



**Software Toolkit  
for  
Asbestos Removal Companies**

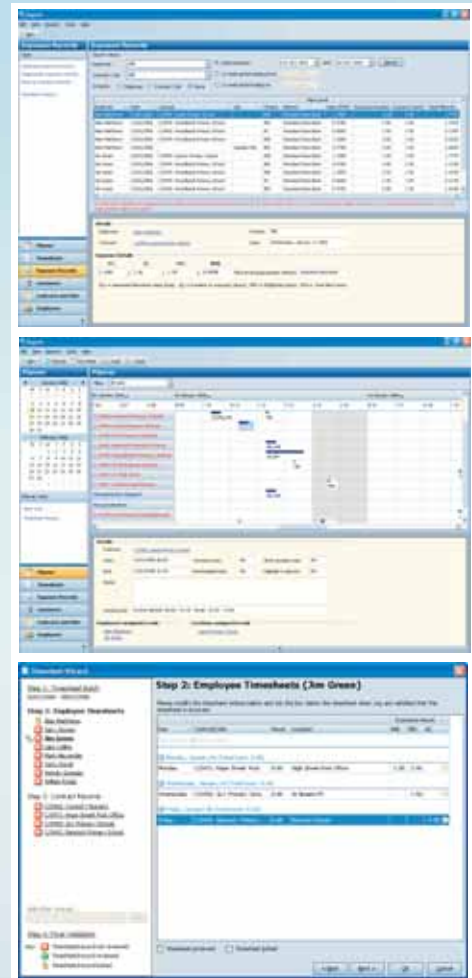


The management of employee asbestos exposure information, the scheduling of jobs and resources, as well as the administration of employee training, medical examinations and plant/equipment testing can often lead businesses to devote increasing amounts of time to these tasks rather than on their core business activities.

ngNINE's Seguro is a software solution that vastly reduces this time by helping to coordinate and manage all of these essential business activities as well as the information and tasks resulting from them. Seguro provides a number of other essential tools for asbestos removal and demolition companies to increase the effectiveness of their business including contract and job monitoring and job costing features. Using Seguro results in direct savings in terms of time, effort and costs to your business.

Seguro has been designed for asbestos removal and demolition companies by people with extensive experience in the industry ensuring it meets the needs and demands of businesses today and in the future. Seguro includes features to help businesses meet the various health and safety regulations which apply to all asbestos removal companies and demonstrates management and control of the health and safety of your employees. The system can also generate accurate information for the HSE and other bodies such as insurance companies.

A flexible pricing structure means that Seguro is suitable for small, medium and large business alike. Small businesses can benefit from the time, effort and ultimately cost saved by using the tools within Seguro to improve the efficiency of their business. Medium to large businesses can take advantage of the features which allow information to be entered from many different sites and administrated centrally (either using a business network or the Internet) and integrating Seguro with other business systems such as personnel and payroll systems.



### Purchasing from ngNINE Ltd

ngNINE not only have considerable experience in the asbestos industry but also have extensive experience of developing and delivering large, complex and robust software to address real world needs and satisfy customers requirements.

All of our software is designed from the ground-up to be simple to use, whilst at the same time ensuring that it can be customised in order to adapt to your specific business needs. This includes integration with other IT systems that you may already have (such as payroll and personnel systems), which helps to protect your existing IT related investments. This flexibility in design also ensures that the software can be easily adapted to incorporate future changes in health and safety regulations.

We are committed to improving our products and continually work closely with all our clients to add new features and enhance our products.

### Technical support and upgrades

ngNINE provide the highest level of customer support, with technical support being free for at least six months. A variety of options are available for continuing support after this period. Product enhancements and upgrades are provided free of charge whilst a support agreement is in place.

### Installation and training

In addition to Seguro's rich on-line help system, training is provided as part of purchasing our products. Additional training can be provided to suit your individual needs at any time.

### Importing existing data

We are able to import any existing information such as employee, training, medical and plant information from other software products or data sources such as spreadsheets or Word documents.

### Contact us

Please contact us for further information or to arrange a demonstration of Seguro. We would be happy to visit your premises to demonstrate Seguro or we can schedule an interactive demonstration over the Internet. A demo disk of the full version of Seguro is also available on request.

ngNINE specialise in software to address the varied needs of businesses with asbestos related requirements. Our range of products includes **AIMS Surveyor, designed for surveying companies** to manage surveys, generate customised & professional survey reports and offer their clients comprehensive asbestos management services.

**AIMS Dutyholder is a complete asbestos management solution for property, building and facility managers** enabling them to comply with their asbestos management duties. For further information on any of our products please do not hesitate to contact us on **0870 766 1955** or **info@ngnine.com**

## EMPLOYEE EXPOSURE RECORDS

- Intuitive and easy to use process to enter employee timesheet information containing all the information required by the HSE
- Generate employee exposure records at the click of a button with the system using the correct assessed exposure value for each timesheet entry
- Increased accuracy and efficiency of timesheet and exposure record processes has seen existing clients reduce the time spent on these tasks from days to minutes
- Employee exposure records can be printed out and backed-up electronically to store exposure information for the required 40 years
- Exposure reports for outside bodies such as the HSE and insurance companies can be created for any time period and used to monitor employee exposure levels
- Demonstrate good management and control of employee exposure to asbestos

## MANAGE EMPLOYEE TRAINING, MEDICALS AND FACE FIT TESTS

- Store and manage all employee information including details of all training, medicals and face fit tests and associated documents
- View and print full employee history at any time
- Built-in alerts and reports warn of future training, refresher courses, medical and face fit test needed
- Schedule events using the integrated calendar with the appropriate employee records updated when an event has taken place

## CONTRACT AND JOB MANAGEMENT AND PLANNING

- Store and manage all contract and job information and associated documents
- Track jobs from enquiry to completion
- Assign plant, equipment and stock to contract/job
- Record personal monitoring measurements
- Set target hours for work and monitor against actual hours
- An integrated graphical planner provides an intuitive tool to schedule work, resources and employees and assess the impact of any changes
- The planner provides a clear view of the current schedule and the impact of any changes can be easily assessed with work and employees rescheduled as required
- Manage tasks arising from contracts/jobs such as disposal of waste
- Print out current schedule and weekly job sheets for employees

## PLANT, EQUIPMENT AND STOCK MANAGEMENT

- Store details of all plant, equipment and stock in the system
- Record details of all tests carried out and any associated documents
- Built-in alerts and reports warn of forthcoming tests
- View and print full history of plant/equipment including tests and details of all contracts and jobs where the plant/equipment was used
- Manage stock levels, assign stock to jobs and manage returns
- View current stock levels at any time and set alerts to warn when stock reaches certain levels

## CONTRACT / JOB COSTING

- Perform contract/job costing using flexible criteria (e.g. specifying number of employees by type and labour rate, plant, equipment and stock required)
- Use an existing contract/job as a basis for costing a new contract/job
- Build a databank of costing information

## OTHER FEATURES

- Comprehensive and flexible reporting system allows reports to be created using any information stored in the system
- Multiple reports included as standard with new reports easily and quickly added
- Reports can be generated in a variety of formats including PDF, Excel and HTML for ease of distribution or use on a website
- All users given an individual login for security and auditing purposes
- Intuitive, easy to use graphical interface based on popular Office products enables users to become familiar with the system quickly
- Fully networked application using robust Microsoft SQL Server database technology to allow multiple users to use the system concurrently with no performance impact

## case study

Carymar Construction Services Limited is a leading company within the asbestos industry based in Central Scotland. Carymar's services include asbestos removal, reinstatement works, asbestos surveys and asbestos management. Priding themselves in their standard of workmanship and health and safety knowledge, Carymar's services are used by some of the strictest and best informed clients in the country.

Before acquiring ngNINE's Seguro, Carymar managed their business through a combination of paper based and computerised systems. Carymar were finding that the amount of time taken by administration tasks, such as creating exposure records for employees, was becoming a problem.

After investigating several options, Terry Delany, Carymar's managing director, decided to purchase ngNINE's Seguro package.

**"We were looking for an IT system that would integrate the various facets of our business and reduce the amount of time devoted to administration and management. The system needed to be stable, easy to use and be flexible enough to adapt to any changes required in the future, including legislative changes. We found that Seguro met all of those needs and a lot more".**

Before acquiring Seguro, Carymar used to schedule their work load using a spreadsheet system. This system was initially effective but as Carymar grew problems began to appear such as assigning employees to different jobs at the same time. Seguro eliminated this problem by providing a centralised scheduling system which eliminates double bookings and provides all employees with an accurate and up to date view of all jobs scheduled and the resources assigned to them. The system also allows internal jobs to be scheduled within the planner which can then be easily rescheduled if an urgent or billable piece of work comes in.

The process of checking employee timesheets and creating exposure records was a lengthy process before Seguro was introduced. An administrator would have to match employee timesheets with job

record sheets each week, reconcile any differences and then calculate each employee's exposure using fibre level measurements from various sources.

Carymar were pleased to discover that the majority of manual tasks were automated by Seguro saving time and effort. Timesheets are created using the scheduling information already available which can be easily updated if necessary. Employee exposure records are then automatically created using the timesheet information and correct fibre level measurements, removing the hours previously spent manually creating them and reducing the possibility of errors occurring. As Terry explains: **"Seguro has taken all the hard work out of the creation of timesheets and employee exposure records, allowing me to redirect my staff's focus on to other business critical tasks. Previously these tasks used to take a number of days but now only take a matter of minutes as the exposure records can be generated by simply pressing a button".**

Carymar were also very aware of their duties in regards to health and safety legislation. Seguro helps to ensure full compliance with regulations, from monitoring exposure against the HSE defined action levels to creating exposure records in printed and electronic formats which can be safely stored for the required 40 years.

Carymar have found Seguro to be an essential tool within their business, helping to manage and co-ordinate various parts of their business from one central system. From managing exposure related information, to generating employee exposure records, to the scheduling of jobs and resources, Seguro has helped Carymar save time and effort, resulting in cost savings and helping Carymar improve their business for their clients.

Terry describes his relationship with ngNINE and the purchase of Seguro: **"ngNINE provided a very professional service from the first step of understanding our needs to the final step of delivering a quality solution which meets our requirements. The training we received and the continuing ongoing support is second to none".**



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To discuss any requirements you have relating to asbestos software or to arrange a demonstration of Seguro, please contact us.



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