



# **B-SAFE**

## Service Definition Document

January 2026

### **Service Name**

B-SAFE Offsite activities, Educational Trips and Visits Management System

### **Service Description**

**B-SAFE** – a web-based offsite activities, educational trips and visits planning, approval, management software available 24x7 for use by any number of establishments of different types with a high number of concurrent users. Each establishment can manage its own user permissions, while top level organisation (e.g. council) administrators can manage all.

The Offsite visits management system we offer is a part of a complex Health and Safety solution and can be integrated any time with other Health and Safety modules, such as Incidents, Assessments, Audits/Inspections, Warning registers, Occupational Health and many other modules created in a full compliance with HSE instructions and other legal requirements.

The Offsite visits management system provides users with the ability to plan, record and document all aspects of a trip or off-site activity, including an approval notification process and will allow a user to document details of an off-site activity including an itinerary function, where a stage-by-stage option is available to record dates/times for each leg of a trip or activity.

The system allows for flexible configuration of planning-approving processes for trips or off-site activity to ensure schools/organisations are planning off-site visits appropriately and have suitable and sufficient approval procedures for all visits.

We provide a user-friendly Offsite activities & Public Events management system compliant with current Government (e.g. PSN,



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GDPR, 14 cloud security principles, etc.) and industry standards of accessibility, privacy, security and resilience (e.g. ISO27001, ISO9001, Cyber Essentials PLUS, etc.)

### **Basic modules**

- Offsites
- Events
- Groups
- Parent portal
- Payments
- Risk Assessments
- Communications
- Trainings
- Documents management
- Users (staff and pupils, external contractors)
- Calendar
- Statistics and reports
- Databases (Activity providers, Transport operators, etc.)

### **Features**

- Receiving information from different locations
- Uploading files, photos, videos and audio to logs
- A trips approval workflow is integral to the system, customisable workflows
- Parent portal, consents, approvals payments, secure workflows
- Works on desktop, laptop, tablet, mobile phone devices with and without software installation
- mobile and desktop applications are available (iOS, Android, Windows, Linux/Unix)
- Delivers alerts via SMS, App, Email, Voice call, onscreen messaging



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- Live map incident and event locations
- An appropriate security structure to prevent data breaches
- Secure workflows and approval processes
- Support a high number of concurrent licence holders / users
- Live map of events, trips, visits locations
- Flexible permissions and privilege settings
- Full Disaster Recovery, backups to restore
- compliant with industry standards of accessibility, privacy, security and resilience
- full audit trail: when, who, what and how changed
- editable organisational structure without losing connections to previous organisational structures.
- capabilities for secure and effective use by lots of participants.
- closing and re-opening, locking and unlocking, archiving and extraction features
- attachment of documents, photos and video and communication between users
- Secure, consistent, accurate and timely bulk data feeds
- Single, reliable source of data
- Fully documented, extensible, standards-based architecture
- Documented records of data feeds to help with Data Protection and Freedom of Information compliance
- effective summary analysis and reporting capability, effective export, import, print and search capability.
- enables Completed / Incomplete assessments from a list that are required for any given entity;
- enables Assessments due / overdue for review;
- tracking of Status of implementation of any additional control measures identified;
- can form the basis of checklists/question sets that could be used for internal audit purposes;



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- enables the generation of safe systems of work for users/managers to adapt and use during live risk assessment activities
- enables completed risk assessments/safe systems of work within one area to be accessed and viewed by all users and adapted/amended/produced and reviewed by managers in another entity;
- allows for the attachment of documents, photos and video to support the assessment findings;
- allows for risk assessments placed at a higher level (e.g. service) to be accessed by, and be applicable to, lower levels within the structure (e.g. business unit);
- allows the search for, access to, add to and extract from, any archived assessments.
- generates reports with standard introductions and conclusions which are editable either on request or automatically on a regular basis;
- allows to transfer the completed offsite activity/trip/visit/event/assessment to managers/H&S Officers/identified users to undertake relevant investigations and actions;
- enables the recording of completion of follow-up tasks and tracks the completion;
- involves workflow incorporating email alerts, push notifications, sms, voice, etc. to specific users with appropriate levels of access/admin roles.

### Benefits:

The system is hosted and managed by **Bondap** solution (SaaS). The system is browser-based, browser and operating system independent and does not require software installation on local machines.



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The system has flexible permissions and privilege settings

The system has Full Disaster Recovery, Recovery Point Objective (RPO) **1 hour**, Recovery Time Objective (RTO) **4 hours**. Minimum support hours **8.00am – 17.00pm**, maximum - **24/7**.

The system is compliant with current Government (PSN) and industry standards of accessibility, privacy, security and resilience

The solution is hosted in a tier 3 or equivalent datacentre, Compliant with the 14 Cloud Security Principles (<https://www.ncsc.gov.uk/guidance/implementing-cloud-security-principles>) and has a robust approach to ensuring a smooth service through the effective management of network traffic.

The system has lots of additional modules and extensions

### Users

- Customers maintain full control over the administration and provisioning of user accounts within the service.
- Role-based access control can be utilised to define roles and permissions to evidence data and features of the service.
- The separation and access control within management interfaces is subjected to independent penetration testing.
- Customers can increase and decrease the number of users as required. There are no limitations on the number of users or concurrent users in the system.

### Service Hours

Consultation, advice and guidance: basic support - 08:00-17:00, Monday to Friday, excluding public holidays or 24 hours a day, seven days a week.



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Access to the system: 24 hours a day, seven days a week.  
No planned downtime - seamless maintenance, including updates without a disruption to the service.

### Level of Service

Uptime: standard SLA 99.9%; HA subscription SLA 99.99% . We regularly achieve 100% uptime evidenced by 3rd party service availability monitoring.

Service has no planned downtime: upgrades and updates are seamless. We use a load balancer (for HA subscription - high availability multi-cloud). We provide component redundancy, Full N+1 or Fault tolerant (2N or 2N+1) dependent on the subscription level.

We utilise multiple resilience arrangements, including availability zones, which allow us to provide redundancy across physically separated locations, and regularly practice disaster recovery scenarios.

We have a robust Business Continuity (BC) & resilience framework, including a full disaster recovery plan, that addresses the full recovery process, from backups to restores with the following objectives:

| Name                     | Target  |
|--------------------------|---------|
| Recovery point objective | 1 hour  |
| Recovery time objective  | 4 hours |

### Support SLA

On historical data (1 year) the average response time is less than 30 minutes, including investigation of the issue, defining nature and level (crucial, medium, low), not simple contact with the customer.

SLA proposed:

| Priority | Response Target | Fix Target | Resolution Target |
|----------|-----------------|------------|-------------------|
| 1        | < 30 minutes    | < 3 hours  | 75% Within target |
| 2        | < 60 minutes    | < 6 hours  | 80% Within target |



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|   |             |                |                   |
|---|-------------|----------------|-------------------|
| 3 | < 4 hours   | < 17 hours     | 85% Within target |
| 4 | < 8.5 hours | < By agreement | 95% Within target |

Post-training and post-implementation support for service users for any queries relating to the system is an integral part of our service.

We provide 4 types of support subscriptions:

### 1. Basic support:

- ❖ Standard maintenance (including bug-fixing, system upgrades, software updates, secure updates, etc.)
- ❖ Access to video-tutorials for users
- ❖ Access to all relevant documentation and User Manual in an electronic format.
- ❖ User support using ticket system or email support weekdays between 8am and 6pm.

### 2. Advanced support:

- ❖ All the Basic support +
- ❖ User support using phone weekdays between 8am and 6pm
- ❖ 2 online training sessions (3 hours each) for system users (up to 10 users) with “train the trainer scheme”, including but not limited to:
  - system configuration and settings;
  - user roles and rights;
  - system general functionality;
  - specific modules functionality;
  - user control (change log);
  - reporting capabilities, interactive charts;
  - template capabilities (messages and letters template change, etc.);
  - ticket system usage.
- ❖ *Optionally, chat support can be added to the subscription (payable option).*



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### **3. Around the clock ticket system and/or email support:**

- ❖ All the Advanced support +
- ❖ 24/7 User support using ticket system or email support

### **4. Around the clock phone and chat support:**

- ❖ All the Around the clock ticket system or email support +
- ❖ 24/7 User Support by phone and chat

### **Optionally any support subscription can be added:**

- **Onsite support**

It can be a training session or any other onsite support customer requires

- **Additional online training sessions**

### **After sales support/Software upgrades and patch management (including OS, DB and application):**

- 1 major release a year;
- weekly updates;
- Critical updates not later than in one working day.

## **Onboarding**

All clients receive direct support in on-boarding specific to their requirements. We provide onsite training, online training, user documentation and video tutorials. Training can be arranged as required, however our system is designed with intuitiveness and user-friendliness in mind, and formal training is rarely required. We also provide migration services and integration with other customer systems.



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Ticket system access will be provided to the buyer within 1 day.  
To discuss requirements or make initial enquiries contact  
[contact@bondap.com](mailto:contact@bondap.com)

### **Request Process**

1. Make initial contact to discuss requirements, via [contact@bondap.com](mailto:contact@bondap.com)
2. Discussions could involve a meeting with a representative from the BONDAP.

### **Offboarding**

Users can use built-in export features to extract data any time during the contract.

At the contract end/exit we place the encrypted archive with full Customer's data extraction on our secure private cloud. The data is transferred/exchanged via secure communication channels which are protected by best practice encryption.

Then the customer can download it using given credentials.

Once the customer confirms successful receiving of its data, we securely destruct all customer's data on all our servers.

Services included in the price at the end of the contract:

- Customers data export in sql and/or csv format as an encrypted archive and data fields and dependencies description.
- Placing archived data on our own private secure cloud.
- Sending credentials to the customer to download and extract the archive.
- Date of customer data destruction agreement.
- Customer data destruction.

Additional services can be provided by customer's request at the additional cost.



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Additional requirements for delivery of the data in non-standard file formats or with transformations applied will be chargeable per the standard rate card.

### **Technical requirements**

- Internet connection
- Modern Web browser: IE 11/Edge/Chrome/Firefox/Safari/Opera/Chromium-based browsers

### **Hosting options:**

- Standard hosting
- Hosting with Private network / Public key authentication (including by TLS client certificate)
- High Availability hosting
- High Availability hosting with Private network / Public key authentication (including by TLS client certificate)

### **Hosting locations:**

- United Kingdom
- European Economic Area (EEA)

Users can control hosting locations.

### **Security**

Our Datacentres security standards comply with recognised standards, such as CSA CCM v3.0 or ISO27001.



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We also hold a number of industry recognised certifications, such as ISO/IEC 27001, ISO/IEC 20001, CSA CCM v3.0, Cyber essentials plus, that cover our policies and processes in:

- Penetration testing
- Protection of data at rest
- Data sanitisation process
- Equipment disposal approach
- Information security policies and processes
- Configuration and change management
- Vulnerability management
- Protective monitoring
- Incident management
- Secure software development

We also imply 3-rd party penetration testing at least once a year with a CREST-approved service provider.

### **Service Manager**

Pavel Novikov, CTO