

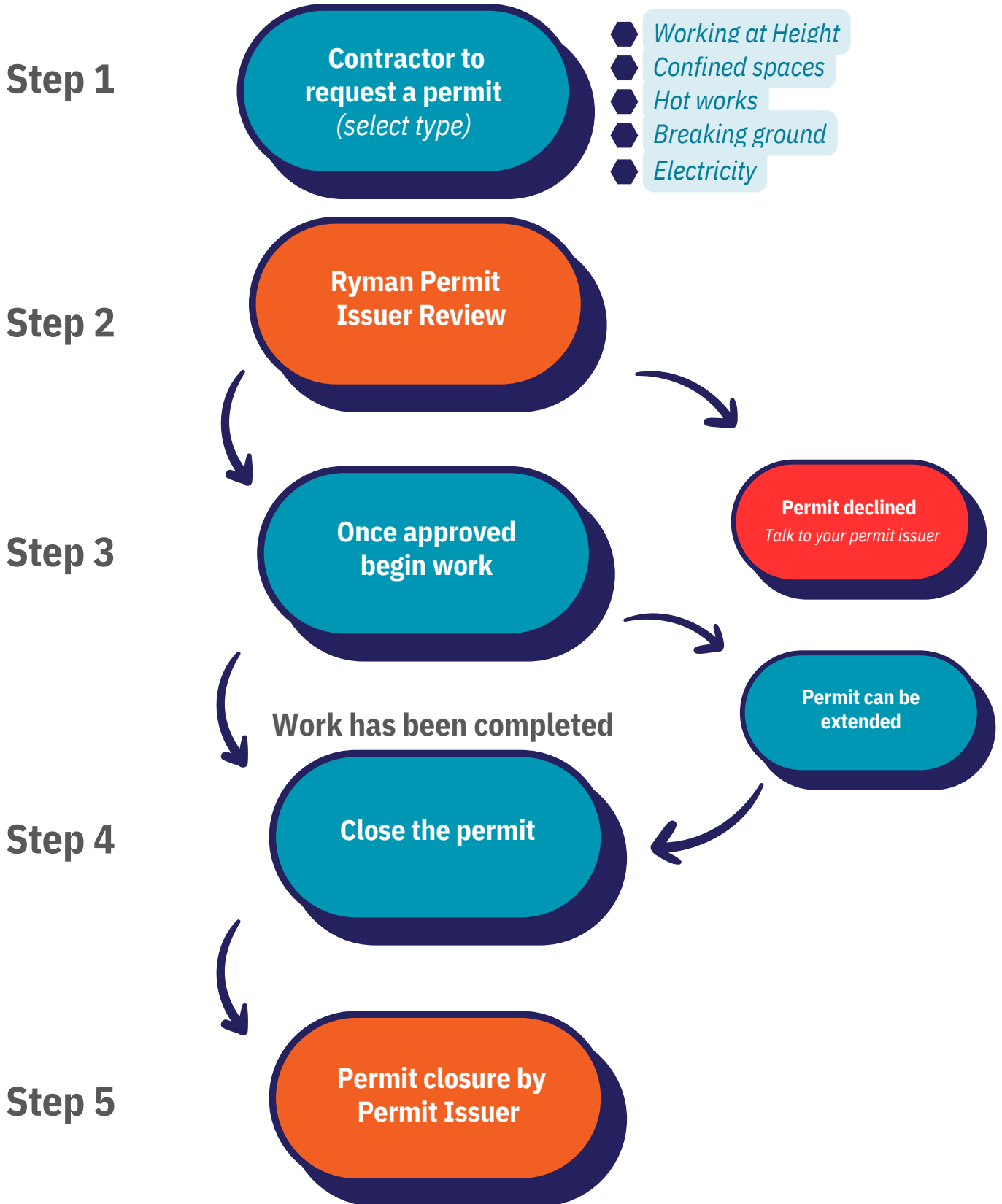


Contractor Manual

Permit to Work

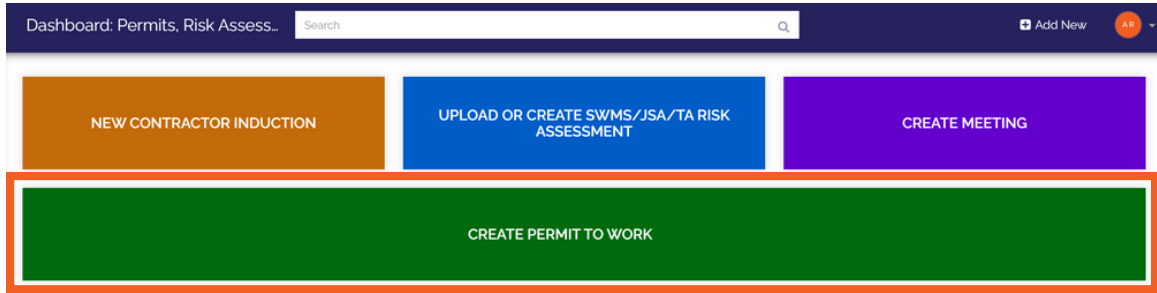


Permit to Work Process Flowchart



How to request a permit

1 Using the Kiosk device at reception, select "**create permit to work**".



2 Select the **type of permit** you need and that you are a **Contractor**.

Type of Permit *

Working at Height | Hot Work | Confined Space Entry | Permit to Break Ground | Electrical

Who is requesting the Permit? *

Ryman Healthcare Team Member | Contractor

3 **Fill in the permit details and controls** - take a photo of the work area by selecting the camera icon on the Kiosk and upload into Permit Application form.

Who should approve this permit? - (Ryman Permit issuer) *

Type here to search for people

Permit Receiver *

Type here to search for people

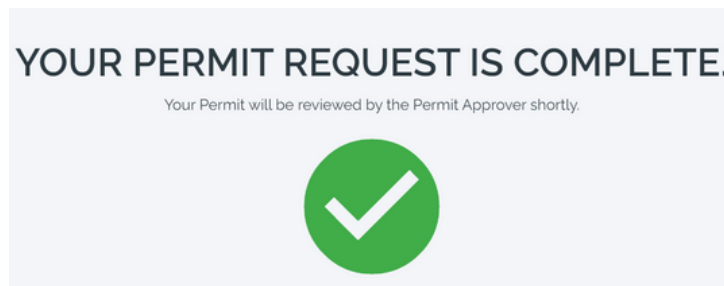
Click Complete to Submit this Permit for Approval

Complete

Select the name of the Ryman contact that you discussed the work with - they will be the Permit Issuer.

Select your name - you are the Permit Receiver

4 The requested permit will be reviewed by the permit issuer and you will be notified once it is active.



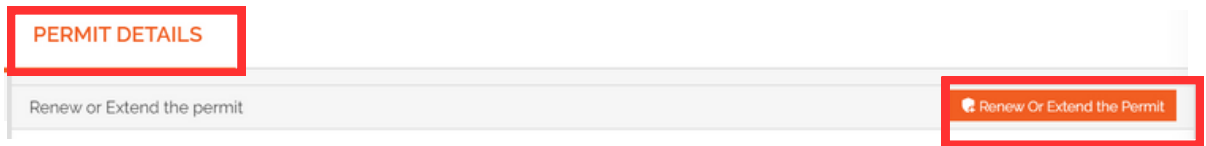
How to close a permit

1 On the Kiosk Device, find your active permit and select the Uniq ID.

ACTIVE PERMITS

PER63298	Permit Type	Your name	Ryman Contractors	Permit Issuer's Name	21/06/2023 11:05	Village Location
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2 Under the permit details tab, select the "Renew or Extend the permit" button.



3 Find your name in the permit receiver field and select complete.

4 The requested extension will be reviewed by the permit issuer and you will be notified once it is approved active.



How to close a permit

1 On the Kiosk Device, find your active permit and select the Uniq ID.

ACTIVE PERMITS						
PER63298	Permit Type	Your name	Ryman Contractors	Permit Issuer's Name	21/06/2023 11:05	Village Location

2 Under the permit details tab, select the "close my permit" button.

PERMIT DETAILS

Electrical

Close My Permit Close My Permit

3 Find your name in the permit receiver field and select complete.

By completing this form I confirm that the work has been completed, checked by myself and the area left in a safe and tidy condition.

Provide photos of the work area

Drop files here or click to upload

Permit receiver/qualified person*

Date*

30/06/2023 16:00

Complete

4 The stage will remain "active" until it is closed by the Permit Issuer.

