

Westfield



ContractorTracker
Contractor Training Manual



Contents

Introduction	1
---------------------	----------

New Registration

– Step 1 - 2	3
– Health and Safety Competence Assessment Questionnaire	4

Request Access

– Login and Contractor Update Area	6
– Step 1 and 2	7
– Step 3 and 4 - Permits	8
– Step 5	9
– Emails explained	9



Introduction

Welcome **Westfield Shoppingtowns Ltd** and their contractors to your personalised Contractor Tracker system built by Solution Technologies Ltd.

In this manual and to get you started we have detailed a step-by-step guide to using Contractor Tracker effectively. We have included system screen shots with numbered instructions throughout this document to help guide you through the system easily.

If you encounter any problems with the system and the manual does not help you find an answer please contact **Westfield Shoppingtowns Ltd** direct on:

Westfield Derby: 01332 366383

Westfield London: 0203 371 2470

Westfield Merry Hill: 01384 487955 or 01384 487982

Westfield Stratford City: 020 8221 7353

Getting Started

In order to access your Contractor Tracker system you have to log onto the web address detailed in red below. Please type this address into the top url bar. **Do not access the system via Google** as this is a search engine and will only find the Contractor Tracker marketing website. Thank you and enjoy your Contractor Tracker system experience.

Log onto: ***www.ctracker.co.uk/westfield***

Login Details (for Contractors)

Before you can use your Contractor Tracker system you will have to make a **New Registration**, see **New Registration > Step 1 of 3**. When making this registration you will be asked to use your email address as a user name and create a password. **Please remember these details as they are your only logins.** If you wish you can note them below but please remember this is confidential information.

Username (email address):

Password:



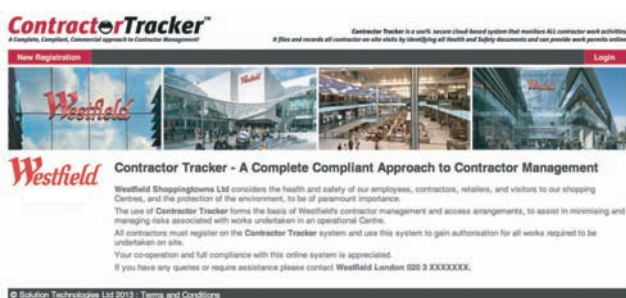
New Registration

Steps 1 – 2 (for Contractors)



New Registration Steps 1 – 2 (for Contractors)

This section of the Manual shows you how to make a **New Registration** within the Westfield Contractor Tracker system. All contractors must complete **two** basic steps to make a 'one-off' Registration. Once this registration procedure has been completed the details will be sent to the Westfield centre of your choice. You must then wait for it to be approved by that Westfield centre's admin. If it is approved you will receive an approval email from the Westfield group. Once you have been approved you will be a multiple centre Westfield registered contractor and will **ONLY** then be able to make new work requests using the **Request Access** function of the system (see **Request Access** section).



Welcome Page

Welcome to the Westfield Contractor Tracker system. Please note initial registration to access the Contractor Tracker system at any Westfield Centre is only required once; registration for different Westfield Centres is not required. If working at more than one Westfield Centre location, please select the Centre location where the majority of your work is to be undertaken. Complete the following 2 Steps.

Step 1 of 2

- Westfield Location:** please select which centre you wish to register at and which department you are working for. Each question has a drop down menu.
- Company Information:** please complete all fields. Questions marked with an asterisk* are not compulsory.
- Emails: 'Primary Email Address':** use your own or company email address. **'Secondary Email Addresses':** you can use multiples but can only log in using the primary email address. Secondary email addresses will be copied in on all correspondence.
- Password:** choose a **Password** that you'll remember.

Continue: press button to go to next step.

Step 2 of 2

- Insurance Document information:** complete Public & Employers Liability Insurance upload, Insurance Expiry Date and Insurance Value. (Accepted file formats: **Word, JPEG, PDF** and **Excel**. **Keep upload file size to a minimum!**)

Continue: press button to complete the registration.

Generated 'New Registration' emails:

Email 1. Upon completion of the **New Registration** form the contractor will receive an email thanking them for registering. This email will contain all login details.

Email 2. When a **New Registration** form is fully completed the contractor will receive a processing email.

Email 3. **Approved** contractors will receive an email confirming their login details.

Email 4. A thank you email will be sent to the contractor explaining that it's been received and processing.

Email 5. If a **H&S Questionnaire** has to be completed a member of admin will email you access via a link within an email.



H&S Competence Assessment Q. (part shown)



Contractor Health and Safety Competence Assessment Questionnaire (Step 1 of 1)

(For completion by engaged Consultants, Designers, Principal Contractors, Contractors)

The following questionnaire is designed to assess a tendering Company's competence in respect of Health and Safety in compliance with the obligations of "Contractors" under current legislation with particular reference made to the Construction (Design and Management) Regulations 2007.

Guidance Notes for potential Tenderers:

- Failure to provide the required Appendix or submit a response will result in a no score being awarded.
- Failure to provide a full response to all questions may result in failure to pre-qualify.
- Assessment 3: This section of the form is Not Compulsory, see Note below in red.

All text fields marked with a * are not compulsory

To be completed by Tendering Company

Company Name	STL LIMITED	Change
Form Completed By	Lynn Mackenzie	Change
Position/Title	Director	Change
Date	September 10 2013	Save

Stage 1 Assessment

Health and Safety Policy

Please upload a signed and dated copy of the Health and Safety Policy.

File uploaded: [Change](#)

Resources

Identify, upload and provide, ideally through a management organisation chart, key Health and Safety duty holders as Directors responsible for Health and Safety Management/Advice.

File uploaded: [Change](#)

* Testing system [Change](#)

Health and Safety Advice

Upload a current copy of the CV of the competent person, or organisation, appointed for advice on Health and Safety matters and provide details.

File uploaded: [Change](#)

* Testing system [Change](#)

Training and Information

Upload and provide evidence of Health and Safety training undertaken in the past 12 months by your employees, in summary training matrices, testing schemes, etc.

File uploaded: [Change](#)

* Testing system [Change](#)

Risk Assessment

Upload and provide (1) a copy of a risk assessment (2) details of your risk assessment relating to work of similar size and complexity.

File uploaded: [Change](#)

* Testing system [Change](#)

Safe System of Work / Method Statement

Provide a copy of a safe system of work/method statement relating to work of similar size and complexity.

File uploaded: [Change](#)

* Testing system [Change](#)

Work Experience

Upload and provide a record of recent works of a similar size and complexity that you have completed together with contact details of persons who can verify that work was carried out with due regard to Health and Safety.

File uploaded: [Change](#)

* [Save](#)

Professional Competence

State the percentage of employees who can demonstrate professional competence through membership of an accredited industry or professional organisation. Please state the accredited organisation or scheme, ie. CIBB, CSCS, LANTIRA, NICEIC, IWA, etc.

File uploaded: [Change](#)

* Testing system [Change](#)

Stage 2 Assessment

Monitoring, Inspection, Review

Upload and provide (1) a copy of your recent safety audit/safety inspection report (include any management action taken), (2) details of the system for monitoring your procedures.

File uploaded: [Change](#)

* [Save](#)

Consultation / Communication

Upload and/or provide evidence of the means for consultation/communication on Health and Safety matters with your workforce (or their representatives), ie recent Management or Project Health and Safety meeting minutes, toolbox talks, other methods.

File uploaded: [Change](#)

* [Save](#)

Accident Reporting

Upload and/or provide details of your accident reporting and investigation procedures.

File uploaded: [Change](#)

* [Save](#)

Health and Safety Accident Statistics

Please download the following table and upload after completion. Click here to download document

Upload and provide details of your last two RIDDOR accidents/incidents and any actions taken place to prevent recurrence.

File uploaded: [Change](#)

* [Save](#)

Environmental Enforcement Action

State 'Yes' or 'No' if you have received any Improvement/Prohibition Notices, or have been prosecuted by any enforcing authority during the last 5 years, please provide details.

No [Change](#)

* [Save](#)

Sub-contracting

Upload and provide details of the procedures you have for assessing the Health and Safety competence of your own sub-contractors.

File uploaded: [Change](#)

* [Save](#)

Coordination and Cooperation with others

Upload and provide details of the methods, or actions you would employ with other Contractors and members of the Public to communicate, co-ordinate and co-operate in developing and implementing the method statements/safe systems of work.

File uploaded: [Change](#)

* [Save](#)

Workers with English as their 2nd language

Upload and provide details of how such employees will be inducted and supervised.

File uploaded: [Change](#)

* Testing system [Change](#)

Supervision / Management

State the ratio of non working supervisors to workers on site for this works.

Testing system [Change](#)

Environmental Policy

Upload a signed and dated copy of your Environmental Policy.

File uploaded: [Change](#)

Health and Safety Competence Assessment Questionnaire - for Contractor

The Health and Safety Competence Assessment Questionnaire has to be completed by all contractors who have NOT previously done so.

Contractors will receive an email from Westfield admin asking to complete the **Health and Safety Competence Assessment Questionnaire**. This email will be sent once stage one of the **Registration process is complete**. The email will include a link to the login page. Log into the system and fill out the questionnaire. This questionnaire has 3 Stages to complete (**1. Stage 3 is for Design Only below**).

Fill it in and sent it back. Admin can check all uploads and either **Approve** or **Decline** it.

There are ONLY 2 admin manager approvers who can **View** and **Approve** the **Health and Safety Competence Assessment Questionnaire: Risk Managers and Facilities Managers**.

If Approved: you are now an Approved Westfield contractor and are now able to access the system.

If Declined: firstly, by the first main admin approver, the system will notify you to amend your questionnaire. If the second managerial approver declines your questionnaire you will be completely declined and your information will be Archived. Notification including a reason why will be sent to you.

Registration is now complete!

Stage 3 Assessment - Design Only

The questions below are to be completed where the Tenderer is responsible for any specification or design work as defined by the CDM Regulations 2007.

D1. Membership of a Relevant Organisation

Upload and provide details of any professional organisation (either for the corporate or an individual) you are a member of.

[Choose File](#) no file selected [Save](#)

D2. Lead Designer

Upload a copy of the lead designer or Design Project Manager's CV. Provide details of that person.

[Choose File](#) no file selected [Save](#)

D3. Resources

Identify the size of the design team to be allocated to this Project. Also provide details of your information sources/databases.

* [Save](#)

Previous Experience

Please provide details of design Projects of a similar size and complexity that you have completed.

* [Save](#)

Generated 'H&S Competence Assessment Q.' emails

Email 1. Upon completion of the **New Registration** form when a **H&S Competence Assessment Questionnaire** is required an email with a link will be sent to the contractor which will include a link taking them to the questionnaire page.

Email 2. When a **H&S Competence Assessment Questionnaire** form is received from the contractor an email will be sent to Westfield admin stating this.

Email 3: The contractor will receive a further email when it has been reviewed by Westfield admin.



Request Access

Steps 1 – 6 (for Contractors)



Request Access Steps 1 – 5 (for Contractors)

This section of the Manual shows contractors how to make access requests by using the **Request Access** area of the system. All approved contractors must complete **5** basic steps to make work requests for every job. Once this procedure has been completed an email is sent to Westfield notifying them that a request has been submitted by an approved contractor. **ONLY when this request has been approved by Westfield the work can proceed.**

To start making a work request you have to access the system using the url supplied by admin (see front of manual). To log in type the email and password that was created at **Registration** stage. This will take you to the contractor update area (explained below). The **Request Access** button is the last on the page. This button will take you to Step 1 of the **Request Access** process. Continue through the steps till completed.

Login page

Westfield

Login

Email

Password

Contractor Update Area

Westfield

Contractor Tracker - A Complete Compliant Approach to Contractor Management

Warning
Your Insurance expires in 11 days

Update Profile Click on Update Profile if you wish to update your contact details

Update Insurance Document Click on Update Insurance Document to view or update your uploaded insurance document

View Centre Rules and Induction Click on View Centre Rules and Induction to view the Centre Rules and Induction

View All Requests Click on View All Requests to view requests you have made previously

Request Access to Property Click on Request Access to Property to request access to your specific Westfield Centre

Update Profile

1

Company

Contact Person

Company Address

Company Description

Please describe the company you represent

Office Telephone

Mobile Telephone

Emergency 24hr Contact Telephone

Primary Email Address

Secondary Email Address

Please leave the following two fields blank unless you wish to change your password.

Password

Confirm Password

Insurance Document

2

Insurance Document
Your current document is displayed below.

Update document if required

Public & Employers Liability Insurance
Please upload your Insurance document in either a single Word, Excel, PowerPoint, JPEG or PDF document.
All contractors must have £75,000,000 Employers/Public Liability Insurance cover.

Insurance Expiry
Please enter the date that your insurance expires

Insurance Value
Please enter the value in numerals of the cover that your insurance provides

Centre Rules and Induction

3

Please click on the links below to download the Centre Rules and Induction for the respective centres

Request List

4

Displaying visits 1 to 5 of 5

ID	Locations	Date	Status
07	Westfield Stratford City - Mail - rest areas/soft furnishings	Sep 9th 6:00 pm - 11:15 pm	Authorised
06	Westfield Merry Hill - Play area (external)	Sep 9th 7:00 pm - 8:15 pm	Authorised
03	Westfield London - Security Control Room	Sep 9th 3:15 pm - 7:00 pm	Authorised
04	Westfield Derby - Mail - stairs	Sep 9th 6:00 pm - 7:15 pm	Authorised
02	Westfield London - Back of House - corridor	Sep 9th 6:00 pm - 8:00 pm	Pending

Request Access to Property

5

Click on Request Access to Property to request access to your specific Westfield Centre

Login

Login: use your approved email address and password. If you type in a mistake the system will alert you to that mistake.

Forgotten Password: if you have forgotten or lost your password the system can generate another. Enter your email address in box provided and click Send, a link will be emailed to you that will let you change your password. For security reasons you will only be able to use this link for 24 hours.

Contractor Update Area

Welcome to the Westfield Contractor Tracker system as an approved contractor.

The Contractor Update page shows approved contractors all of their information input at Registration. This information (left) can be updated at any time. Contractors can change their company information, upload new documents, view Centre specific site safety rules and see a list of any repeat requests.

The **Request Access** button starts the **5** step access request process.

- 1. Update Profile:** change if required
- 2. Insurance Doc.:** view or update last uploaded
- 3. View Centre Rules and Induction:** view all site specific centre specific rules.
- 4. View All Requests:** view all previous requests
- 5. Request Access to Property:** click to start access process.

**Step 1**

Request Access - Start

Contractors must give at least 2 working days notice to access site unless in exceptional circumstances.

Is this a repeat request? ☒ Yes ☐ No

Please select the request you wish to repeat

Work ID	Locations	Date	Description of Work
W007	Westfield Stratford City - Mail - rest area/well furnishings	09/09/2013	stratford test
W008	Westfield Merry Hill - Play area (external)	09/09/2013	merryhill test
W009	Westfield London - Security Control Room	09/09/2013	london test
W004	Westfield Derby - Mail - stairs	09/09/2013	derby test

[Continue](#)



Request Access - Location Search (Step 1 of 5)

Please select the Centre and locations within that Centre from lists below.

Westfield London ☒

Back of House - corridor ☒

[Add location to list](#)



Request Access - Location Search (Step 1 of 5)

Please select the Centre and locations within that Centre from lists below.

Select Location

Westfield London
Back of House - corridor

[Remove](#)

[Continue with these locations](#)

Step 2

Request Access - Access Requirements (Step 2 of 5)

Your Work Request No.: W021

Work Access Information

Type of Client: ☒ Retailer/Tenant

Description of Work: London test

Contractor's Name/Company: JPR

Contact Name: JPR

Name of Supervisor in charge: 98987

Supervisor Contact Number: 7879876

Contact Telephone No.: 8787987

Emergency Contact Telephone No.: 779879879

Westfield Contact Name: 7797

Westfield Contact Telephone No.: 7877

Access Requirement Information (please tick the relevant buttons)

Is access to roof required? ☐ Yes ☒ No

Is work to be undertaken in the mall or Landlord demised area? ☐ Yes ☒ No

Is work to be undertaken on the Centre's plant system? ☐ Yes ☒ No

Is work to be undertaken on the Centre's main supply? ☐ Yes ☒ No

Is work to be undertaken in the landlords confined space? ☐ Yes ☒ No

Is access equipment to be used? ☐ Yes ☒ No

Is lifting equipment to be used? ☐ Yes ☒ No

Does the works activity include oversized Deliveries - deliveries which cannot be transported via the goods lift? ☐ Yes ☒ No

Deliveries which can only be transported via the Southern Terrace require the express permission of the Centre Manager and will only be considered when all other options have been exhausted. If permission is granted, deliveries must be completed between 08am and 10pm Monday to Saturday only.

Are access keys required? ☐ Yes ☒ No

Are you working on a condensed water system? ☐ Yes ☒ No

Does the work activity involve the construction of temporary or demountable structures (this includes free standing self, staging, scaffolding, truss)? ☐ Yes ☒ No

Are you installing Graphics/Window Display or carrying out any refurbishments/upgrades exterior? ☐ Yes ☒ No

Is Secure fuel storage required? ☐ Yes ☒ No

Is a Discharge current required? ☐ Yes ☒ No

Is hazardous waste being produced? ☐ Yes ☒ No

Does the work activity require isolation of a Westfield managed electrical system? ☐ Yes ☒ No

Personnel Attending Site

Number of operatives: 1

All deliveries must be booked in by 5:30pm on the day prior to expected delivery date using our Dock Management System. Please access the site via www.westfieldstratfordcity.co.uk and register as a user.

Centre Rules and Induction and RAMS Confirmation

Please click [here](#) to view the Centre Rules and Induction.

Please tick here to confirm that arrangements have been made for all operatives who are working at the Westfield Centre as part of this work activity to receive a copy or be briefed on the content of the Centre Rules and Induction before starting work on site. ☒

Please tick here to confirm that arrangements have been made for all Risk Assessments (and where applicable Safe Methods of Work) to be communicated to all operatives before they commence work at the Westfield Centre. ☒

Please note that failure to comply with Health and Safety legislation or the Centre Rules and Induction may result in permanent exclusion from the Centre.

[Continue](#)

Step 1

Request Access - Start: if this is the contractors first access request click **Continue**. A repeat request will display a **Repeat Request** button. Answer 'Yes' or 'No' (displayed opposite is a view of the repeat request procedure). If you are a new contractor press 'No'.

Continue: press button to proceed with the request.

Request Access Location Search: please select from the drop down menu the location you wish to work in. Select all locations within the search facility. When you are doing this you will be compiling a list below the dropdown of all the locations you have selected. If you make a mistake and select the wrong location you can **Remove** it and chose again.

Continue with these locations (button): once you have completed all the fields press the continue button to go to next step.

Step 2

Request Access - Access Requirements: you will notice that the Westfield logo now has the centre name you chose on Step One. This logo will appear throughout this access request to remind you of the centre you are applying for.

Please complete the form and answer ALL questions:

- 1. Works Access Information**
- 2. Access Requirement Information:** please answer 'Yes' or 'No'. There are tooltips to help you with any queries you may have.
- 3. Personnel Attending Site:** Select the number of people working on this job.
- 4. Centre Rules and Induction and RAMS Confirmation:** There is a link to view these for each centre. Please select your answer and continue.

Your Work Request Number: you will notice at this Step that **Your Work Request Number** has appeared in RED, at the top right hand side of the page heading. This unique work request number will be displayed throughout this request.

Continue: once you have selected the dates press the continue button to go to next stage.

**Step 3**

Request Access - Date and Time (Step 3 of 5) Your Work Request No.: WR-71

Please input the date and time of access for each location you selected.

Westfield London - Back of House - corridor

First date of access: 09 September 2013

Last date of access: 09 September 2013

Average time of daily access/arrival: 18:00 (24 hour clock)

Average time of daily exit/departure: 22:00 (24 hour clock)

Does this work access request include working at night (i.e. between the hours of 21.00 and 07.00)? ☐ Yes ☒ No

Continue

Step 3

Now that you have chosen your location the Westfield logo appears in the top left hand block with the name of your centre along with the logo displaying the centre name.

Request Access - Date and Time: please input the date and time of access for each location selected.

Select from the drop down menus:

1. **First date of access, Last date of access, Average time of daily access/arrival, Average time of daily exit/departure and Over Night Work**

Once you have made your selection click **Continue**.

Step 4

Request Access - Permits (Step 4 of 5) Your Work Request No.: WR-71

Please select all the high risk categories below that your work may involve and complete the relevant permit, or if no permits are required select the option below.

☒ Hotworks Permit

☐ Core, Cut and Excavate Permit

☐ Confined Space Permit

☐ Sprinkler Valve Isolation Request Permit

☐ No Permits Required

Continue

Step 4 - Permits

Request Access - Permits: please make a Permit selection from the list. You can select one or more from:

2. **Permit selection**
 - a. Hotworks Permit
 - b. Core, Cut and Excavate Permit
 - c. Confined Space Permit
 - d. Sprinkler Valve Isolation Request Permitor you can select
No Permits Required

Once you have made your selection click **Continue** and the permits will appear for you to fill in.

Continue: once you have completed all Permits.

Views of the Permit Selection

Request Access - Permits (Step 4 of 5) Your Work Request No.: WR-71

Westfield Hotworks Permit - For Date 09-09-2013

This Permit must be used for any operation which involves open flames, and/or heat, and/or sparks, including, but not limited to welding, brazing, dry walling, soldering and work involving heat treated or gases.

Please note: Asbestos gas is NOT permitted when carrying out hot works, MGP gas only is permitted.

Part 1 - Scope of Permit

Project / Centre: London

Exact location: Storage

Contractor carrying out work: ABC

Supervisor responsible for work: John Mackenzie

Work Description: IT Connection

Duration of Permit: Date: 9/9/13 Time from: 08:00 Time to: 12:00



Request Access - Permits (Step 4 of 5) Your Work Request No.: WR-71

Westfield Core, Cut and Excavate Permit

This core, cut and excavate permit is required for all boring, drilling and excavating works in any Westfield workplace.

Core Drilling: ☐ Yes ☒ No

Concrete Drilling: ☐ Yes ☒ No

Excavating: ☐ Yes ☒ No

Part 1 - Scope of Permit

Project / Centre: LONDON

Location of work: WAREHOUSE

Contractor carrying out work: ABC

Contractors supervisor responsible for work: John Mackenzie

Duration of work: 4 hours

Area to be cut / excavated (indoor): 200 sqm

No. of holes to be bored: 20

Please review the following safeguards and ensure arrangements are in place to ensure compliance to these for core drilling, concrete drilling or excavating works undertaken at the Centre.



Request Access - Permits (Step 4 of 5) Your Work Request No.: WR-71

Westfield Sprinkler Valve Isolation Request

Valve Number (if known): 0009

Planning by Contractor

Has all Hotworks Work been stopped? ☒ Yes ☐ No

Have Hot Works been Prohibited? ☒ Yes ☐ No

Are House Flats and Unit main still available? ☐ Yes ☒ No

Reason for Isolation: FIRE

Date of Isolation: 9/9/13

Estimated Time of Isolation: 2pm

Date of Restoration: 9/9/13

Estimated Time of Restoration: 12pm

Name of Person requesting Isolation: John Mackenzie

Position of Person requesting Isolation: Job Boss



Request Access - Permits (Step 4 of 5) Your Work Request No.: WR-71

Westfield Confined Space Work Permit

Name of Centre: LONDON

Part 1 - Scope of Permit

Specific location of work: WAREHOUSE

Contractor carrying out work: ABC

Contractors Supervisor responsible for work: John Mackenzie

Work Description: IT CONNECTIONS

Duration of Permit: Time from: 2pm Time to: 12pm

Please review the following safeguards and ensure arrangements are in place to ensure compliance to these for confined space work undertaken at the Centre.

Part 2 - Confined Space Permit Pre-Start Checklist

1. In accordance with the Confined Space Regulations 1987, has every effort been made to avoid having to enter the confined space to carry out the required work?

2. Have a suitable and sufficient Risk Assessment and Method Statement (Contractor/ Safe Working Practice (Westfield personnel) for entry/work in the confined space been completed?

3. Where there is a chance of oxygen depletion or the presence of toxic gas is suspected has monitoring been conducted and arrangements been made for continuous monitoring?

**Step 5**

Request Access - RAMS (Step 5 of 5) Your Work Request No.: WL21

Please upload your Risk Assessment and Method Statement below. You may upload as many files for each document category. Select Save each time you input all individual document information. You MUST upload a Risk Assessment for all works. RAMS to be clearly titled using the subject of document e.g. Electrical.

Risk Assessment

Please ensure that the Risk Assessment(s) covers all relevant health, safety and environmental issues associated with the work activity.

File Upload: File selected, please enter name and click Save.

Document Title: RISK ASSESSMENT LONDON

Save

Method Statement

File Upload: File selected, please enter name and click Save.

Document Title (e.g. Safe method of work): METHOD STATEMENT LONDON

Save

Supporting Documentation

File Upload: (Choose File) no file selected

Document Title (e.g. Safe method of work):

Save



Request Access - RAMS (Step 5 of 5) Your Work Request No.: WL21

Please upload your Risk Assessment and Method Statement below. You may upload as many files for each document category. Select Save each time you input all individual document information. You MUST upload a Risk Assessment for all works. RAMS to be clearly titled using the subject of document e.g. Electrical.

Risk Assessment

Please ensure that the Risk Assessment(s) covers all relevant health, safety and environmental issues associated with the work activity.

File Upload: (Choose File) no file selected

Document Title: RISK ASSESSMENT LONDON - 152 - HCL Safety - Working At Height.pdf

Save

Method Statement

File Upload: (Choose File) no file selected

Document Title (e.g. Safe method of work): METHOD STATEMENT LONDON - 202 - PBE - General.pdf

Save

Supporting Documentation

File Upload: (Choose File) no file selected

Document Title (e.g. Safe method of work):

Save

Continue

Step 5 - RAMS message if this is a Repeat Request

Request Access - RAMS (Step 5 of 5) Your Work Request No.: WL21

As this is a repeat request your previous RAMS documents have been automatically applied to this new request.

Continue

Request Completed

Request Completed

Your work access request has been submitted to Westfield London for processing. No access to this Centre is permitted until prior authorisation has been granted by Westfield. You will receive an email once your work access request has been reviewed.

Step 5**1. Request Access - RAMS (Risk Assessment and Method Statement)**

Please upload your compulsory Risk Assessment(s) and/or Method Statement(s) and/or Supporting Documentation. **Please clearly title the document in the free text box provided.**

2. You can upload as many files for each category but you MUST upload a Risk Assessment. As you upload the files you will see that you are compiling a list below the upload field of all the files you are adding. If you upload the wrong document select the Remove button.

Continue: once you have completed this step.

Repeat Access Request - RAMS

3. If you have selected a **Repeat Request** the next message will state that this request will automatically use your previous uploaded RAMS. Click **Continue** to complete the access request.

Your request is Complete.

An email will be sent to you when the request has been reviewed by Westfield admin.

Generated 'Request Access' emails:

Email 1. When an access request has been submitted by the contractor an email will be sent to Westfield admin stating the request for access is now complete and has been submitted for processing.

Email 2. When an access request has been Authorised the contractor will be sent an email stating this.

Westfield



Wellpark Business Centre, 120 Sydney Street, Glasgow G31 1JF
Tel: +44 (0)141 550 7545 Contractor Tracker Email: info@contractortracker.co.uk

solution
TECHNOLOGIES LTD

© Solution Technologies Ltd 2013