

# Authority to Work Process Flowchart

## STEP 1

Senior site team choses Contractor from the current Compass Group AVL. Scope of works, costs, date and timing for works to be agreed with all parties concerned

## STEP 2

The following Documents must be requested from the contractor by the senior team and be submitted at least 7 days prior to arriving on site to begin work:

- Risk Assessments specific to the contract and works being undertaken
- Method Statements specific to the contract and works being undertaken
- Evidence of Competence relevant to the works being undertaken
- Evidence of maintenance and inspection records for tools and equipment to be used during the work

## STEP 3

All the documents and evidence records requested and then submitted by the contractor must be reviewed by the senior team on site using the 10-point checks and technical knowledge of the works to be carried out

## STEP 4

If any issues are identified during step 3 of this process, the reviewer must contact the contractor for re-submission and communicate the issues clearly stating that work will not be permitted to start until the issues have been resolved

## STEP 5

The ten-point checks must be passed onto the Authorised Signatory to evidence that steps 1 to 4 have been completed

## STEP 6

On arrival at site the contractor must receive a specific site induction which must be recorded and retained

## STEP 7

The Authority to Work document is to be completed by both the Authorised Signatory and contractor prior to work starting, where high risk permits are required then the AP must issue these before Authority sign off

## STEP 8

The Authorised Signatory or AP must monitor the contractor during and on completion of the works using the Contractor Monitoring form

## STEP 9

The Authorised Signatory must ensure that the Authority to Work is signed off on the satisfactory completion of the works ensuring that all related check sheets and forms are filed together