Job Doc with Multi Sta	ff Sign Off	F									
The Job Doc must first be completed by the assigned Supervisor, "Locked" and "Save Signatures" i.e. they will be on the Sign Off tab in the mobile app.											
Complete and Lock the Job Doc as normal:		← Multi S	ign Off	∱ ←	SWMS 🔒						
1. Add your signature to the Job Doc.	Housekeeping	CLARATION	Q	Q Search							
2. Click SAVE SIGNATURES.	We, the undersig required qualification	ned, confirm that ation/s to underta	ourke this	NEW DRAFT LOCK SIGN OFF REVISION							
3. The lob Doc is now on the Sign Off Tab.	activity is curren	Worker's	competent Doc	t No:36, Job No:210322							
		Signature	Hei	di Thonig							
		Manager		22/03/2021	03/21 (V1)						
		m									
		MAKE CHANG	2 SAVE SI	GNATURES							
 a. Click on the ▼ to show staff list. b. Select new Staff to be added to the list. Those already in the list will show as ticked & cannot be selected. c. Click OK. d. Click +. e. Click either SAVE AND CLOSE or X CANCEL. f. Only staff who have not signed off can be deleted if required. 											
← SWMS 🔒	Staff		×	Sta	ıff						
Q Search	Staff:	a 🖵	•	۹	Search						
NEW DRAFT LOCK SIGN OFF REVISION	Name	Viewe	Signe Delete		David AASign Demo Admin						
Doc No:36, Job No:210322	Cinderalla BPum	pkin 🗆 l			David Bowie						
Multi Sign Off	Rod Jensen				Cinderalla BPumpkin						
Heidi Thonig Sunshine Retirement Pty Ltd - Bro	Demo Admin				Fred Brown						
Choose Action	David Bowie		1		Jailles Diowile						
Add Additonal Signatures	SAVE AND C	LOSE ×	CANCEL	CANCI	EL С ок						
Add Staff to Read & Sign Off List											
5 Each user in the sign off list will now have a task on their mobile ann as per below.											
5 Safetyminder V	← Job D	ocs	A	← Read & S	Sign Off 🔒						
1 Tasks	JSA			Q Search							
Filter By Expiry P Expired, E 🔻	Expired, E V SWMS		Do		p:210322						
Filter By Task Type All 🕶	CTHER	Sign Off		Heidi Thonig							
Job Multi staff - Multi Sign Off (Ne				Sunshine Retireme	ent Pty Ltd - Broadwa						
22/03/21					Contd/						

6.	User reads through the Job Doc and clicks <mark>SIGN OFF</mark> .	← Mul	ti Sign Off		A	Signature ×
7.	One they have added their signature and ticked the box + COMPLETE will be active for them to click.	Risk of Electric Shock Slips, Trips and Falls Housekeeping				Sign off the job document
		Worker's Name	Job Title	Worker's Signature	Date	()
		David AA	Office Manager	RS	22/	€ CLEAR
		6	SIGN O	FF		I have read and understood the completed form COMPLETE
Ł	Safetyminder Knowledge Base - Cop	yright of	Trans-	Tasman	Pty Li	td Aug-21