


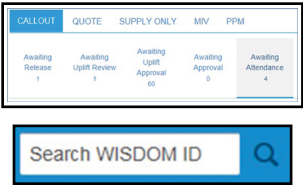


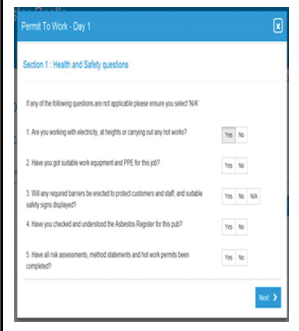

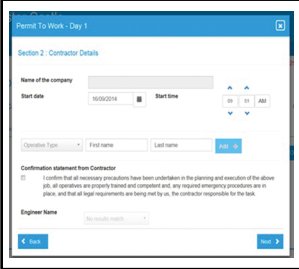




Completed by	<ul style="list-style-type: none"> All JDW WISDOM users
Frequency	<ul style="list-style-type: none"> As required
Reference	<ul style="list-style-type: none"> WISDOM Manual For JDW (WISDOM) Machine Refill DMLB DMLB Paper Permit to Work (WIS) Asbestos Survey Executive Summary and Risk Register (WISDOM) SOP - OF0011 - Pub Security SOP - OF0012 - Office Security SOP - OF0132 - Recording contractor departure from site SOP - OF0139 - Searching for items on WISDOM SOP - OF1040 - How to use the 'Our Pub' section of WISDOM
VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1		<ul style="list-style-type: none"> The Duty Manager must check the contractor's work photo ID before allowing the contractor back of house or into the building if outside of trading hours. Refer to SOP - OF0011 - Pub Security. If they do not possess ID, the contractor's office must be contacted to verify their identity. If this cannot be verified they must be refused access to site. The Duty Manager must sign the contractor into the DMLB. Refer to SOP - OF0012 - Office Security. The Duty Manager must complete the Permit to Work (PTW) on WISDOM prior to any work commencing. This process cannot be delayed.
Step 2		<ul style="list-style-type: none"> If WISDOM is not available, a paper PTW must be completed and the job's completion details must be logged on WISDOM at the earliest opportunity. A paper copy of the PTW can be found in the Machine Refill DMLB or via WIS. Two copies of the paper PTW must be completed in full and must be signed by the contractor and Duty Manager. The contractor must retain one copy, and the second copy must be filed by the Duty Manager in the relevant pub period box file.
Step 3		<ul style="list-style-type: none"> Launch WISDOM. On the dashboard, select the tab for the relevant job type e.g. Callout, Quote. Select 'Awaiting Attendance'. Click on the WISDOM job ID to access the job details. Alternatively, obtain the WISDOM job ID from the contractor and enter this into the 'Search WISDOM ID' field in the top right-hand corner of the screen. If the job cannot be found, it must be searched for by using the WISDOM 'Search' functionality. Refer to SOP - OF0139 - Searching for items on WISDOM. Always confirm the job number with the contractor prior to logging them onto WISDOM to ensure the correct job has been selected.
Step 4		<ul style="list-style-type: none"> When the correct job has been selected, click the 'Log On/Off' tab. Click 'Contractor Onsite'.
Step 5		<ul style="list-style-type: none"> The PTW will appear on the screen. The PTW must be completed by the Duty Manager and contractor. Each question must be reviewed with the contractor and answered accordingly.

Private and confidential – for internal use only

Step 6		<ul style="list-style-type: none"> • If answers to any of the questions in Section 1 of the PTW indicate that the correct Health and Safety controls are not in place, the work must not be started. • All control measures must be in place, verified and confirmed on WISDOM in order to continue. • Contact the Maintenance Help Desk if assistance is required.
Step 7		<ul style="list-style-type: none"> • If the site has asbestos containing materials (ACMs), and the contractor confirms they have not viewed the Asbestos Register, the PTW process must cease immediately. • The Duty Manager must ensure they allow the contractor to view the Asbestos Register before any works are allowed to commence. • The Asbestos Register for the site can be found in the 'Our Pub' section of WISDOM, within the 'Property Information Folder'. Refer to SOP - OF1040 - How to use the 'Our Pub' section of WISDOM. • Once the Asbestos Register has been reviewed by the contractor, the Duty Manager can allow the PTW process to re-commence. • If a contractor has any concerns about the asbestos onsite, they must not commence any work and the Duty Manager must contact the Maintenance Help Desk for further guidance. • Once Section 1 has been completed, click 'Next'.
Step 8		<ul style="list-style-type: none"> • Section 2 of the PTW will appear on screen. • The start date and time will default to the current date and time. • Select 'Engineer' from the drop down menu. • Enter the engineer's 'First Name' and 'Last Name'. • Click 'Add'. • Repeat this process for each contractor operative attending site. Ensure the correct role of either 'Engineer' or 'Assistant' is selected. • If there is more than one operative, the reason why must be entered in the 'Reason For Additional Operative(s)' field. • Once Section 2 had been completed, click 'Next'.
Step 9		<ul style="list-style-type: none"> • If a contractor started work prior to the completion of the PTW, the start time, and date if appropriate, must be changed manually within WISDOM during the log on process. • In these circumstances, a reason must be entered in Section 3 as to why the PTW has been completed after the work has begun.
Step 10		<ul style="list-style-type: none"> • The contractor must read the confirmation statement and confirm that they understand this with the Duty Manager. • The Duty Manager must tick the confirmation box and select, from the drop down menu, the engineer that has read and confirmed the statement.