



Job Docs – Revision Tab

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 when the work is completed.

When you click **SAVE SIGNATURES** the Job Doc will move to the REVISION tab, see section [Job Docs C#7](#).

1. In the REVISION tab click on the Job Doc, select Complete the Form.
2. Fill in the form, adding any signatures or required data, then click **SAVE**.
3. This will move the Job Doc to the SIGN OFF tab. From here you can add extra signatures if required.

Checklists

Search

NEW DRAFT LOCK SIGN OFF REVISION

Doc No:333, Job No:8923

AR-C03 - Revision Form

New from project management ✔ Revision

Heidi Thonig

George Jungle Ltd - Default

06/11/21 (V1)

Choose Action

Complete the Form **1**

Cancel

New from project management

Supervisor Sign Off

Name:

George Foreman

Signature:

Date:

6/11/2021 08:37

2 SAVE

Checklists

Search

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PERSONS REQUIRED TO ENTER CONFINED SPACE

I have been advised of and understand the control measures and precautions to be observed with the entry and work in the confined space.

Entry

| Name | Date | Time |
|-------------------|-------|-------|
| David AAThonig | 22/02 | 10:10 |
| Cinderalla BPumpk | 22/02 | 10:11 |
| David Bowie | 22/02 | 10:11 |
| Anne Aside | 22/02 | 10:11 |

test templates

Exit

| Name | Date | Time |
|-------------------|-------|-------|
| David AAThonig | 22/02 | 10:16 |
| Cinderalla BPumpk | 22/02 | 10:16 |
| David Bowie | 22/02 | 10:16 |
| Anne Aside | 22/02 | 10:16 |

WITHDRAWAL OF WRITTEN AUTHORITY

All persons and equipment accounted for
Yes No

Equipment checked and restored correctly
Yes No

Signed

SAVE

In this example the Entry list was completed on the Draft Tab, job doc locked & signed off which moved it to the Revision tab.

On the Revision Tab you can complete the names of those exiting the confined space and the supervisor can sign it off and **SAVE**.

NOTES:

- This requires specific boxes to be ticked and special tags in [Template/Forms](#). Contact us at support@safetyminder.co if you require any assistance.

