

Forms – Create items for Revision Tag

This is used for forms that have 2 parts e.g. signing into a confined space and then out again at the end of the day or access permits that are issued and then completed/cancelled.

Open the Template/Form that requires items on the revision tab:

1. On the Form information page tick the "Need Revision" box.
2. Click **SAVE** on this screen.

Home / Administration / Templates / Forms

2 **SAVE** **DELETE** **COPY** **BACK**

Title: ACCESS PERMIT FOR HIGH & LOW VOLTAGE
Document ID: AA HSEQ-F-020
Template Type: Permits

Report Paper Type: A4 Portrait
 Sub-Contractor Template **1** **Need Revision**

3. Open the form, click on each of the items that needs to be completed on the revision tab.

4. Scroll down to the Binding section and type in the Tag RevisionSection as shown. Complete this for each item that needs to be completed in the second part of the form.

NOTE: This only needs to be added to fields that will be completed. Text sections require NO tag.

Data List

- General
- Style
- Data
- Binding

Variable/Element Name: liCancelComp
Display Name:

Tag: RevisionSection **4**

3 Completed Cancelled

Cancellation of access permit:
I hereby state that the work on the
and that all persons authorised by r
henceforth regard the mains and ap
Signed: (Person in charge of work)

I hereby certify that the following
a) Barricades (if any) removed

e.g.

Signature Box

- General
- Binding

Variable/Element Name: signCancellation
Display Name:

Tag: RevisionSection **4**

3 Completed Cancelled

Cancellation of access permit:
I hereby state that the work on the mains and apparatus allocated to me u
and that all persons authorised by me to work are now clear of the mains &
henceforth regard the mains and apparatus as alive.
Signed: (Person in charge of work)

Task will need to be signed off in the Mobile App in [Job Docs – Revision Tab](#)

