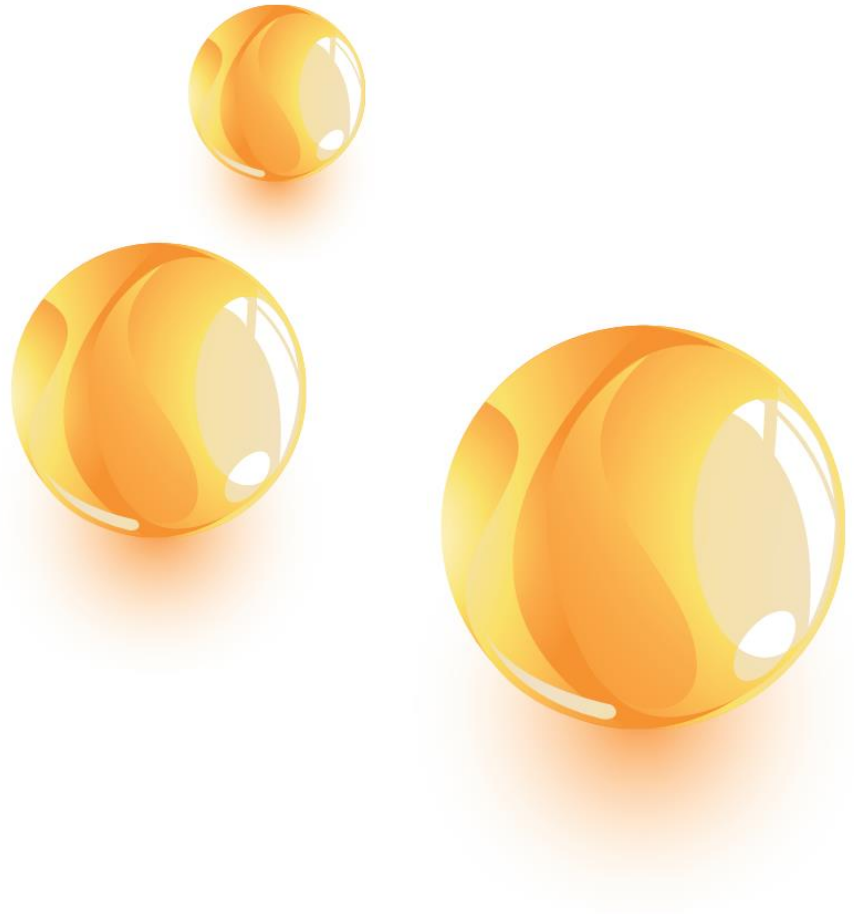
Permit to Work Module – 3rd Party Verification



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PROCEDURE PURPOSE

This procedure will guide you through the introduction of the 3rd Party Verification process within SOTERweb's Permit to Work Module.

PREREQUISITES

1. Client representatives should have a profile of either an Administrator or Power User.

HELP SUPPORT

Name	Role	Email	Telephone	Mobile
Rik Hutchins	System Developer	Rik@montgomeryandcoupers.co.uk	0845 163 0134	0790 303 9694

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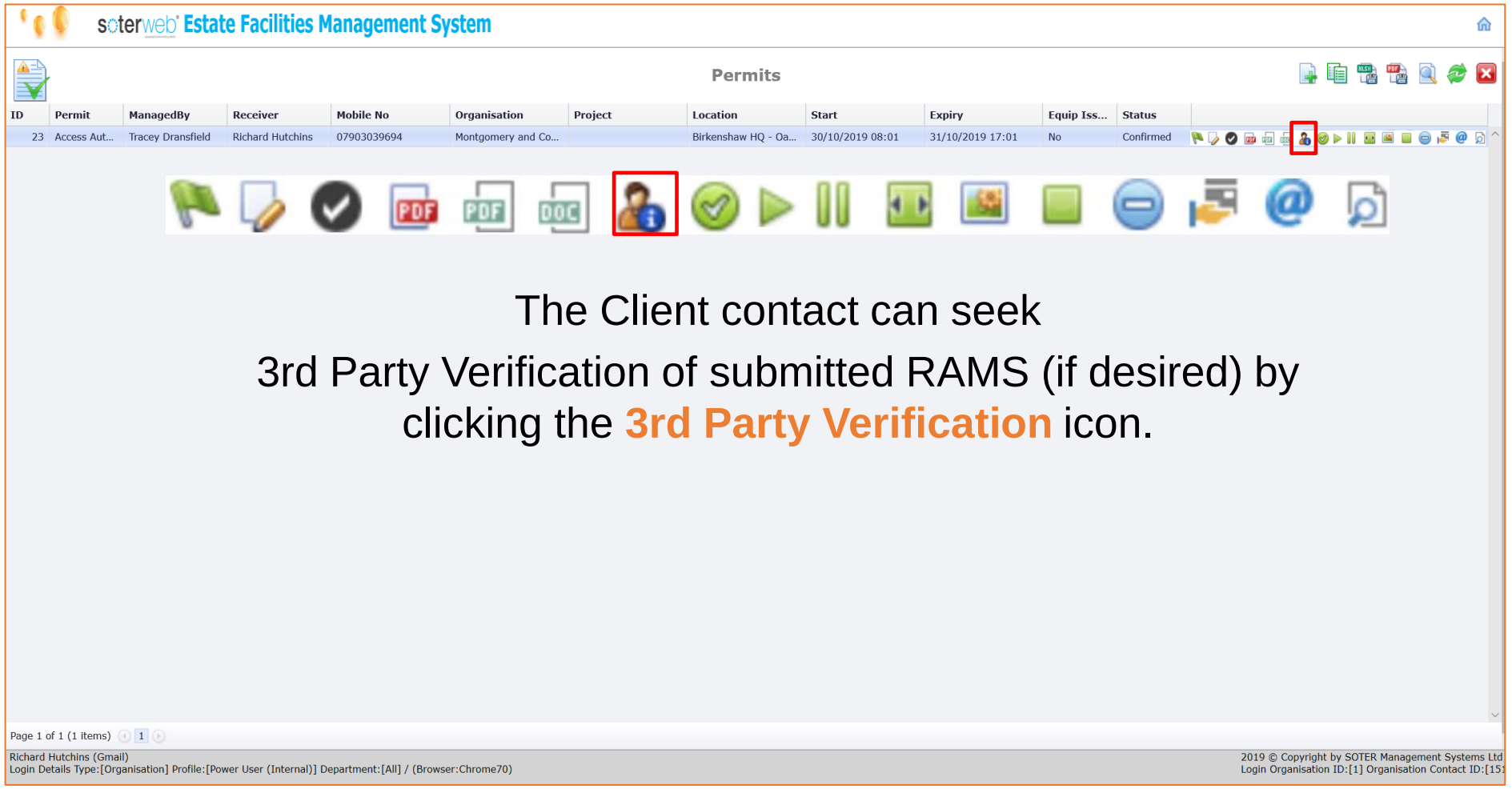
3rd Part Verification



The Client contact can seek

3rd Party Verification of submitted RAMS (if desired) by clicking the **3rd Party Verification** icon.

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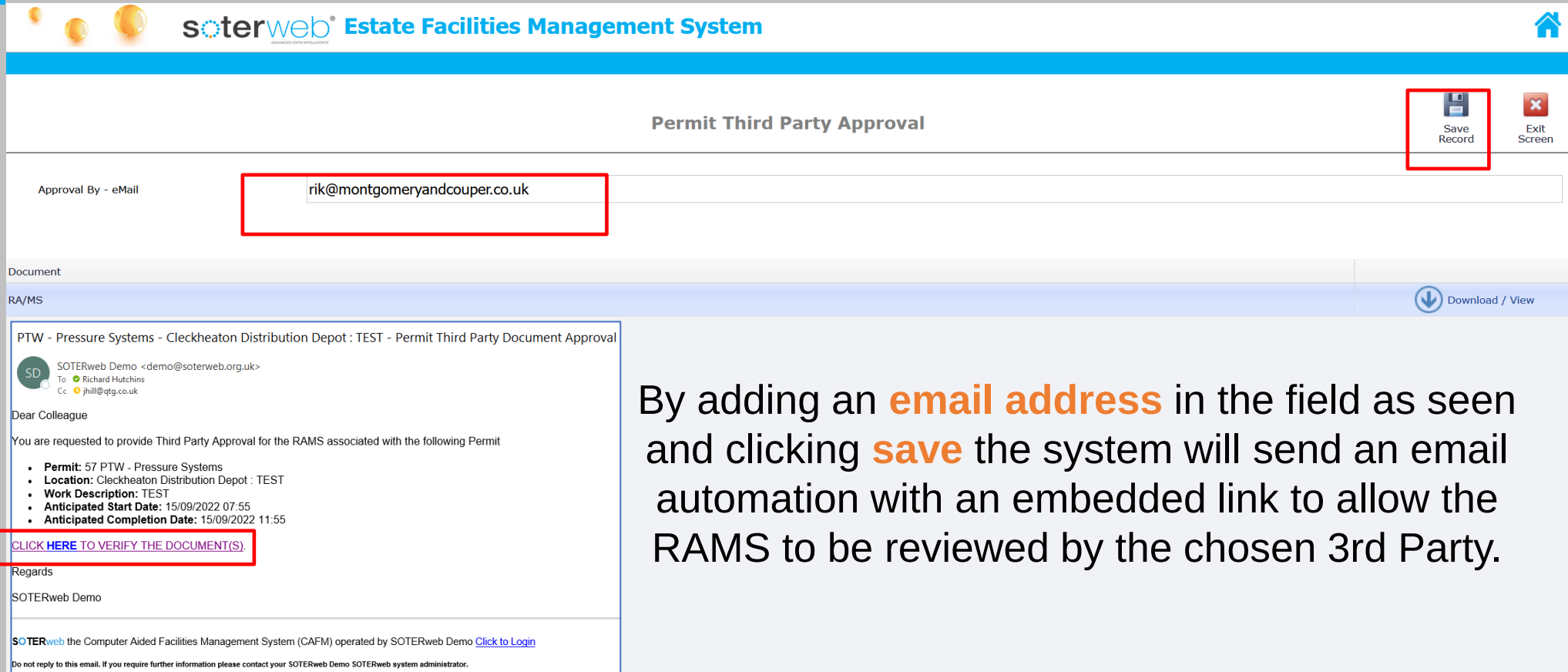
3rd Part Verification



By adding an **email address** in the field as seen and clicking **save** the system will send an email automation with an embedded link to allow the RAMS to be reviewed by the chosen 3rd Party.

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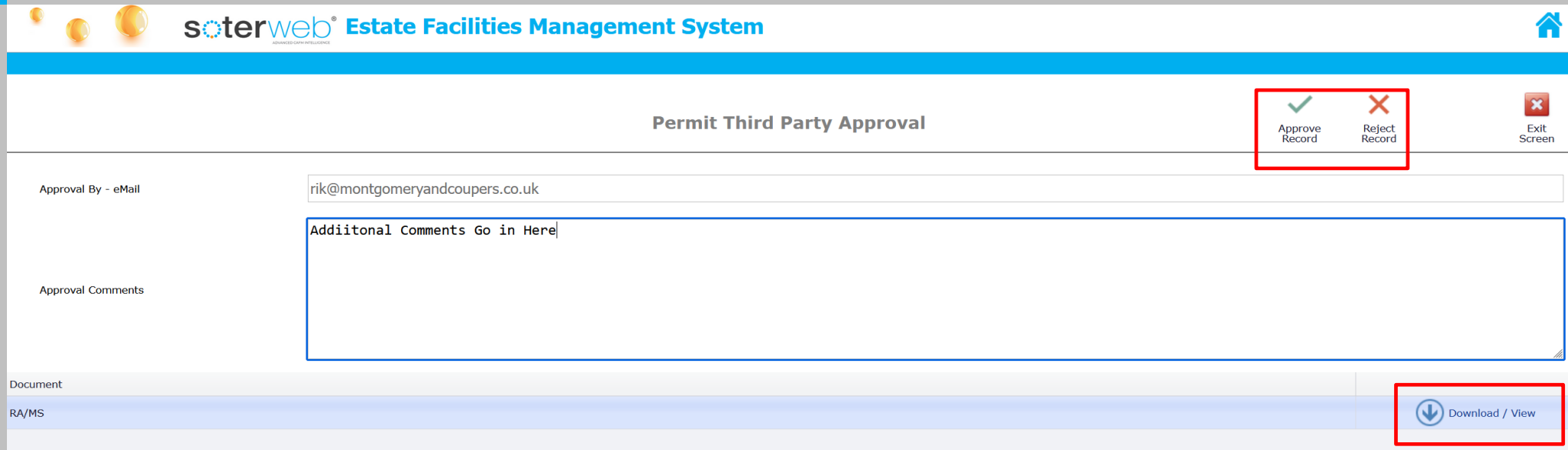
The 3rd Part Verification Screen



The 3rd Party can

1. Using an embedded link within the email they can **Download** and **View** the RAMS without logging onto the system.
2. They can provide comments back to you as they see fit.
3. They can **Approve** or **Reject** the RAMS. Either way you will be notified via email.

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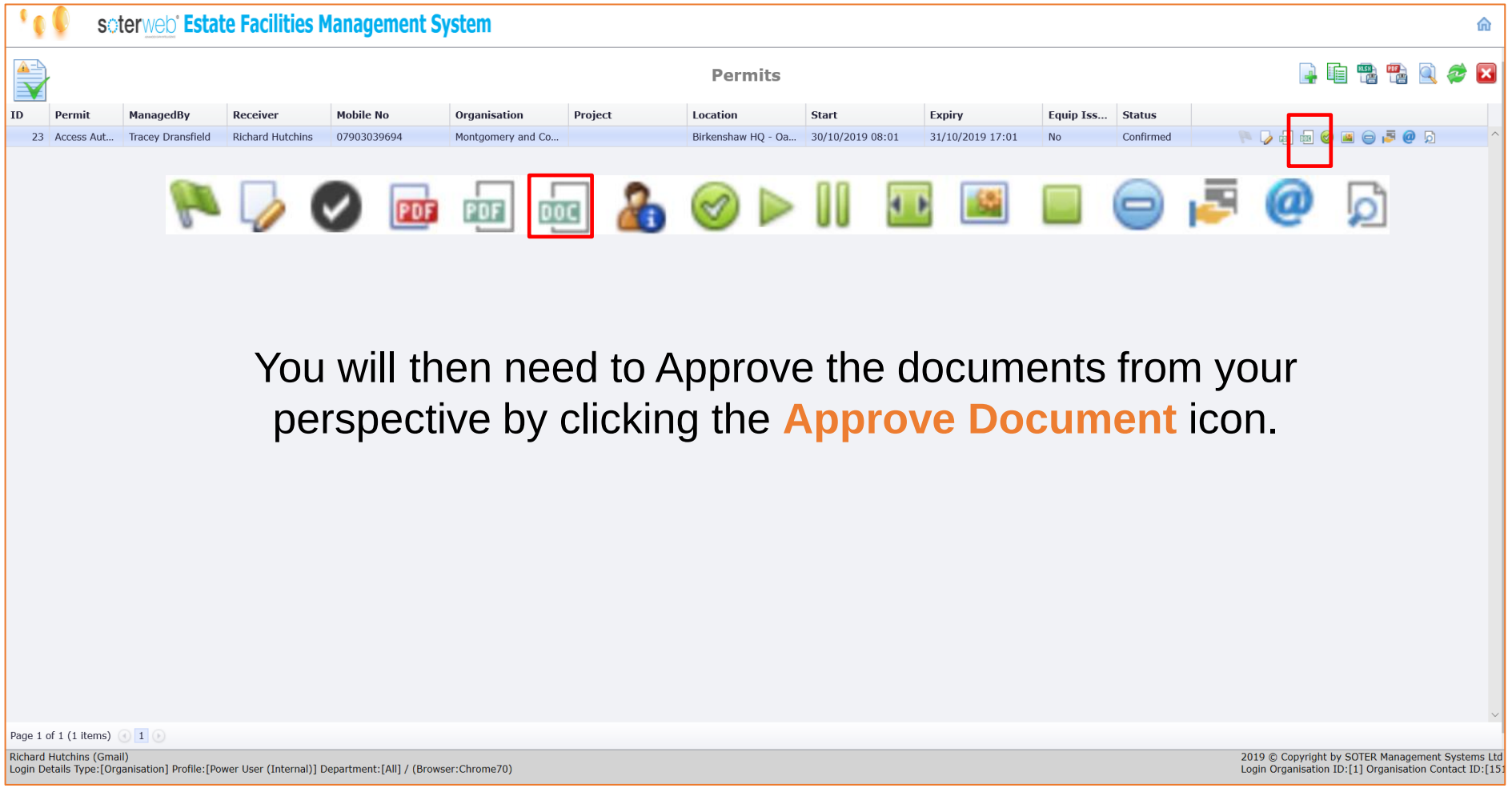
Approve work



You will then need to Approve the documents from your perspective by clicking the **Approve Document** icon.

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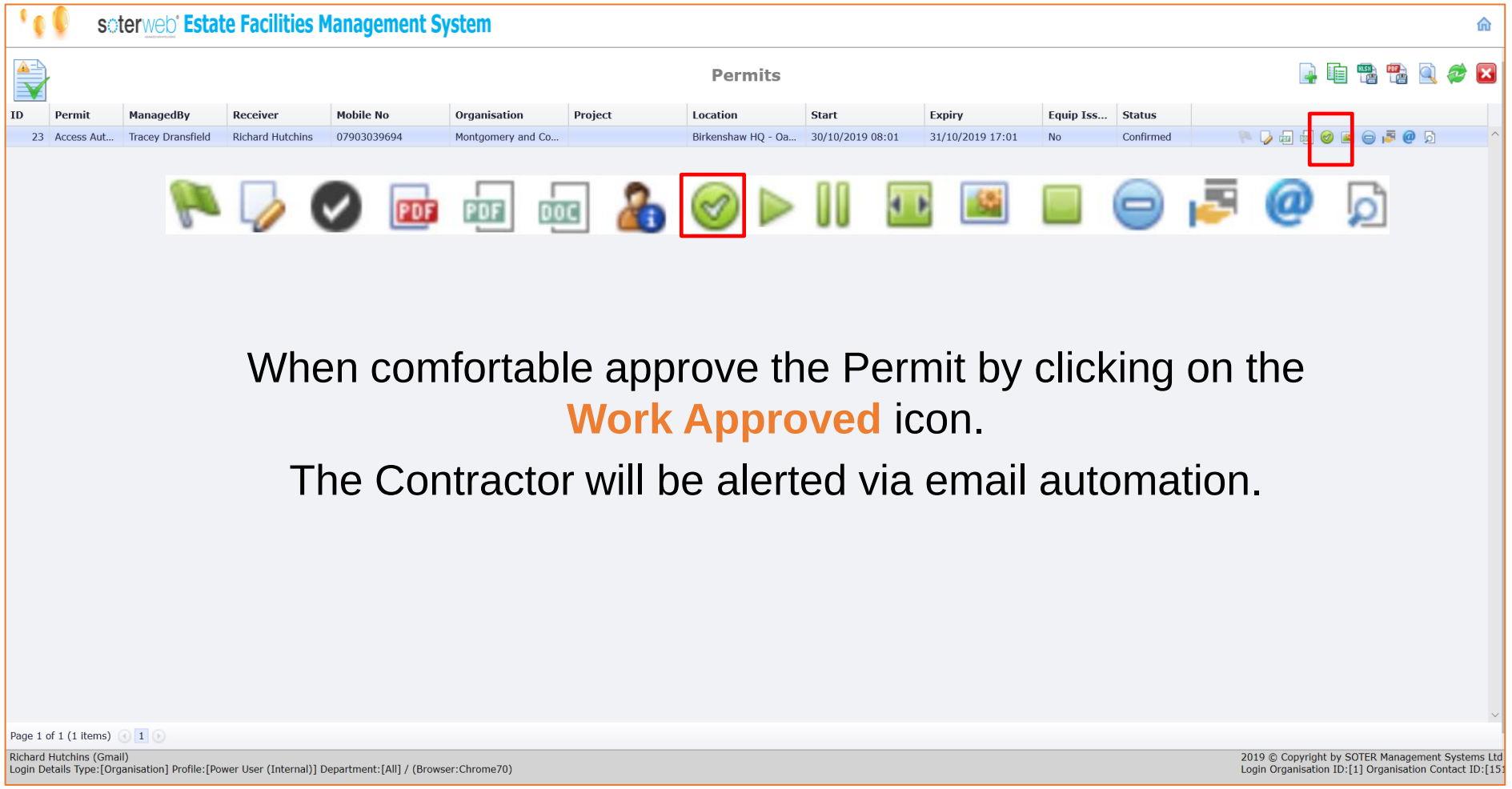
Approve work



When comfortable approve the Permit by clicking on the **Work Approved** icon.

The Contractor will be alerted via email automation.

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END OF DOCUMENT

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