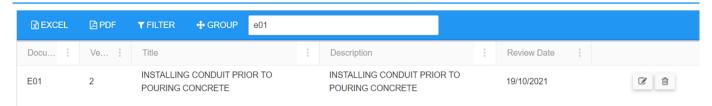**There are two ways to add SWMS to the Documentation folder:**

A. Forms LOCK

1. Forms with type "SWMS" selected will be automatically be pushed through to this folder when they are **locked.**

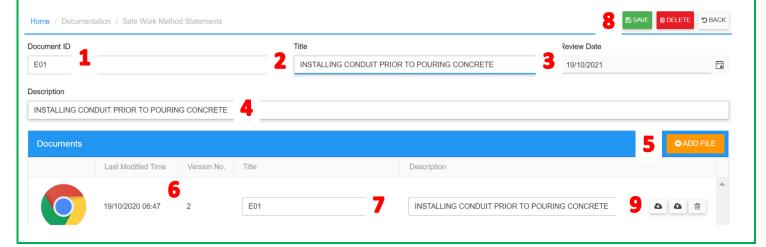2. Each entry will need to be opened and the "Review Date" #3 below changed as required.

Home / Documentation / Safe Work Method Statements

EXCEL	PDF	FILTER	GROUP	e01		
Docu...	Ve...	Title		Description	Review Date	
E01	2	INSTALLING CONDUIT PRIOR TO POURING CONCRETE		INSTALLING CONDUIT PRIOR TO POURING CONCRETE	19/10/2021	

B. Manually

From Documentation/ Safe Work Method Statements click **+ADD NEW**.

1. Type in a Document ID
2. Type in a Title
3. Select a **Review Date.**
4. If required complete the Description – this field is optional.
5. To upload a document click **+ADD FILE**
6. The Last Modified & Version No will populate when you click Save.

   They will automatically update when a new copy is uploaded
7. Change or add the title and description fields as required.
8. Click 🖫 **SAVE**
9. Under **Actions** you can upload, download or delete documents.

Home / Documentation / Safe Work Method Statements   **8** SAVE DELETE BACK

Document ID	Title	Review Date
E01 **1**	**2** INSTALLING CONDUIT PRIOR TO POURING CONCRETE	**3** 19/10/2021

Description

INSTALLING CONDUIT PRIOR TO POURING CONCRETE **4**

Documents				**5** ⊕ADD FILE
	Last Modified Time	Version No.	Title	Description
	19/10/2020 06:47 **6**	2	E01 **7**	INSTALLING CONDUIT PRIOR TO POURING CONCRETE **9**

NOTE:

- The SWMS can now be sent out for staff to read and sign off in the:
  Registers/Document Distribution/Safe Work Method Statement Register

- When new versions are created in the documentation folder using either of the above methods then a new entry will automatically be created in the distribution registers.