

SEQUENCE

PRE-FILMING GUIDELINES

To ensure the system generates accurate, HASAWA-compliant SOPs and RAMS documentation, the raw video telemetry uploaded to the Secure Vault must clearly capture the entire operational environment. Please review these critical guidelines before initiating any recording.

1. The Audio Safety Slate (Read Aloud)

Before the operative begins the task, the person filming must state the following script clearly into the camera. This creates an auditable timestamp confirming GDPR and compliance awareness before telemetry is processed.

READ THIS SCRIPT ALOUD AS SOON AS YOU HIT RECORD:

"Date and time logged. This video is being captured for SafeSequence compliance documentation. I confirm a full data sweep has been completed. Whiteboards are erased, laptops are closed, and identifying markers like license plates are covered. Everyone in the vicinity is aware of this recording."

2. Framing the Operation

- **Capture the Entire Macro-Step:** The camera must capture the operative, the equipment being used, and the immediate working environment. Avoid overly tight close-ups that cut off posture or surrounding hazards.
- **Stable Footage:** Keep the camera steady. If the operative moves between workstations, pan the camera smoothly to follow the workflow.

3. Capturing Safety & Environmental Data

- **Make PPE Visible:** The system prescribes mandatory UK/European safety standard codes (e.g., EN 388) based on visual evidence. Ensure gloves, eye protection, ear defenders, and safety footwear are clearly visible.
- **Show the Waste Stream:** If the operation generates offcuts, chemical waste, or packaging, ensure the disposal method is recorded in the frame to map compliance with the Environmental Protection Act 1990.
- **Include the Audio:** Do not mute the recording. The engine processes audio transcripts to capture verbal instructions, warning alarms, and your safety slate.

4. Uploading & Reviewing

- **Uninterrupted Files:** Upload the raw, unedited video file directly to the ingestion portal. Do not splice multiple different tasks into a single video file.
- **Human-in-the-Loop Sign Off:** All generated outputs remain in a "Pending Approval" state. Your designated Competent Person must review and sign off the final SOPs and RAMS before they become active operational documents.

Data Minimization Notice: All raw video telemetry and intermediate processing data uploaded to the Secure Vault is subject to a strict, automated 30-day lifecycle deletion policy to ensure UK GDPR compliance. Ensure you download and approve your finalized documents promptly.