

# Digital Work Authority Form (EWAf) - External Service Partner

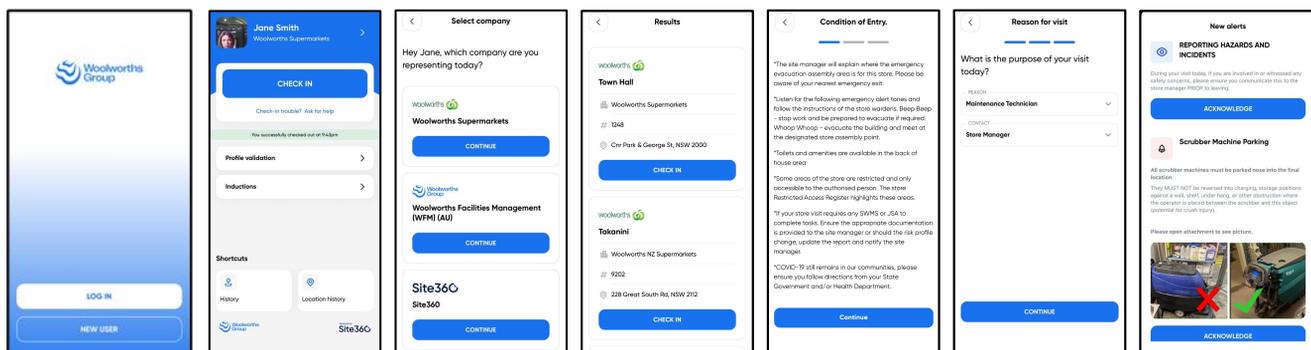


External Service Partners can only complete EWAf after selecting the correct company name, reason for visit, and when check-in to the site in the Woolworths Group Visitor app.

## Step 1 - Access Woolworths Group Visitor app

To be able to complete EWAf, user needs to be checked-in to the store or site:

1. Login to Woolworths Group Visitor app with your credentials (Phone number and PIN).
2. Tap the 'Check In' button, select the company you are representing, and the site you want to check into.
3. Accept the condition of entry.
4. Provide your reason for the visit and site contact.
5. Read and acknowledge company and site-specific alerts.

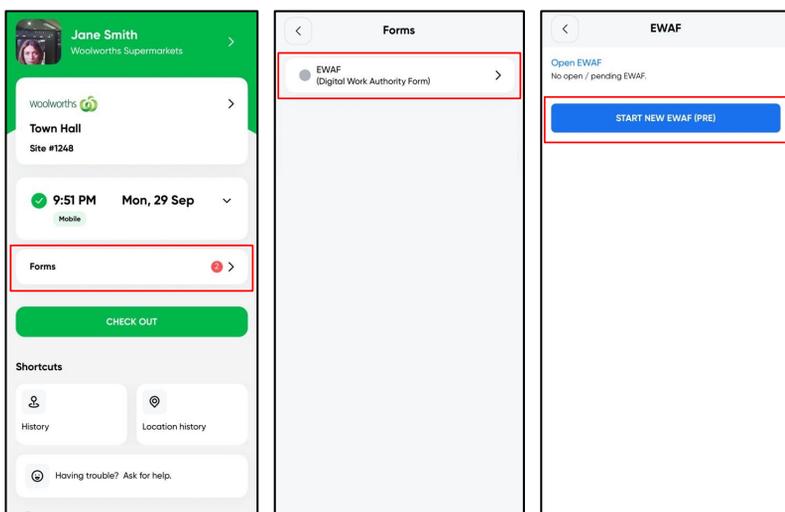


## Step 2 - Complete EWAf PRE form

The EWAf needs to be filled out at the start (PRE) and completion (POST) of work.

To launch the EWAf form at the start of work:

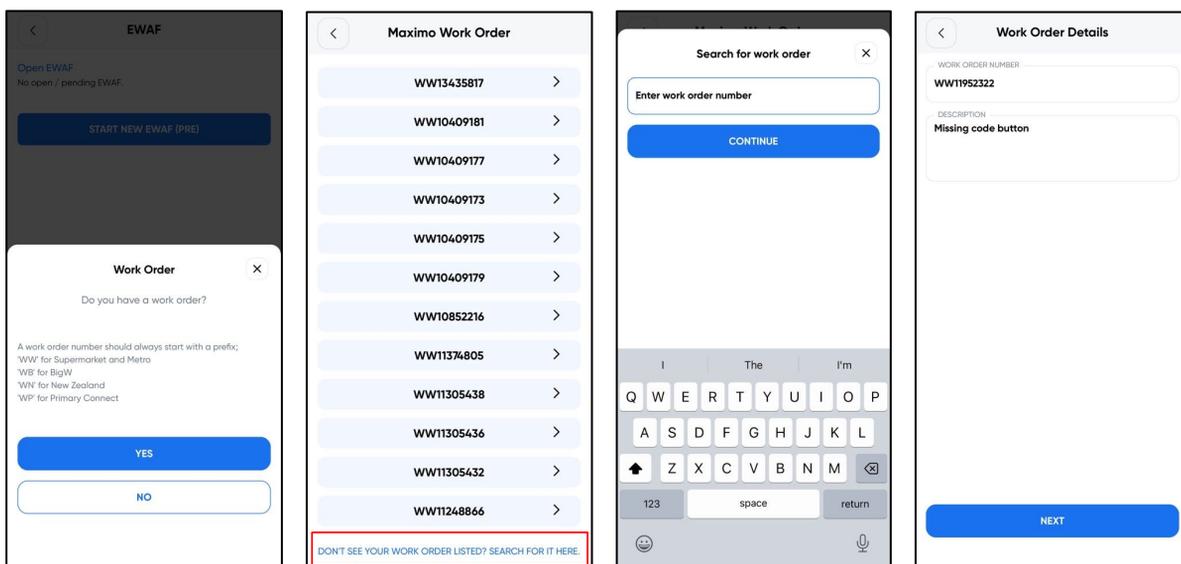
1. Select 'Forms'.
2. Select 'EWAf (Digital Work Authority Form)' by tapping on the heading.
3. Select 'Start New EWAf (PRE)'.



## Step 2.1 - Select the Work Order

If the work order is raised via Maximo, the technician can then select the appropriate Work Order number

1. Answer the Work Order number question as Yes or No.
2. If yes, a list of Work Orders assigned to the primary contractor and to the site will appear, select the relevant work order.
3. If technician cannot see the work order in the list, then technician can search for the WO using the button at the end of the list and manually input the work order including the prefix.
4. Work Order Number and Description fields in EWF are then pre-populated.
5. If no, the Work Order Number and Description field in EWF is editable and manually inputted with the PO number, project code, or quote as work order reference.



Tip: Mandatory fields in the form are marked with a red asterisk \*

**SITE ORIENTATION**

I confirm the store/site representative has fully oriented us on the below items, and I have noted any hazards acknowledged when checking in to the store/site?  
Facilities & Amenities, Emergency Exits & Fire Equipment, Emergency Evacuation Plan, Advised of other works on site and scope and Any Site Hazards \*

Tip: Use drop down arrow to select from a predefined list in the form

Refrigerant Type

Select an option 

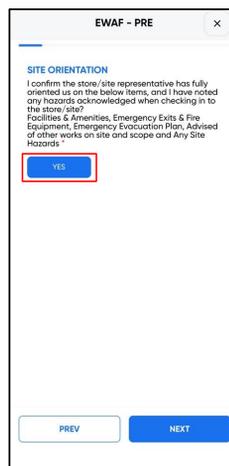
- CO2
- R1234ZE
- R134A
- R22
- R290

enter cylinder number

## Step 2.2 - Site Orientation

Site orientation with the site manager or manager on duty needs to be completed.

1. Site manager provides site orientation.
2. Select the 'Yes' button to confirm completion of site orientation.



The screenshot shows the 'EWAf - PRE' app interface for 'SITE ORIENTATION'. The text reads: 'I confirm the store/site representative has fully oriented us on the below items, and I have noted any hazards acknowledged when checking in to the store/site? Facilities & Amenities, Emergency Exits & Fire Equipment, Emergency Evacuation Plan, Advised of other works on site and scope and Any Site Hazards'. A red box highlights the 'YES' button. At the bottom, there are 'PREV' and 'NEXT' buttons.

## Step 2.3 - Additional Technicians

To add other technicians, they must also be checked in to the store or site via the app.

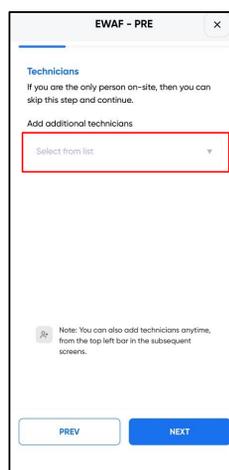
If you are the only person on site, then please skip this step.

1. Add additional technicians by selecting from the list.
2. Click on the checkbox beside the technician name and click 'Done'.

Note: You can also add technicians anytime, from the top left bar in the subsequent screens.



The screenshot shows the top bar of the 'EWAf - PRE' app. A red box highlights the technician icon on the left, the 'EWAf - PRE' text in the center, and the close icon on the right.



The screenshot shows the 'EWAf - PRE' app interface for 'Technicians'. The text reads: 'If you are the only person on-site, then you can skip this step and continue. Add additional technicians'. A dropdown menu is labeled 'Select from list'. A note at the bottom says: 'Note: You can also add technicians anytime, from the top left bar in the subsequent screens.' At the bottom, there are 'PREV' and 'NEXT' buttons.

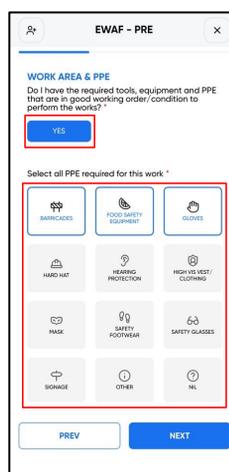


The screenshot shows the 'Add additional technician' screen. The text reads: 'Note: Eligible technicians will appear in this list.' Below this, there is a list of technicians: 'Joe Bloggs' and 'John Doe'. A red box highlights the checkbox next to 'John Doe'. At the bottom, there is a 'DONE' button.

## Step 2.4 - Work Area & PPE

This section of the form is to confirm work area and PPE to be used to perform the work.

1. Select the 'Yes' button to confirm having the required tools, equipment and PPE.
2. Select the tools and equipment that are applicable from the displayed list.
3. Select the 'Yes' button to confirm if you are working alone. If there are multiple contractors working then check the Not Required checkbox.



The screenshot shows the 'EWAf - PRE' app interface for 'WORK AREA & PPE'. The text reads: 'Do I have the required tools, equipment and PPE that are in good working order/condition to perform the works?'. A red box highlights the 'YES' button. Below this, there is a grid of PPE items: 'SERVICES', 'FOOD SAFETY EQUIPMENT', 'GLOVES', 'HARD HAT', 'HEARING PROTECTION', 'HIGH VIS VEST/CLOTHING', 'MASK', 'SAFETY FOOTWEAR', 'SAFETY GLASSES', 'SIGNAGE', 'OTHER', and 'NIL'. A red box highlights the 'SERVICES', 'FOOD SAFETY EQUIPMENT', 'GLOVES', 'HARD HAT', 'HEARING PROTECTION', 'HIGH VIS VEST/CLOTHING', 'MASK', 'SAFETY FOOTWEAR', and 'SAFETY GLASSES' items. At the bottom, there are 'PREV' and 'NEXT' buttons.



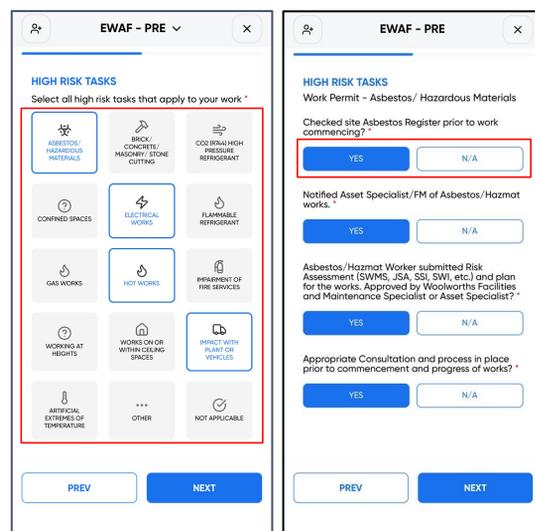
The screenshot shows the 'EWAf - PRE' app interface for 'WORK AREA & PPE'. The text reads: 'If I am working alone, have I informed the Manager Leading the Store where I am working and for how long?'. A red box highlights the 'YES' button. At the bottom, there are 'PREV' and 'NEXT' buttons.

## Step 2.5 - High Risk Tasks and Work Permit

When working on high risk tasks, corresponding work permit questions required to be answered are shown on the next page of the form.

1. Select each relevant High Risk Task displayed on the list. Each high risk task you select will have a corresponding page to show you questions that must be answered.
2. Select the response 'Yes', 'No', or 'N/A' that applies to the questions.

Note: Visitors working on high risk tasks will be visible in the Visitor Dashboard for the store/site.



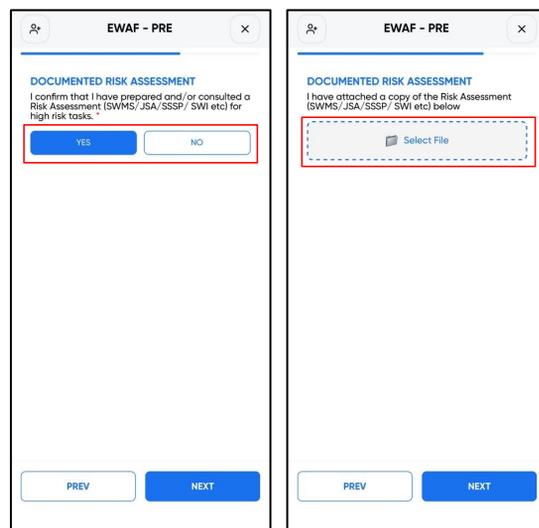
The first screenshot shows a grid of 12 high risk tasks: ASBESTOS/ HAZARDOUS MATERIALS, BRICK/ CONCRETE/ MASONRY/ STONE CUTTING, CO2 BINAL HIGH PRESSURE REFRIGERANT, CONFINED SPACES, ELECTRICAL WORKS, FLAMMABLE REFRIGERANT, GAS WORKS, HOT WORKS, IMPLEMENT OF FIRE SERVICES, WORKING AT HEIGHTS, WORKS ON OR WITH CEILING SPACES, IMPACT WITH PLANT OR VEHICLES, ARTIFICIAL EXTREMES OF TEMPERATURE, OTHER, and NOT APPLICABLE. A red box highlights the first three tasks.

The second screenshot shows the 'Work Permit - Asbestos/ Hazardous Materials' section with three questions, each with 'YES' and 'N/A' buttons: 'Checked site Asbestos Register prior to work commencing?', 'Notified Asset Specialist/ FM of Asbestos/ Hazmat works.', and 'Asbestos/ Hazmat Worker submitted Risk Assessment (SWMS, JSA, SSI, SWI, etc.) and plan for the works. Approved by Woolworths Facilities and Maintenance Specialist or Asset Specialist?'. A red box highlights the 'YES' and 'N/A' buttons for the first question.

## Step 2.6 - Documented Risk Assessment

1. Select the 'Yes' or 'No' button to confirm the Risk Assessment statement.
2. Tap on the 'Select File' button to upload your risk assessment documents (SWMS/JSA/SSSP/SWI etc.).

You may upload the risk assessment document pages that is relevant to the work order.



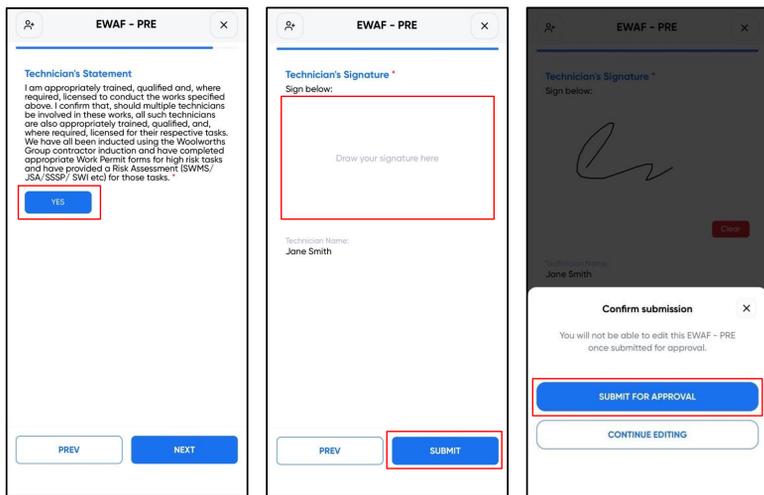
The first screenshot shows the 'DOCUMENTED RISK ASSESSMENT' section with the statement: 'I confirm that I have prepared and/or consulted a Risk Assessment (SWMS/ JSA/ SSSP/ SWI etc) for high risk tasks.' Below the statement are 'YES' and 'NO' buttons, with a red box highlighting them.

The second screenshot shows the same section with a 'Select File' button highlighted by a red dashed box, indicating the next step in the process.

## Step 2.7 - Technician's Statement

For contractor to complete:

1. Contractor must read the technician's statement and select the 'Yes' button.
2. Contractor must provide their signature.
3. Submit the EWAF PRE and handover the device to the Site Access Controller or Site Representative to provide their approval.

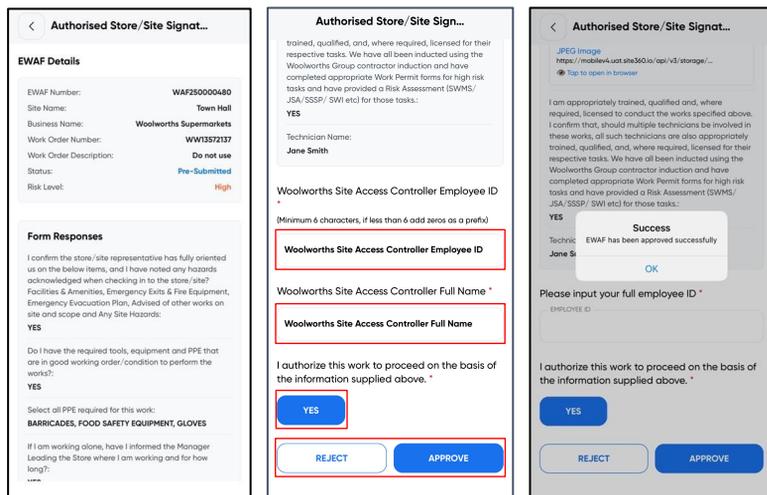


## Step 2.8 - Authorised Store/ Site Signature

For authorised store/site signatory to complete:

1. Review completeness of the information provided by the contractor.
2. Input Employee ID and full name.
3. Select the 'Yes' button to confirm authorisation statement.
4. Select the 'Approve' button to authorise completion of EWAF PRE and commencement of work on site. Otherwise, select 'Reject' button and provide feedback to contractor.
5. If 'Reject' button is selected, the form returns to the Site Orientation page. The contractor must update the form and re-submit it to the Site Access Controller or Site Representative for approval.

No work is to be completed unless contractor signature and Site Access Controller or Site Representative approvals have been added to the form.

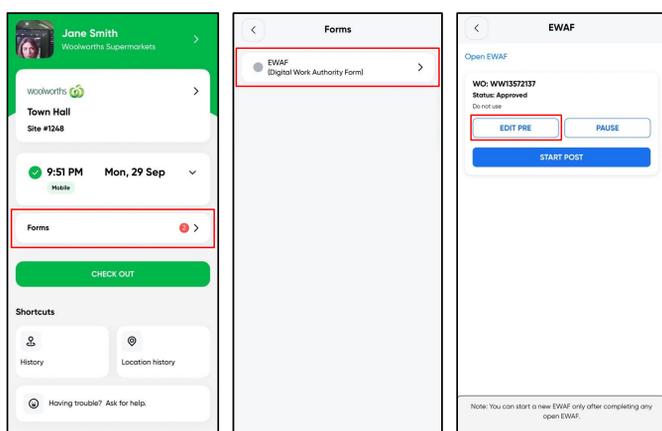


## Step 2.8 - Edit EWAF PRE

EWAF PRE can be edited and resubmitted for Site Access Controller or Site Representative review and re-approval after initial submission.

1. Select 'Forms'.
2. Select 'EWAF (Digital Work Authority Form)' by tapping on the heading.
3. Select 'EDIT PRE' button to make changes .
  - a. Example: Adding high risk tasks
  - b. Example: Adding additional technicians arriving on site at different times
4. Re-submit the EWAF PRE and handover the device to the Site Access Controller or Site Representative to provide their approval.

An EWAF PRE can be edited anytime before it automatically expires (8 hours for works with high risk tasks and 12 hours without high risk tasks) . Contractor will receive a notification before and when the EWAF expires.

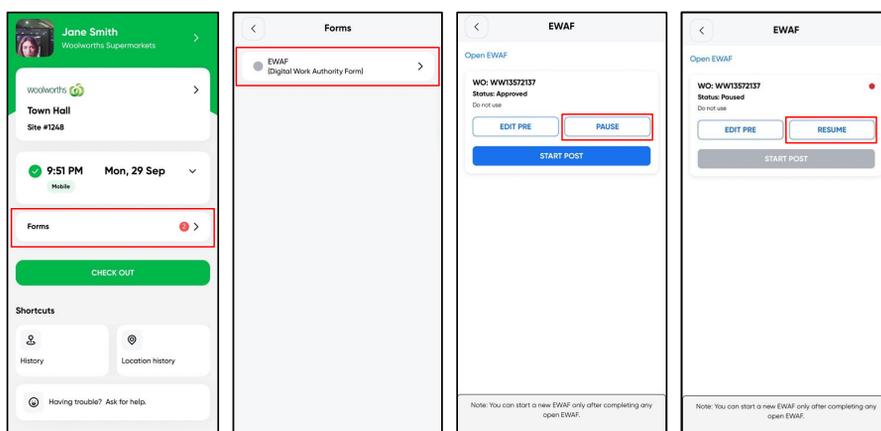


## Step 2.9 - Pause/Resume EWAF PRE

EWAF PRE can be paused if contractor needs to step out of site (e.g., collect parts, break time, etc.).

1. Select 'Forms'
2. Select 'EWAF (Digital Work Authority Form)' by tapping on the heading
3. Select 'PAUSE' button.
4. When returning to site or continuing works, select the 'RESUME' button.

**The EWAF will automatically pause when contractors step outside the geofence or checks out of site. Contractor needs to make sure to click on RESUME button prior to continuing the works.**



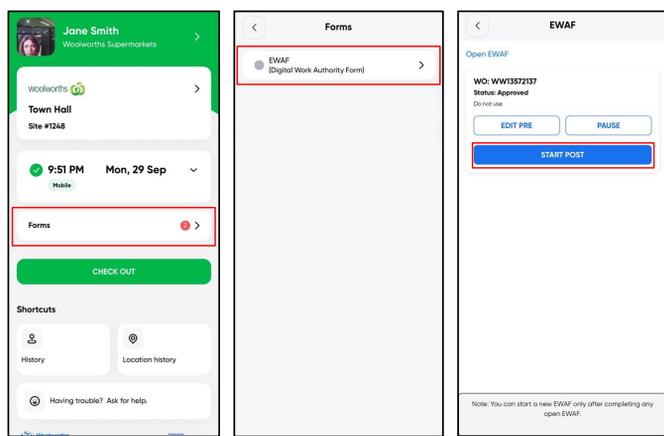
## Step 3 - Complete EWAFF POST form

Post completion of work, the contractor must complete the second section of the form.

To launch the EWAFF POST form:

1. Select 'Forms'.
2. Select 'EWAFF (Digital Work Authority Form)' by tapping on the heading.
3. Select 'START POST' button.

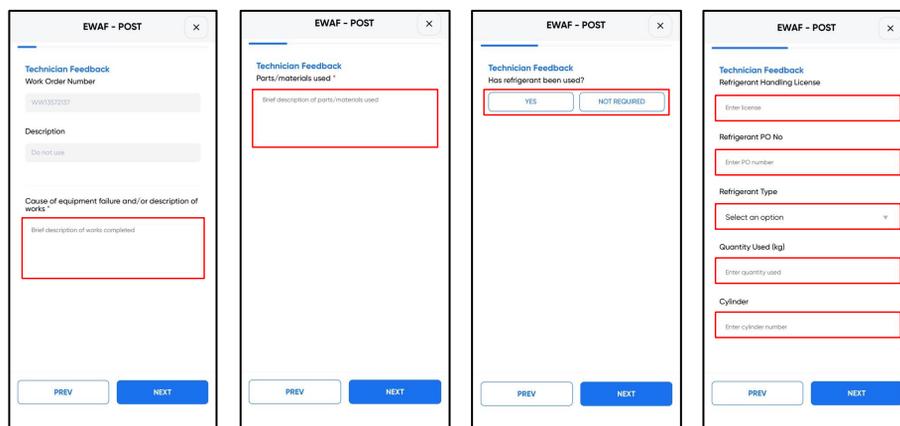
**Important: Always close an EWAFF before leaving a site, especially when moving to another Woolworths location. A new EWAFF can only be started once any open EWAFF is completed.**



## Step 3.1 - Technician Feedback

Contractor must provide information regarding the work completed on site:

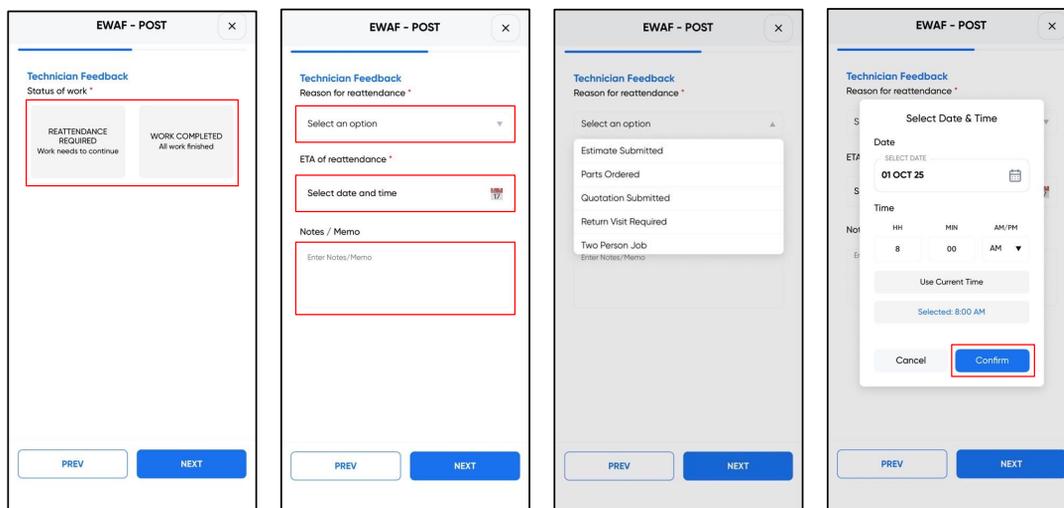
1. Provide cause of equipment failure and/or description of works.
2. Provide parts/materials used.
3. Select 'Yes' if refrigerant was used. Otherwise, select 'Not Required'.
4. If refrigerant was used, provide the relevant and applicable information related to the refrigerant used:
  - Refrigerant handling license
  - Refrigerant PO No.
  - Refrigerant Type - select from drop down options
  - Quantity Used (kg)
  - Cylinder



## Step 3.2 - Status of Work

1. Select status of work from the displayed list.
2. If work is not completed and reattendance is required additional fields will display.
  - a. Select reason for reattendance from the drop down list
  - b. Select date and time of attendance
  - c. Add any notes/memo

For EWFs that are linked to a Maximo work order, the Status of Work and Reattendance information is automatically sent to Maximo.

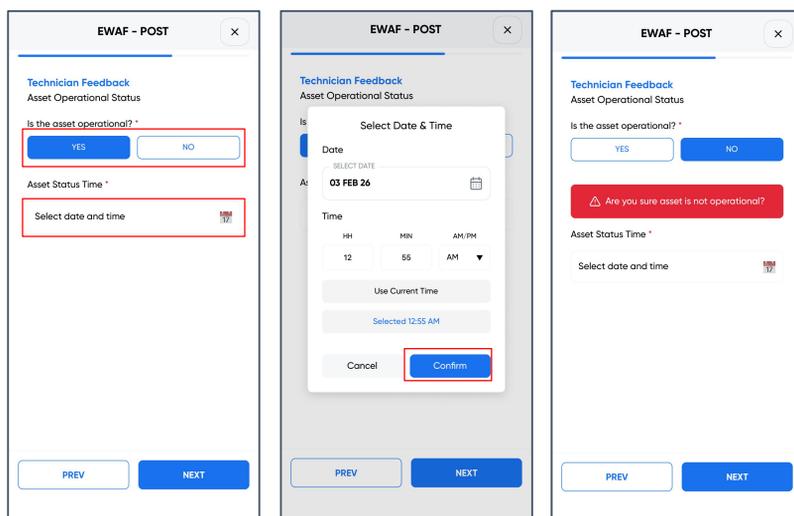


## Step 3.3 - Asset Operational Status

Asset Operational Status fields are displayed only for Maximo Work Orders involving assets that require downtime reporting.

1. Select the 'Yes' or 'No' button to confirm asset operational status.
  - a. If Status of Work is 'Work Completed', the asset operational status is defaulted as 'Yes'. If technician selects 'No', a prompt "Are you sure asset is not operational?" is displayed.
2. Select the Date and Time of the status change. This records the timestamp when the asset's operational status was updated.

Asset Operational status is automatically sent to Maximo.



## Step 3.4 - Technician's Statement

For contractor to complete:

1. Contractor must read the technician's statement and select the 'Yes' button.
2. Contractor must provide their signature.
3. Submit the EWAf POST and handover the device to the Site Access Controller or Site Representative to provide their approval.

The first screenshot shows the 'Technician's Statement' section with a 'YES' button highlighted. The second screenshot shows the 'Technician's Signature' section with a red box around the signature area and a 'SUBMIT' button. The third screenshot shows a 'Confirm submission' dialog with a 'SUBMIT FOR APPROVAL' button highlighted.

## Step 3.5 - Authorised Store/ Site Signature

For authorised store/site signatory to complete:

1. Review completeness of the information and ensure area has been cleared and left safe by the contractor.
2. Select the 'Yes' button to confirm authorisation statement. Add any comments.
3. Input Employee ID and full name.
4. Select the 'Approve' button to authorise completion of EWAf POST and completion of work on site. Otherwise, select 'Reject' button and provide feedback to contractor.
5. If 'Reject' button is selected, the form returns to the Technician Signature page. The contractor must update the form and re-submit it to the Site Access Controller or Site Representative for approval.

No work is to be completed unless contractor signature and Site Access Controller or Site Representative approvals have been added to the form.

The contractor will receive a PDF of the form automatically sent to their email address as set up in the user profile. The generated PDF form is to be attached in the invoice.

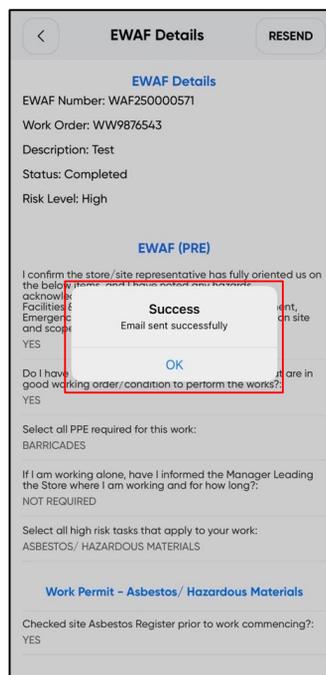
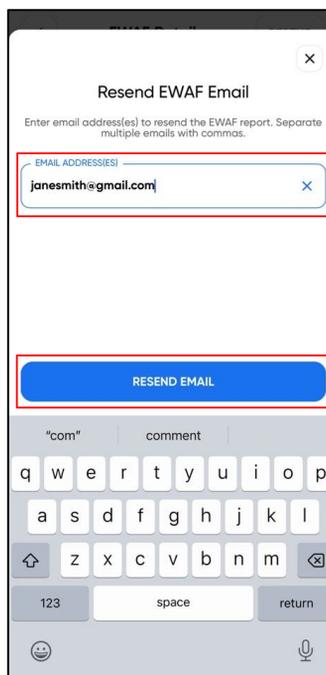
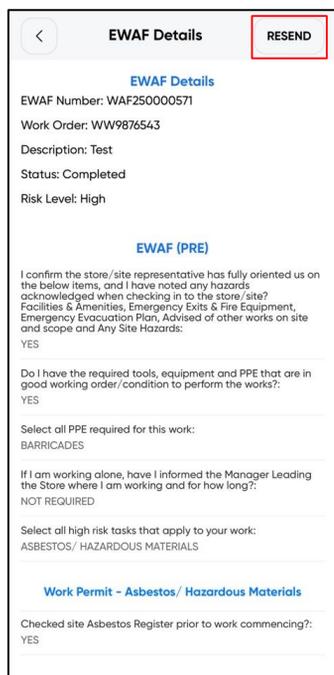
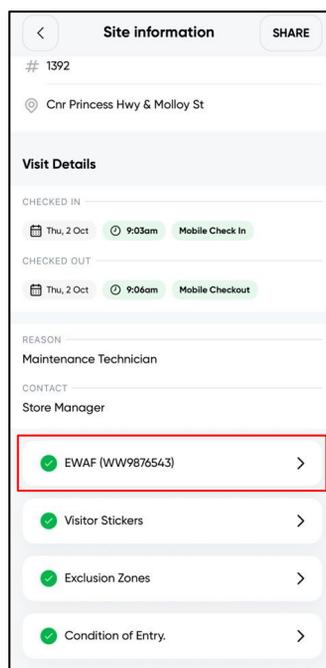
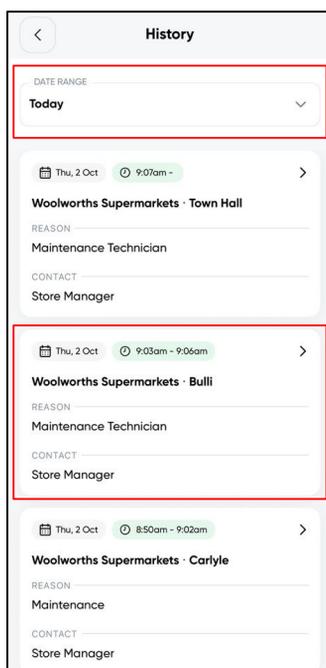
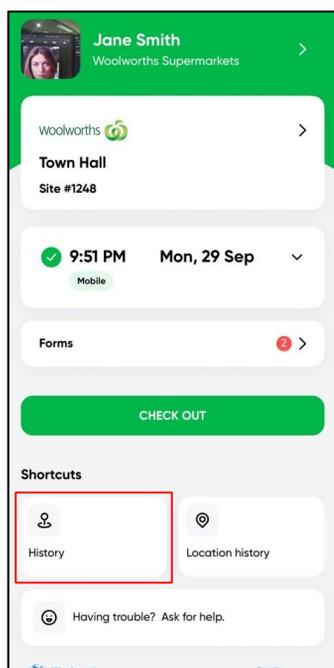
The contractor can also view the form via the History tab on the app.

The first screenshot shows 'EWAf Details' including EWAf Number, Site Name, Business Name, Work Order Number, Work Order Description, Status, Risk Level, and Form Responses. The second screenshot shows the 'Authorised Store/ Site Signatory' form with a 'YES' button highlighted, a 'Comments' field, and fields for 'Woolworths Site Access Controller Employee ID' and 'Woolworths Site Access Controller Full Name'. The third screenshot shows a 'Success' dialog with a 'YES' button highlighted and a 'Please input your full employee ID' field.

## Resending or Forwarding Completed Forms

These are the steps to be able to resend or forward completed forms to another email address:

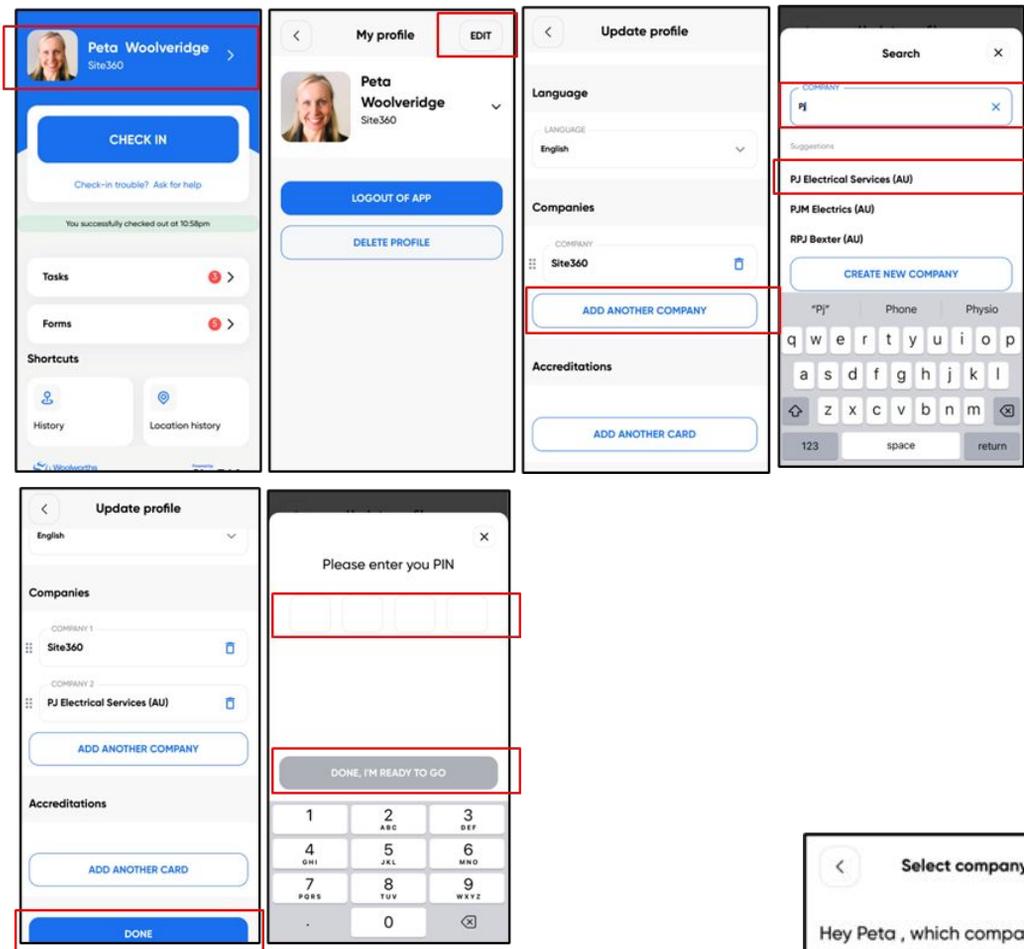
1. Tap 'History' on the home screen.
2. Select a date range and tap on the visit where you completed the form.
3. Scroll to the bottom of the visit details and tap on the form you wish to resend.
4. Tap 'Resend' (top right).
5. The pop-up will automatically contain the app user's email address. Add multiple email addresses using a comma to separate.
6. Tap the 'Resend Email' button that appears below the email field.
7. Tap OK.



## Additional Company Names

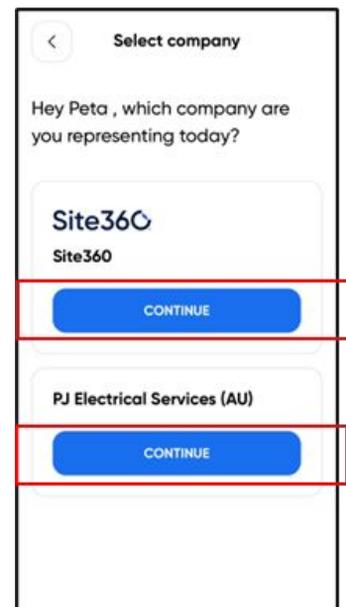
If you work for more than one company, you can add multiple companies to your app profile. To add another company in your profile, follow these steps:

1. Open the Woolworths Group Visitor app and tap on your name at the top of the screen.
2. Tap 'Edit' top right corner.
3. Scroll down and tap 'Add Another Company'.
4. Type your company name and select from the list below. If the company name does not appear, check your spelling or type the full company name and tap 'Create New Company'.
5. Scroll to the bottom and tap 'Done'.
6. Enter your 4-digit PIN to save your changes.



## Check-in to the site

1. When you next check into site, you will be prompted as to which company you are representing.
2. Tap CONTINUE on the company you are representing during that visit.



## Expiration

EWAF is only valid for 8 hours with high risk tasks and for 12 hours without high risk tasks. Contractor receives a notification in the device when EWAF is about to expire or when it has expired.

If works needs to continue beyond EWAF expiration, contractor needs to complete EWAF POST and submit a new EWAF PRE in order to continue.

Hours exceeding the EWAF expiration time will be excluded from the system calculated labour hours.



## Missing POST Notifications

Contractor who is about to leave geofence or check out of site without completing an EWAF POST will receive a notification in the app. If contractor choose to proceed, contractor will receive reminder notifications about the missing POST.

**A new EWAF cannot be started on any other site if contractor has an open EWAF.**

