLOO CRESCENT
ADMIRALTY PIER
ADMIRALTY PIER EXTENSION

Version 0

WORK REQUEST OPERATIVES DOCUMENTS CO

No documents attached to this request

You select Operative on the operatives tab. First select the role (Person in charge or Worker) and then the name of that person using the dropdown and selecting “Add”. If the persons undertaking the work are NOT listed, this means your company administrator who administrates the ATW system for you needs to add those worker to the system.



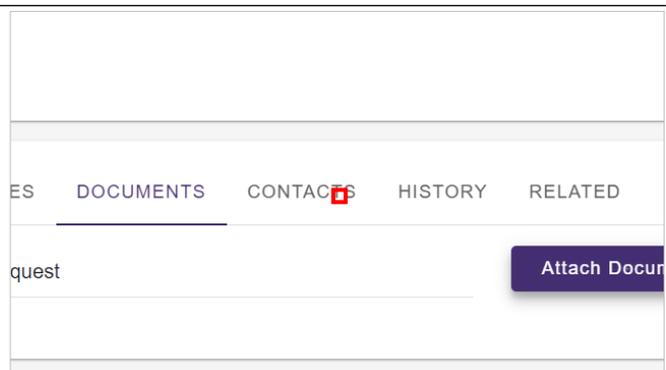
WORK REQUEST OPERATIVES DOCUMENTS CONTACTS HISTORY RELATED

Principle Contractor

Role Name Add

Add Subcontractor

To add documents, such as RAMS, click the documents tab > button **Attach Documents**
NB: You are required to submit all required documents to avoid a rejection. However, Risk assessment and Method Statement can be uploaded as separate documents provided they are tagged as such

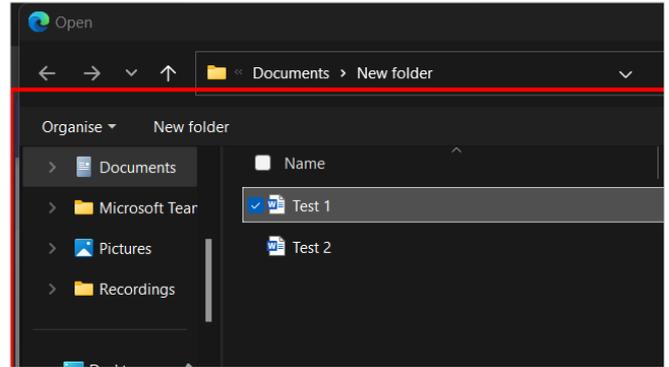


ES DOCUMENTS CONTACTS HISTORY RELATED

quest Attach Docu

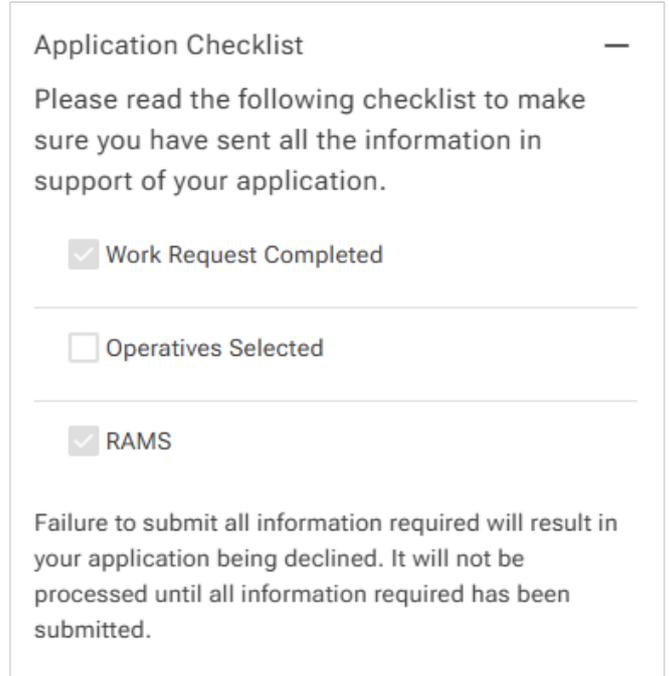
Authorisation To Work

Select document, Select its category and upload.
Then close the dialogue

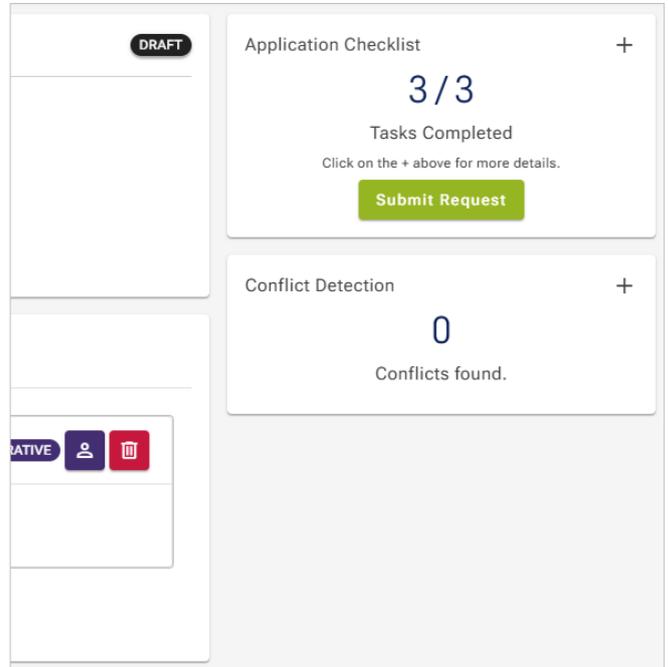


If the document is properly uploaded, the checklist on the side will update with a tick

Note: if you see Public liability listed as above. This should be uploaded against the company and NOT on the ATW application. It is only there to tell you your company administrator needs to action that within the company settings part of the system.



Once all mandatory steps are complete and you have provided adequate information you can submit the application by selecting the green "Submit Request" button on the right of the screen. The application will now go through a series of reviews with different Port teams and require a client sign-off from the person/company putting you to work. You may need to refresh the page, but you will see a task list on the right of the screen. This tells you the next step in the process. Your ATW will not be ready to start work until the Status at the top has changed to approved. As a minimum, there's a Triage, step, an Operational review and RAMS review performed for each ATW submitted. However more complex work may require additional reviews.

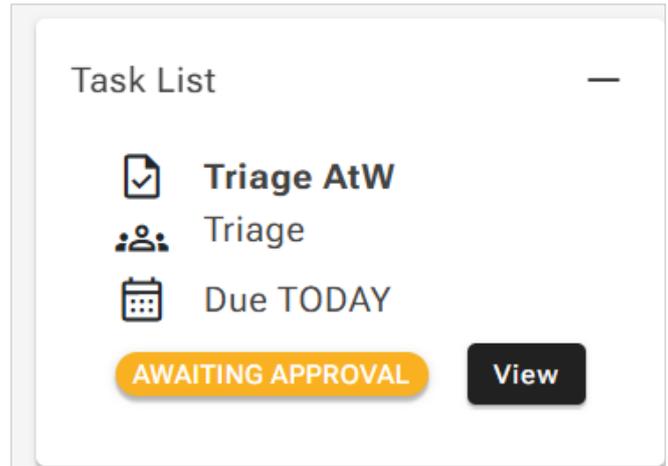


It is advised you apply to work at least 2 weeks before the planned start date.

A review of the proposed works will take place to assess if the work presents a risk to operations/assets. If no risk exists, the application will be signed-off at this stage and pass onto the next step in the process.

Authorisation To Work

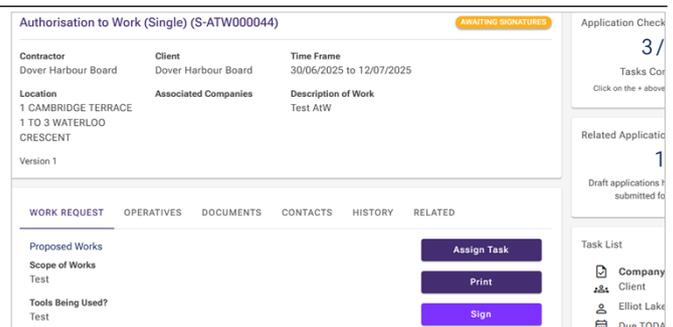
The Technical Clerk will review the application to confirm the information submitted is appropriate. If it is they will complete the review, if not they will decline the application. The applicant will need to resubmit the application with changes applied if the application is decline. Alternatively, they will Reject the application. This will reject the application locking it so it cannot be resubmitted. If they complete the review step the application will go onto the remaining approvers. You will see these tasks on the right hand side of the ATW screen when you open the ATW application.



A technical review of the safe systems of work will be undertaken and if they accept your assessment of the risks, controls, mitigations and method of work, the applications will be signed off and pass onto the next step.

A final check will take place to confirm the ATW is ready for approval. Note: *this step will be removed once the processes have bedded in as it will not be required.*

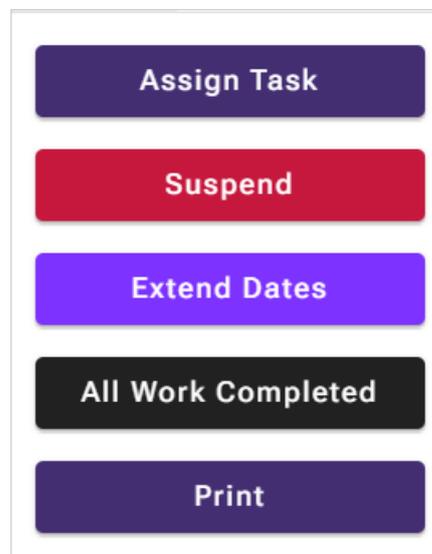
The Technical clerk will indicate on the application if As-built drawings, O&M and Safety file information will be needed to be submitted by the applicant once work is complete at this stage. They ATW will remain open until this information is submitted if it's required.



A notification will be emailed to the applicant and client requesting they accept the terms of the ATW which will look like the image to the right in AtW.

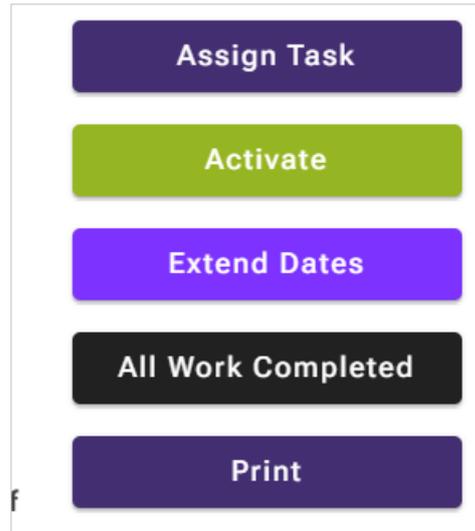
On the day of works. The persons undertaking the work must notify the ATW team when they are onsite and starting work. This can be done via email: atw@portofdoover.com or by calling team members if available. This will show on the system work has started

At the end of each day the ATW must be suspended. Notification must be given to the ATW team as above and the ATW will be suspended. This is will show on the system work has stopped.



Authorisation To Work

When work commences the ATW must be reactivated using the same process as above.



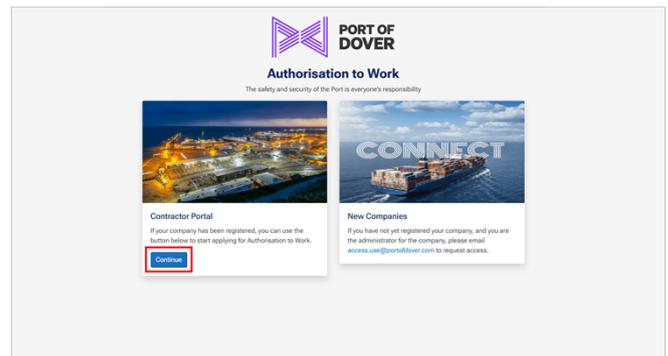
If the ATW requires as-builts the applicant will need to attach these to the ATW and perform the “submit As-builts” task on the system by clicking the available button on the screen.

The survey team will review and either accept or decline to accept the submitted As-built documentation. If decline the step directly above will need to be completed again by the applicant once appropriate documentation

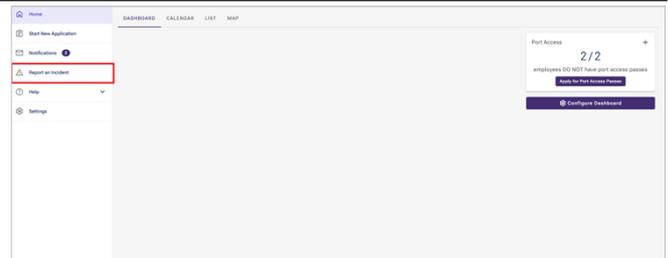
Once happy that work is completed satisfactorily a PoD representative will close the ATW on the system.

1.3. How to Report an Incident

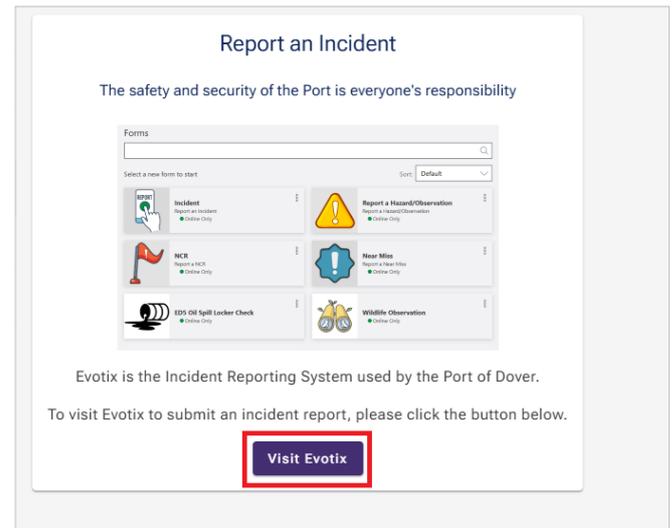
Login to the Portal



Select **Report an Incident**



Click **Visit Evotix**



Report an Incident

The safety and security of the Port is everyone's responsibility

Forms

Select a new form to start

Sort: Default

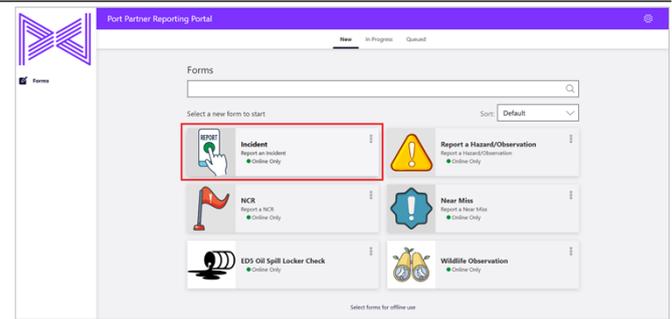
- Incident**
Report an Incident
Online Only
- Report a Hazard/Observation**
Report a Hazard/Observation
Online Only
- NCR**
Report a NCR
Online Only
- Near Miss**
Report a Near Miss
Online Only
- EDS Oil Spill Locker Check**
Online Only
- Wildlife Observation**
Online Only

Evtotix is the Incident Reporting System used by the Port of Dover.

To visit Evtotix to submit an incident report, please click the button below.

Visit Evtotix

Click **Incident** and **Start Form**



Port Partner Reporting Portal

New In Progress Quitted

Forms

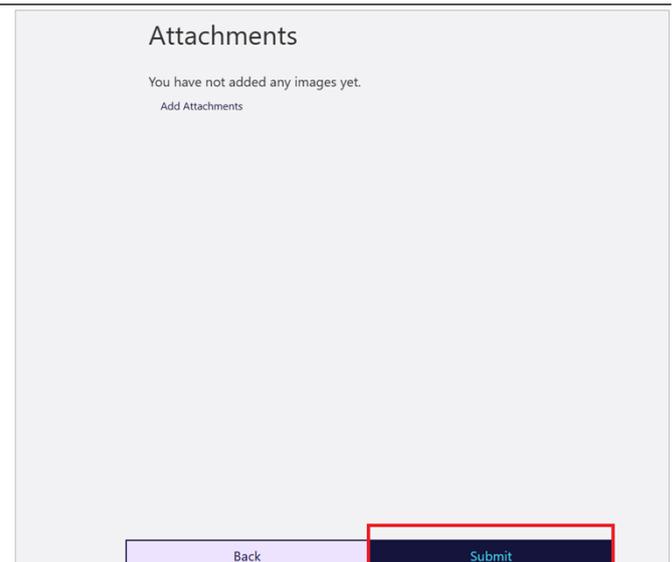
Select a new form to start

Sort: Default

- Incident**
Report an Incident
Online Only
- Report a Hazard/Observation**
Report a Hazard/Observation
Online Only
- NCR**
Report a NCR
Online Only
- Near Miss**
Report a Near Miss
Online Only
- EDS Oil Spill Locker Check**
Online Only
- Wildlife Observation**
Online Only

Select forms for offline use

When all details are accurate and in order, click **Submit** to submit the form



Attachments

You have not added any images yet.

Add Attachments

Back **Submit**

Authorisation To Work

Fill in the form, clicking **Next** at the bottom of the page to go through the pages of the form

Org Unit

Org Unit *
DO NOT SELECT PORT OF DOVER. DRILL DOWN TO YOUR SPECIFIC SITE.

About the Incident

Incident Type *

Environment

Marine

Safety - Injury

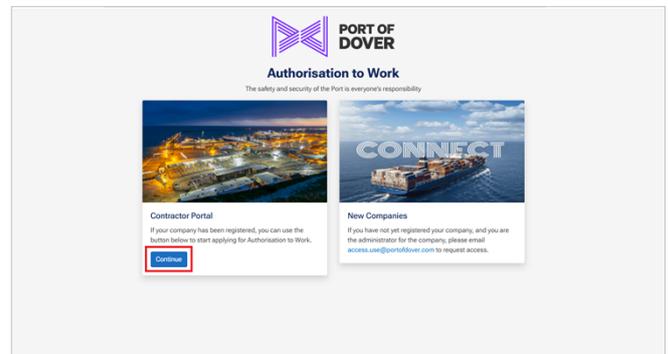
Safety - No injury

Security

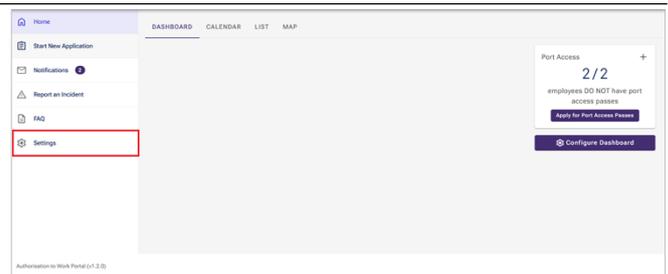
2. Company Admins

2.1. How to Upload Certificates

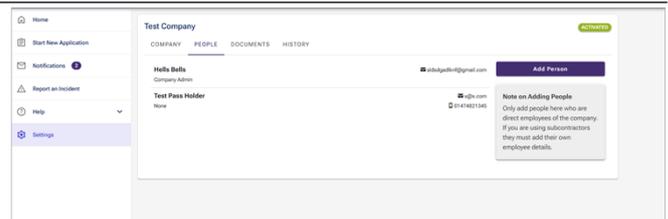
Login to the Portal



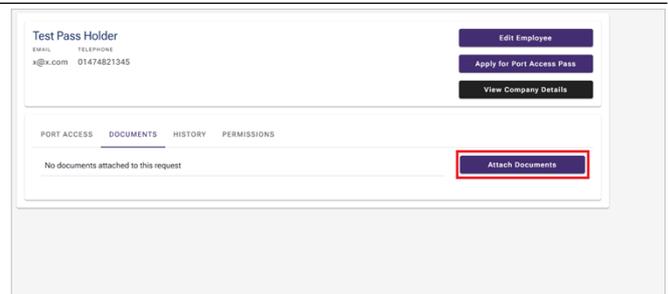
Go to **Settings**



Go to the **People** tab and select a person



Go that person's **Documents** tab and select **Attach Documents**



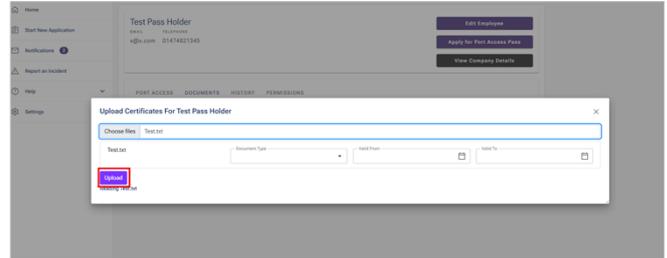
Authorisation To Work

Select one or more certificates for that person



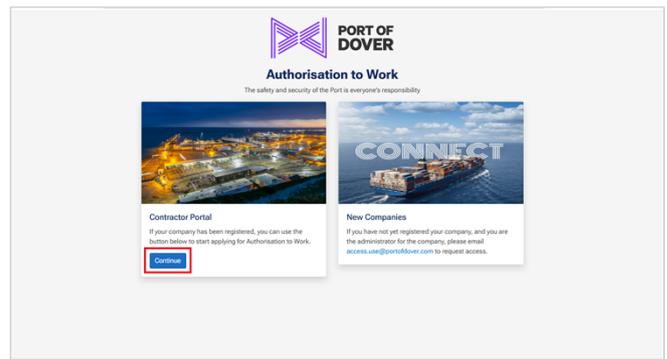
Add details concerning what kind of document you're uploading (Document Type), and the dates of the validity of the certificate.

Then, click **Upload**

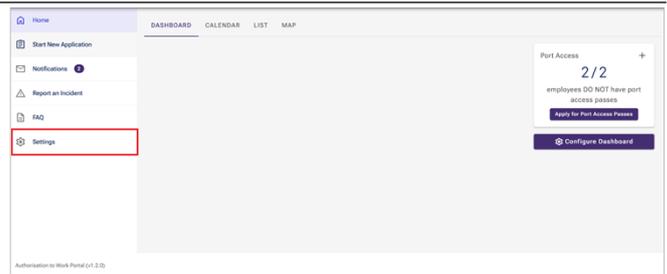


2.2. How to Upload Company Insurance

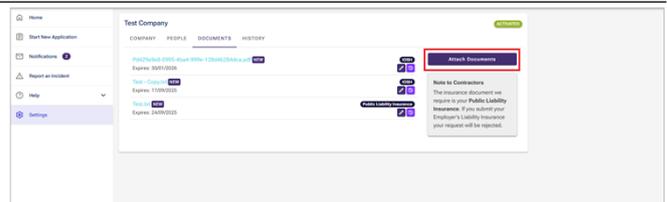
Login to the Portal



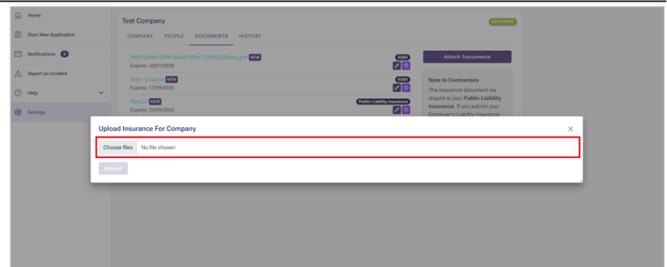
Go to **Settings**



Go to the **Documents** tab and click **Attach Documents**



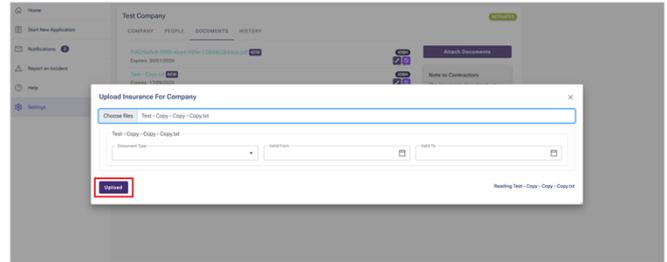
Select one or more documents to upload



Authorisation To Work

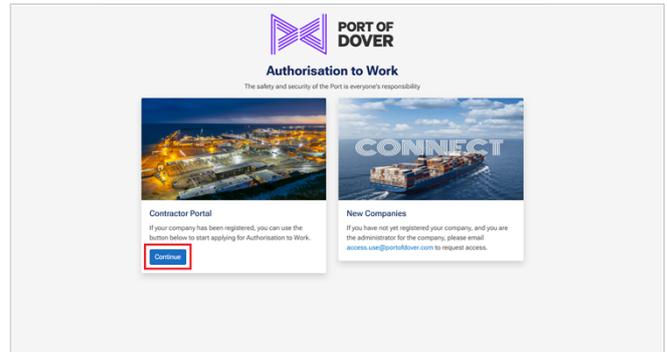
Add details concerning what kind of document you're uploading (Document Type), and the dates of the validity of the insurance.

Then, click **Upload**

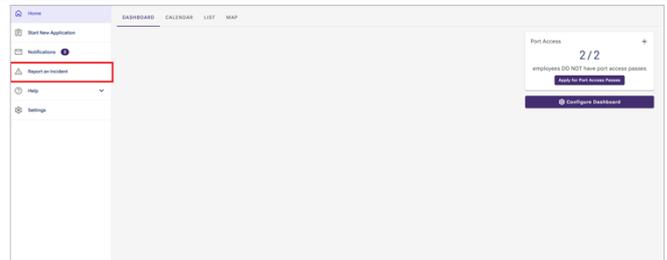


2.3. How to Report an Incident

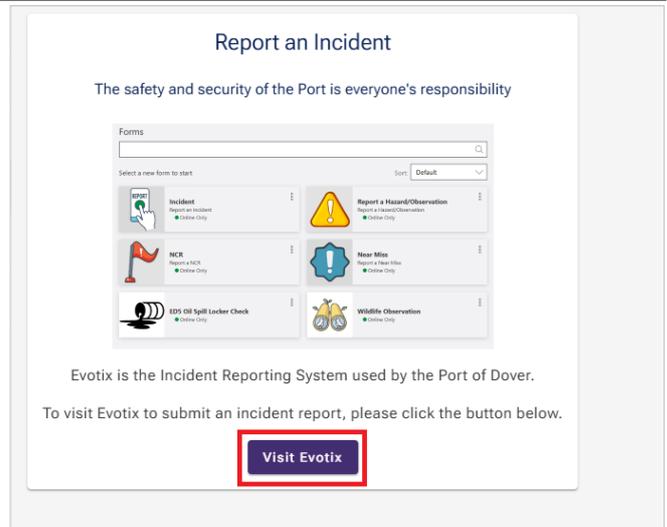
Login to the Portal



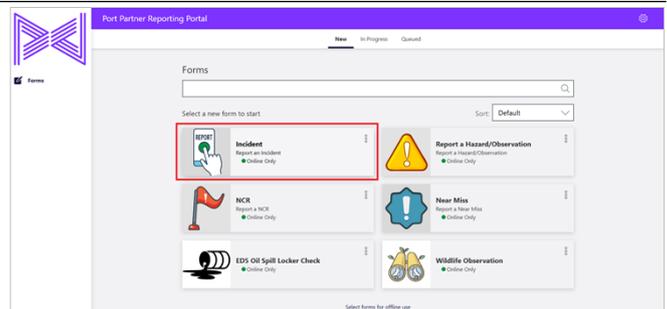
Select **Report an Incident**



Click **Visit Evtotix**



Click **Incident** and **Start Form**



Authorisation To Work

When all details are accurate and in order, click **Submit** to submit the form

Attachments

You have not added any images yet.
[Add Attachments](#)

Back
Submit

Fill in the form, clicking **Next** at the bottom of the page to go through the pages of the form

Org Unit

Org Unit *
DO NOT SELECT PORT OF DOVER. DRILL DOWN TO YOUR SPECIFIC SITE.

About the Incident

Incident Type *

- Environment
- Marine
- Safety - Injury
- Safety - No injury
- Security

2.4. How to Request a Dock Pass

Login to the Portal



PORT OF DOVER
Authorisation to Work
The safety and security of the Port is everyone's responsibility



Contractor Portal
If your company has been registered, you can use the button below to start applying for Authorisation to Work.

Continue



CONNECT

New Companies
If you have not yet registered your company, and you are the administrator for the company, please email access.user@doverport.co.uk to request access.

Go to **Settings**

Home
DASHBOARD CALENDAR LIST MAP

- Start New Application
- Notifications 3
- Report an Incident
- FAQ
- Settings

Port Access +

2/2

employees DO NOT have port access passes

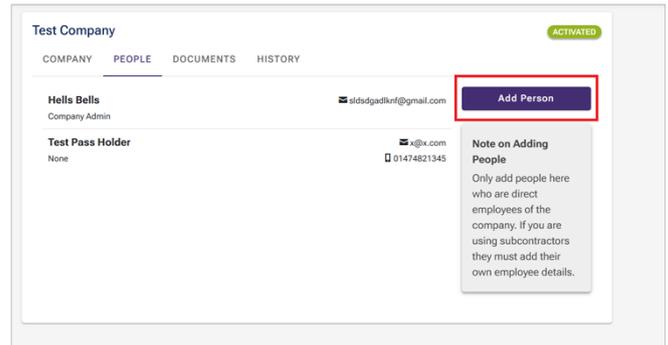
Apply for Port Access Passes

Configure Dashboard

Authorisation to Work Portal v1.2.0

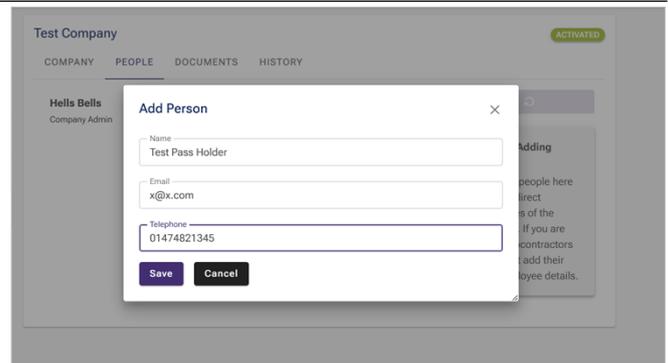
Authorisation To Work

Create a new person



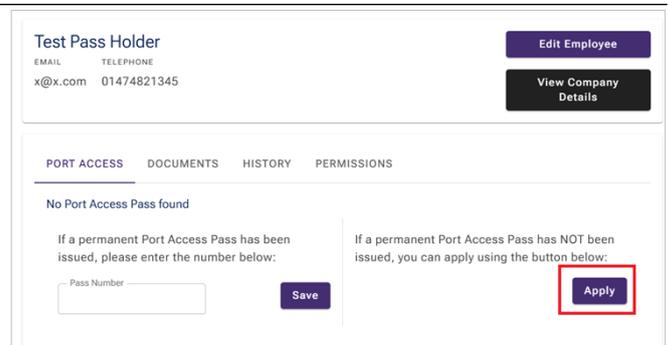
The screenshot shows the 'Test Company' interface with the 'PEOPLE' tab selected. A table lists 'Hells Bells' (Company Admin) and 'Test Pass Holder' (None). A red box highlights the 'Add Person' button in the top right corner. A note on the right states: 'Note on Adding People: Only add people here who are direct employees of the company. If you are using subcontractors they must add their own employee details.'

Fill in the Details for that Person



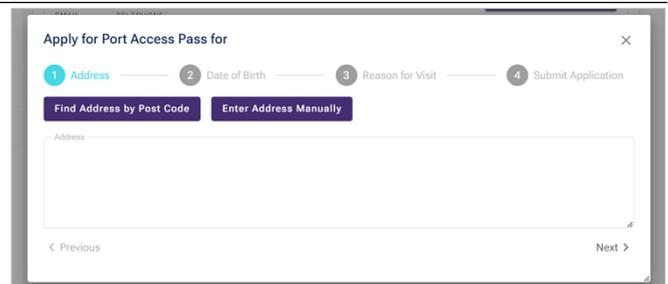
The screenshot shows the 'Add Person' modal form. The fields are: Name (Test Pass Holder), Email (x@x.com), and Telephone (01474821345). 'Save' and 'Cancel' buttons are at the bottom.

Click **apply** if a Permanent Dock Pass/Access Control Pass hasn't been assigned



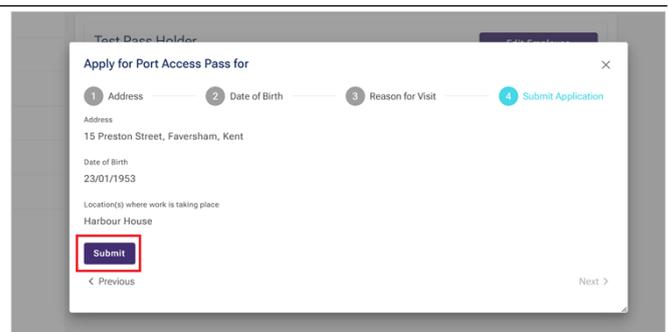
The screenshot shows the 'Test Pass Holder' profile page. Under the 'PORT ACCESS' tab, it says 'No Port Access Pass found'. There are two instructions: 'If a permanent Port Access Pass has been issued, please enter the number below:' with a 'Pass Number' field and 'Save' button; and 'If a permanent Port Access Pass has NOT been issued, you can apply using the button below:' with a red box around the 'Apply' button.

Fill in the Person's details for their application



The screenshot shows the 'Apply for Port Access Pass for' form. Step 1 of 4 is 'Address'. There are buttons for 'Find Address by Post Code' and 'Enter Address Manually'. The 'Address' field is empty.

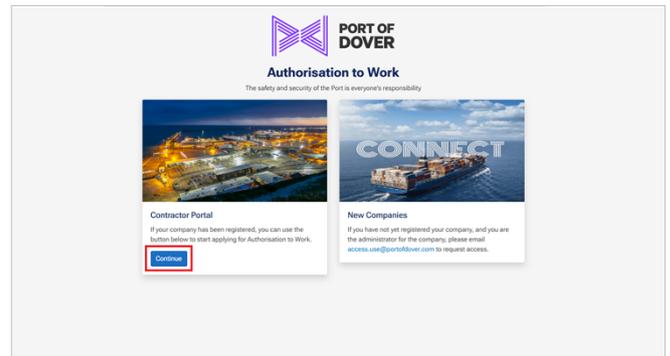
Click **Submit**



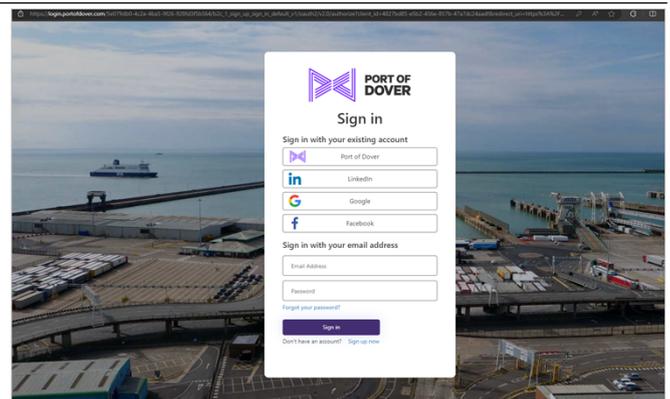
The screenshot shows the 'Apply for Port Access Pass for' form. Step 4 of 4 is 'Submit Application'. The form is filled with: Address (15 Preston Street, Faversham, Kent), Date of Birth (23/01/1953), and Location(s) where work is taking place (Harbour House). A red box highlights the 'Submit' button.

2.5. First Time Setup

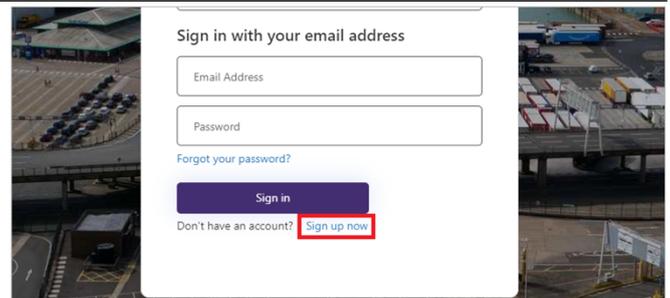
Login to Portal



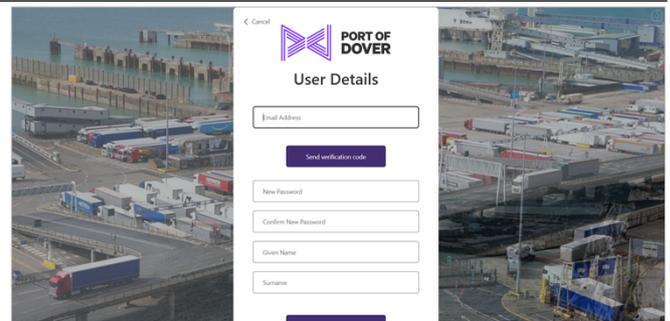
Setup your Account



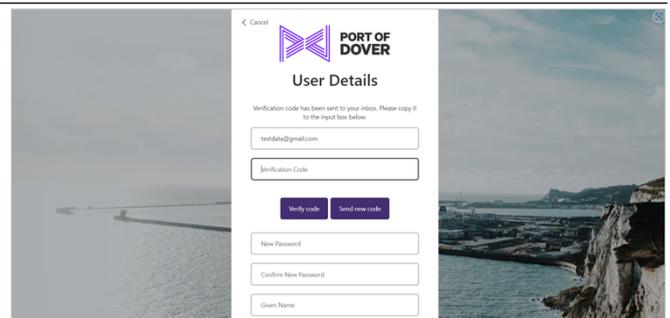
Click **Sign up Now**



Enter email address and click the button **Send verification code**

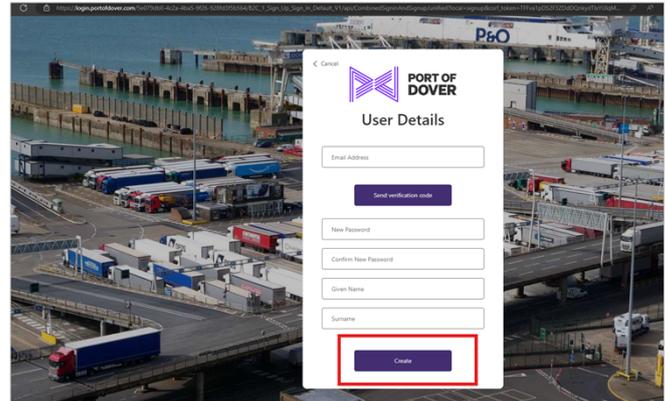


Enter verification code sent to your email and click the button **Verify code**

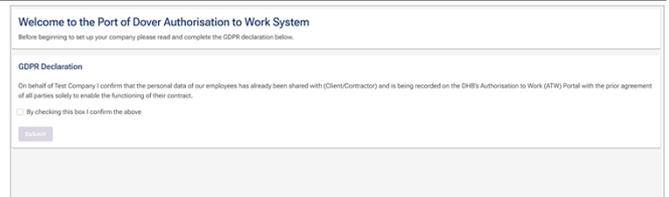


Authorisation To Work

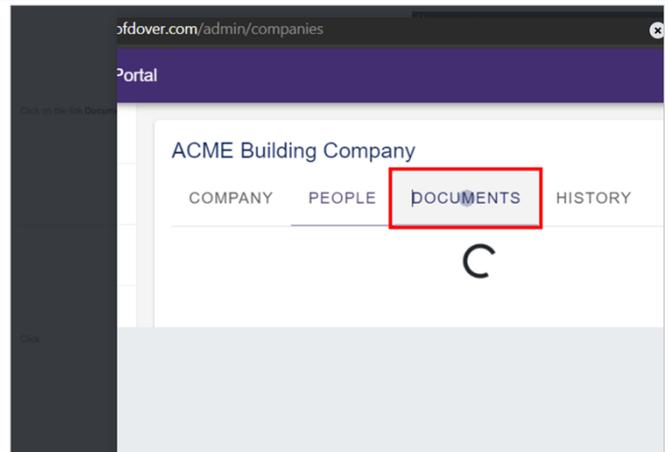
After verification, complete the form and click the button **Create** to login to your account



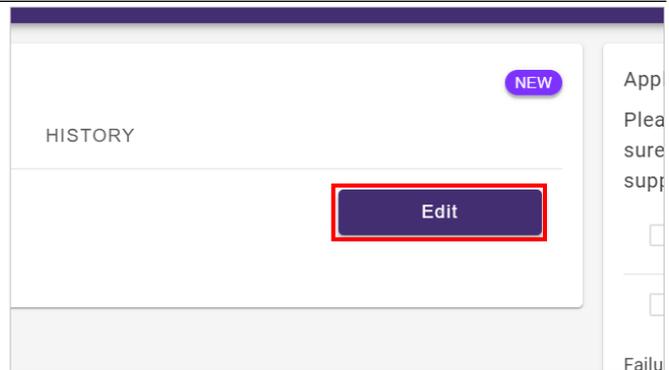
Please affirm the GDPR Declaration to **Continue**



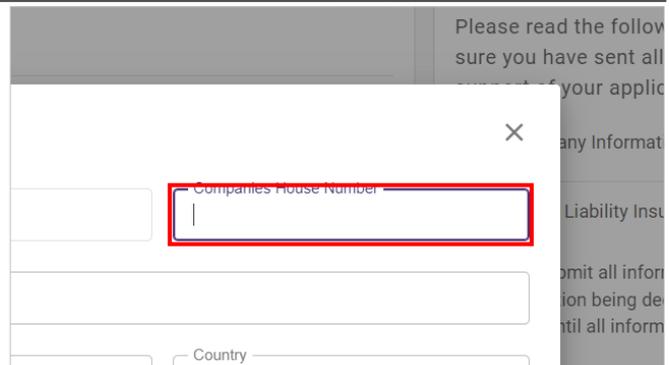
Navigate through each tab to
Company: Add Company details
People: Add employees
Documents: Upload company documents
History: Track updates made to your company



To edit a company, click the Company tab and Click on the button **Edit**

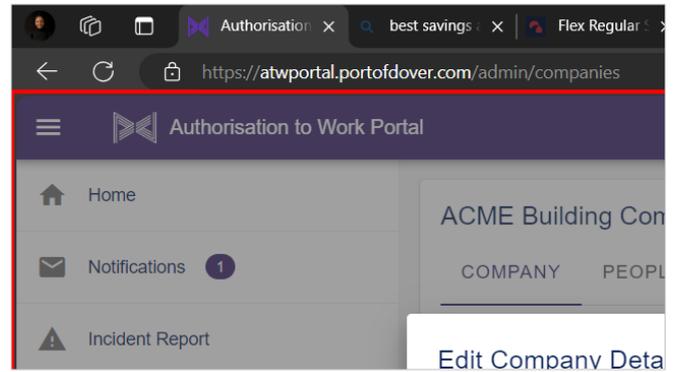


Complete the **form** and click save

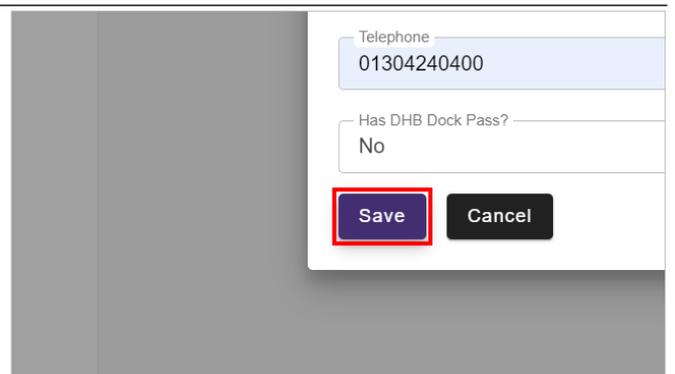


Authorisation To Work

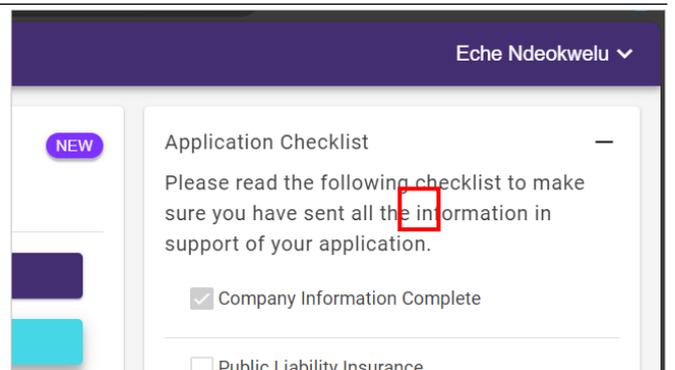
To add people:
Click on the People tab and add employee details.
You can also bulk import your employees from an excel sheet



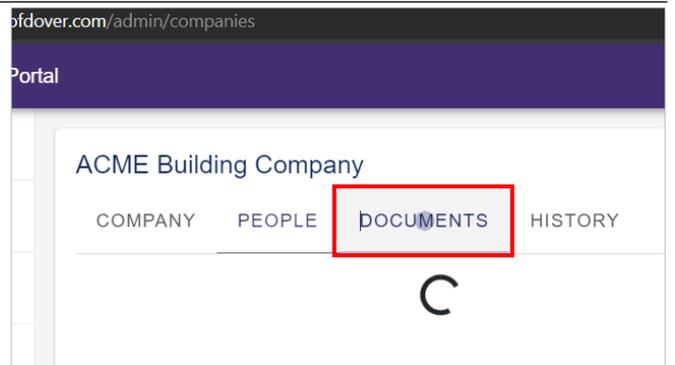
When done adding a person's details, Click on the button **Save**



To add documents, Click on the **Documents** tab

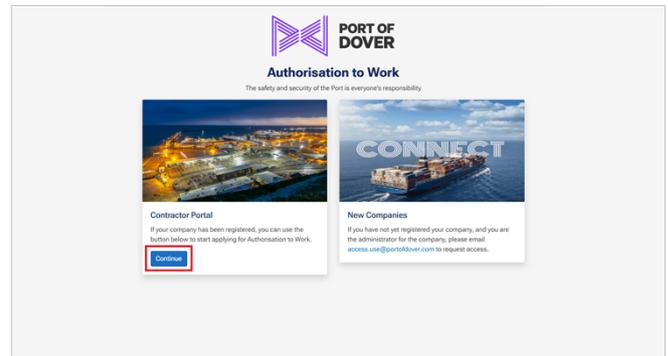


Click on the link **Documents**
When your documents are successfully updated, the application checklist will reflect this

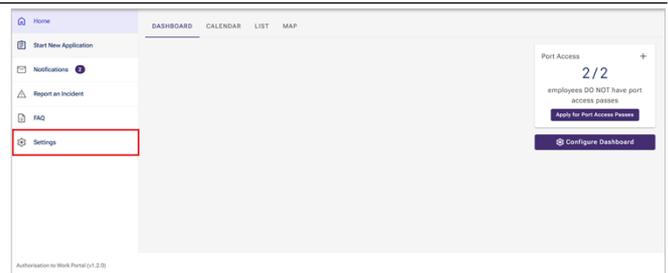


2.6. How to Add a Person

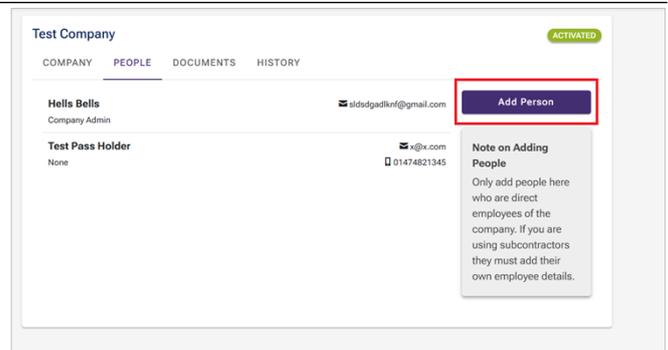
Login to the Portal



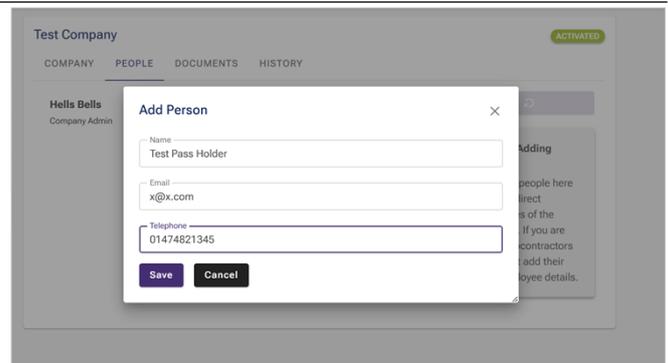
Go to **Settings**



Go to the People tab and click **Add Person**

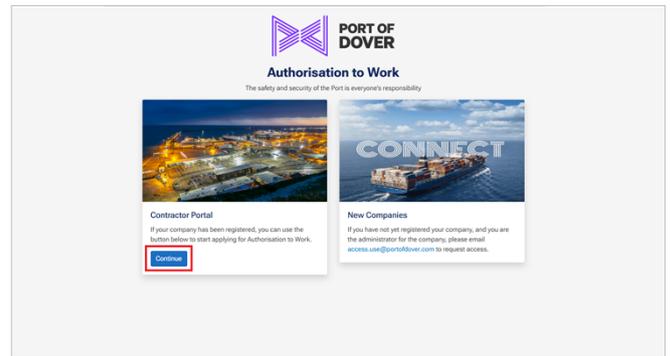


Add Details and **Save**

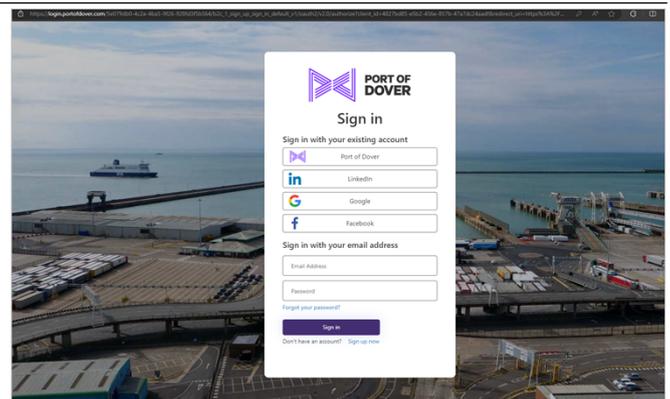


2.7. How to setup a New account

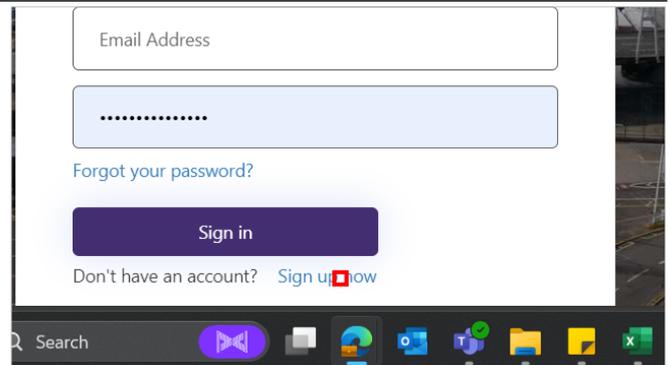
Click the button **Continue**



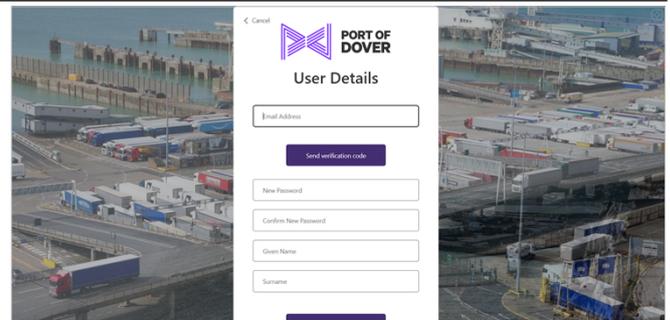
Setup your account



Click **Sign up now**

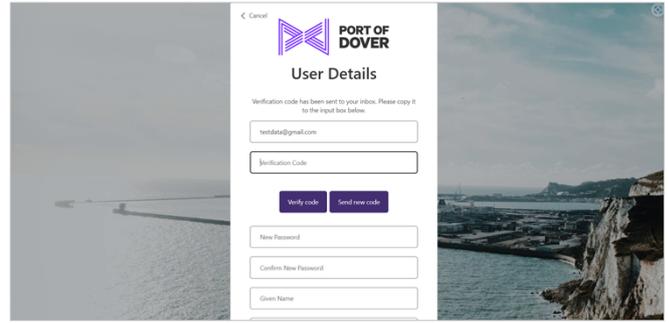


Enter email address and click the button **Send verification code**

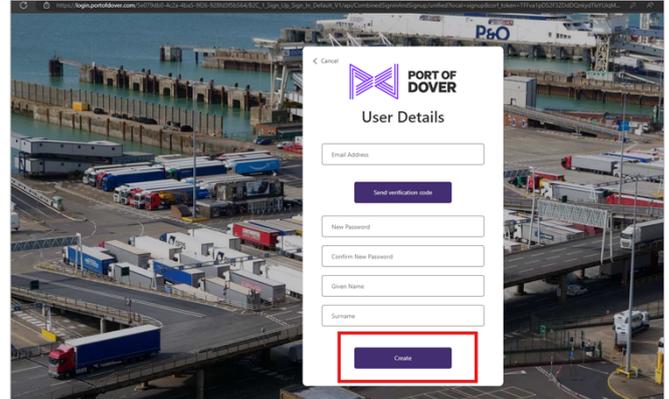


Authorisation To Work

Enter verification code sent to your email and click the button **Verify code**

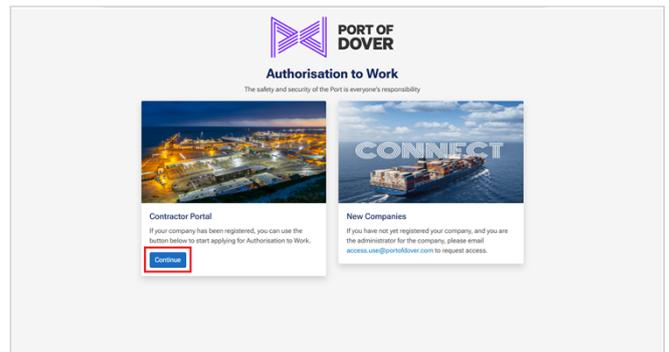


After verification, complete the form and click the button **Create** to login to your account

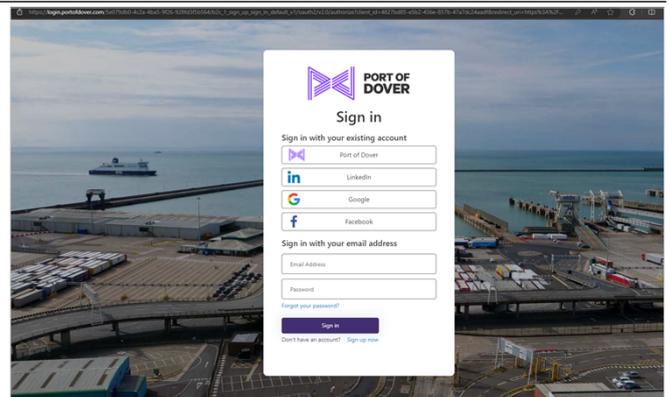


2.8. How to setup a New Company

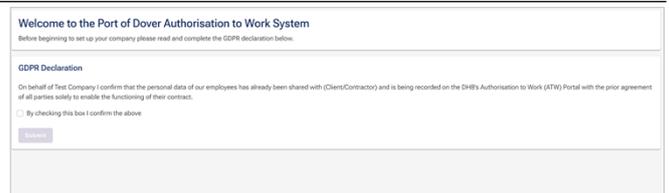
To add a company please email Access.Use@portofdover.com
After initial setup by the Port of Dover, you can now login to the ATW Portal
To Login to ATW Portal, use the URL www.atwportal.portofdover.com
Click the button **Continue**



Click sign up now and sign up using the email address your company admin used in setting up your account



Please affirm the GDPR Declaration to **Continue**



Authorisation To Work

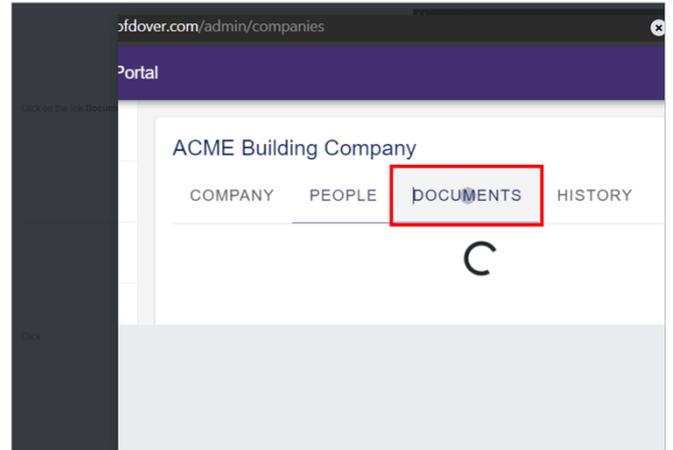
Navigate through each tab to

Company: Add Company details

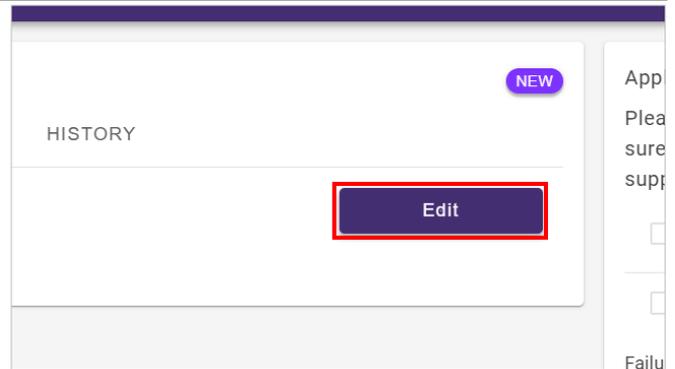
People: Add employees

Documents: Upload company documents

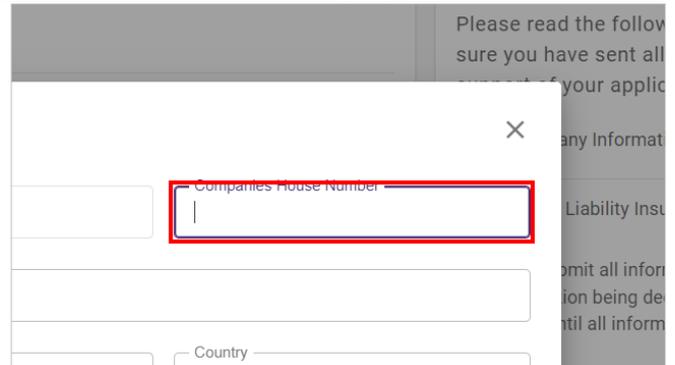
History: Track updates made to your company



To edit a company, click the Company tab and Click on the button **Edit**

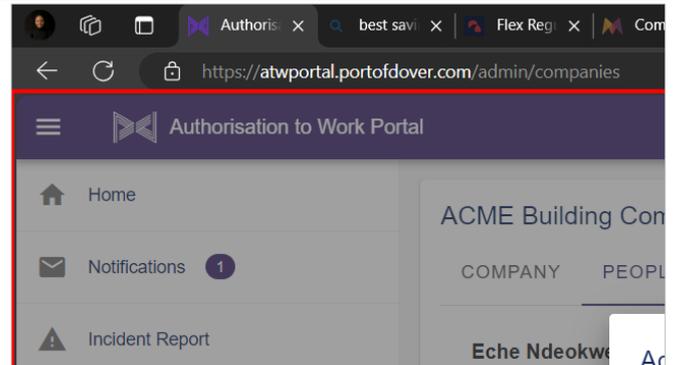


Complete the **form** and click save



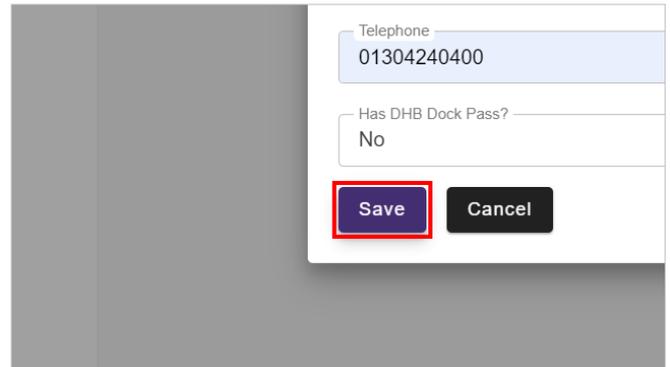
To add people:

Click on the People tab and add employee details.
You can also bulk import your employees from an excel sheet



Authorisation To Work

When done adding a person's details, Click on the button **Save**

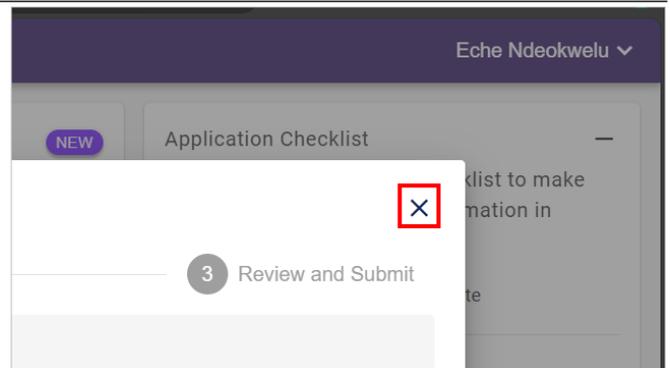


Telephone
01304240400

Has DHB Dock Pass?
No

Save Cancel

To add documents, Click on the **Documents** tab

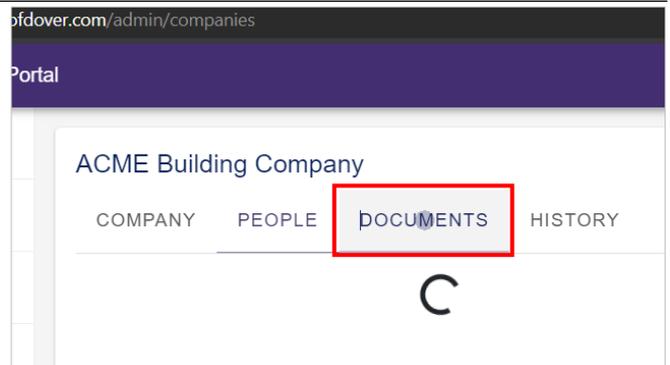


Eche Ndeokwelu

NEW Application Checklist

Review and Submit

Click on the link **Documents**
When your documents are successfully updated, the application checklist will reflect this



ofdover.com/admin/companies

Portal

ACME Building Company

COMPANY PEOPLE **DOCUMENTS** HISTORY

C