Step-by-step process for using Virtual Worksite Marker Boards

Name :	Organisation :

Worksite reference :	Date :

Step-by-step process:

1. Conduct pre-use checklist.

2. Access the Tended Dashboard and check the geofence limits are correct in line with the worksite limits (geofence limits should be drawn with the limits 100m from where physical WSMBs would have been placed).

3. Assign devices to the Tended Dashboard, ensuring they are all in 'asset' mode.

4. Assign correct asset types and nicknames to the devices on the Tended Dashboard (such as RRV 1291 or other identifier so OTP can be easily identified on the Live Map).

5. Include VWSMB in ES brief including briefing on correct device placement as per the fitment guide, and a briefing on the different device alerts (when leaving worksite limits and low accuracy alerting). Setup guides for the MO and MC can be viewed here.

6. Hand out devices in line with the chain of custody and complete relevant chain of custody forms.

7. Start the geofence on the Tended Dashboard once authorisation to start the worksite has been given by the PICOP. Isolations can still be taken during the possession and worksite setup time before a VWSMB site is live. Do not pass authorisation to OTP to on-track until device positions are live and reporting on the Tended Dashboard.

8. During work, monitor the Tended Dashboard to validate OTP is not approaching worksite limits.

9. If you receive a call regarding low accuracy alerting, verify OTP position on the Live Map and check the time since its last report to ensure the position information is up to date. The ES may allow OTP to proceed under ES discretion, but must state an acceptable distance of continued travel while the device is giving low accuracy alerts. The ES must monitor the OTP as it continues to move.

10. If you need to access Tended support, you can do so here.

11. At the end of the shift, ensure devices have left track and then stop the VWSMB site once authorisation to do so has been given by the PICOP.

12. Return devices and place on charge.

If you need to revert to physical WSMBs:

If the failure only affects a single machine, the equipment should be swapped out in line with the the [pre-use checklist](#).

If the failure affects all machines, the ES should consider either closing down the worksite or reverting to physical WSMBs.

In either case, the ES will advise the PICOP and Route fault control of the failure condition and whether the intent is to revert to physical WSMBs. Route control can then assess what further actions are required to be taken.

Reverting to physical WSMBs:

Where the decision is made to revert to physical WSMBs, all machine movements within the worksite should cease and not restart until the physical WSMBs are in place.