

3.1. General System & User Management			
Key Functions	Mandatory or Desirable	Place 'X' if key function can be met	Comments
a) Cloud-based HS Management System	M		
b) Role-based permissions (admin, technical, read-only, contractor)	M		
c) Administrator ability to modify user permissions	M		
d) Site-based access control (users see only assigned sites)	M		
e) Search and filter across jobs, assets, locations, dates, buildings	M		
f) Storage of staff & contractor contact details	M		
g) Editable dashboards by user role	D		
h) Electronic Signature Capture (mobile & web)	D		
3.2. ICT, Security & Data Management			
a) Web-based system (no local server required)	M		
b) No mandatory client software installation on PCs	M		
c) Mobile Applications for Android and iOS	M		
d) Secure user authentication and password reset	M		
e) Regular system backups and disaster recovery	M		
f) Defined patching and upgrade schedule	M		
g) Data protection and malware prevention controls	M		
h) Data hosted within EU/EEA	M		

i) MIC retains full ownership of all data	M		
j) Data export in CSV/excel format	M		
k) Ability to migrate data out at contract end	M		
l) Offline Mobile functionality with sync	D		
m) Compatibility with Microsoft Outlook email	D		
3.3. Contractors Portal			
a) Dedicated external contractor portal	M		
b) Secure external login	M		
c) Upload of RAMS, certs, permits, reports	M		
d) Contractor access via mobile & PC	M		
e) Contractor induction functionality	M		
3.4. Health, Safety, & Compliance			
a) Upload of risk assessments	M		
b) Customisable H&S templates	M		
c) Upload of scanned and digital H&S documents	M		
d) Credential storage for staff and contractors	M		
e) Expiry tracking and automated alerts	M		
3.5. Implementation, Training, & Support			
a) Implementation roadmap	M		
b) Phased rollout approach	M		
c) Administrator Training	M		
d) Technical Staff Training	M		
e) Contractor Training	M		
f) Go-Live Support	M		
g) Ongoing Technical Support	M		
3.6. Identity, Security, & Governance			
a) Multi-factor Authentication for external/mobile access	M		

b) Data encrypted in transit and at rest	M		
c) Secure data deletion at end of contract	M		
d) Single Sign-On (Azure AD)	D		