



Sub Contractor Confirmed

Purchase Order or Sub Contractor Agreement is signed

Health and Safety/ Induction pack is send

Information is received in full

All H&S documents and Agreement must be signed before works commence on site

Subcontractor to sign the Contract and H&S information and return to AOC office

Work Pre Start Process

Does work require PTW(Permit to Work)

SWMS(Safe Work Method Statement) must to be complete and signed by Contractor and returned to AOC office

Evaluation of SWMS is satisfactory

PTW is issued

Work commence on Site

NO

Has all H&S documents been signed off and returned to AOC office?

NO

SWMS and all H&S documents must be complete before commencing on site

More Information is required

NO

Complete all H&S documents and return to AOC office

YES