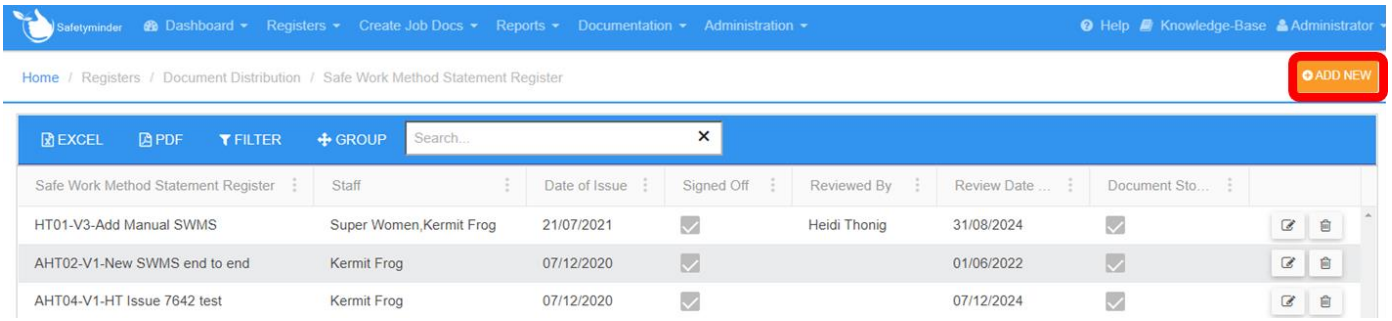
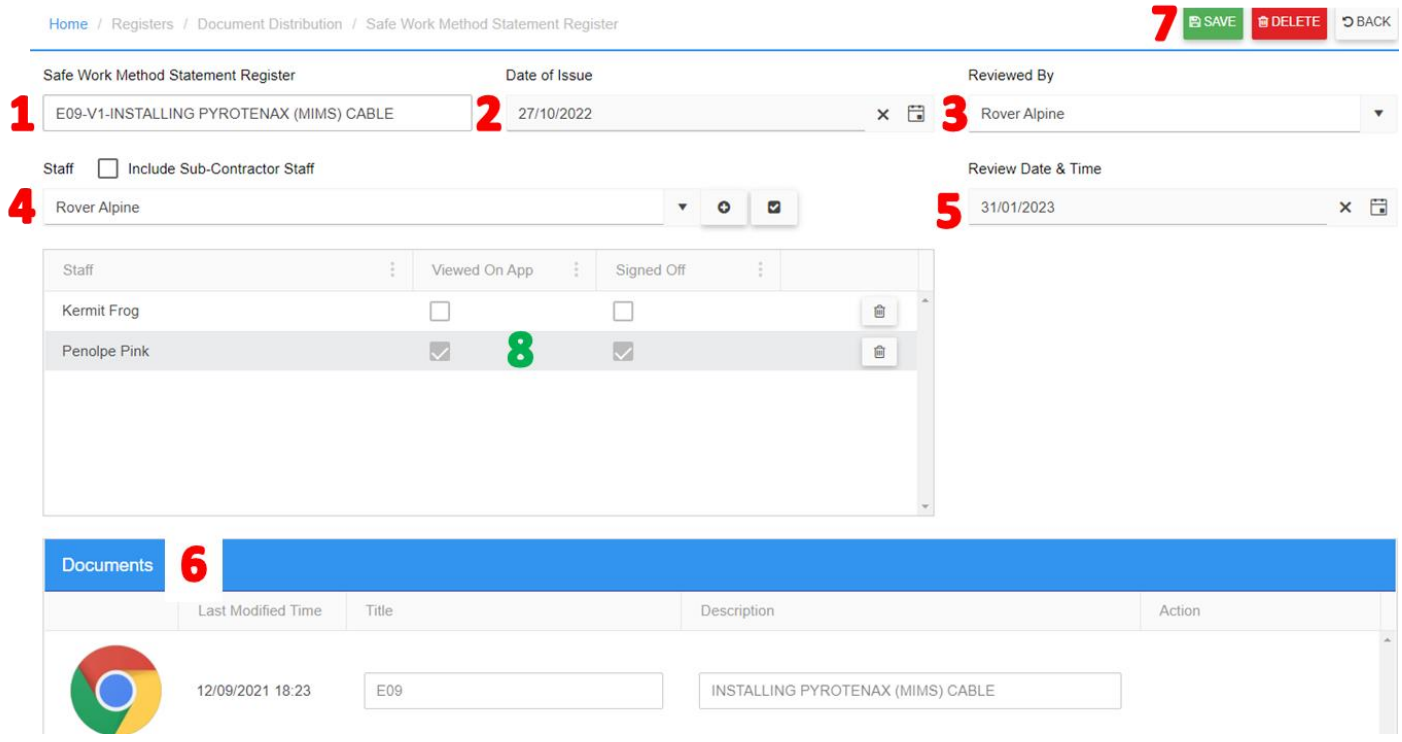
This register distributes a generic copy of your SWMS to the mobile app – see notes.
For new SWMS click **+ADD NEW**.



1. Select the required SWMS from the list – see notes.
2. Date of Issue will populate with today's date.
3. Select a Reviewed By person if required.
4. **Add Staff** as required.
5. The Review Date & Time will populate from **Documentation/Safe Work Method Statements**.
6. The document will also show after you save the task.
7. Click **SAVE**.
8. Once staff have viewed and signed off the task in the mobile app ticks will show in the grid.



Task will need to be signed off in the Mobile App under Registers/Safe Work Method Statements.

NOTES:

- When a new version is uploaded to **Documentation/Safe Work Method Statements** then Safetyminder will automatically create a new task in this register and add all staff to the distribution list.
- Only SWMS that have been locked in Template/Forms or added manually to documentation will appear in this list.
- Staff will receive a notification that a new document has been distributed.