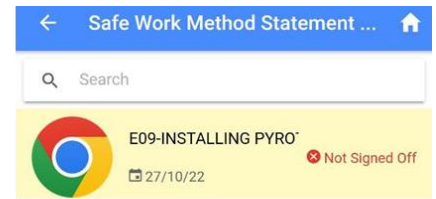
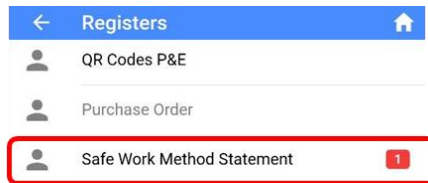
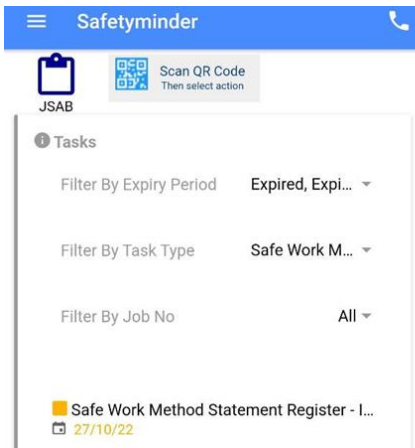





When a SWMS template has been added or updated a task will appear to read and sign this off.
On the home screen click on the task or from the Main Menu select Registers & Safe Work Method Statements.



Click on the task to open it:

1. Click **VIEW FILE** to read the [PDF document](#).
2. Once you have viewed the file the Sign Off ticks will appear, click  to complete the task .

Each time a new version is loaded in the web app you will receive a new task to sign off.

