

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.

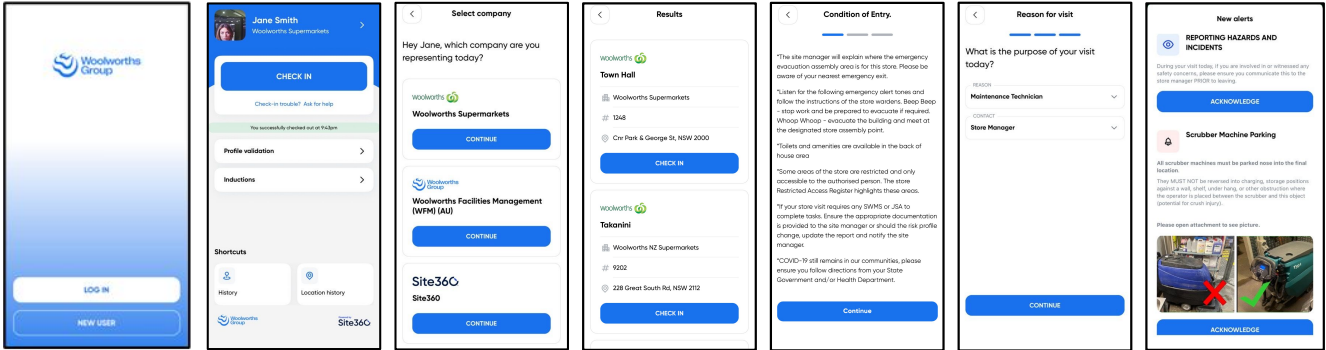
Login to Woolworths Group Visitor app with your credentials (Phone number and PIN).
2.

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.

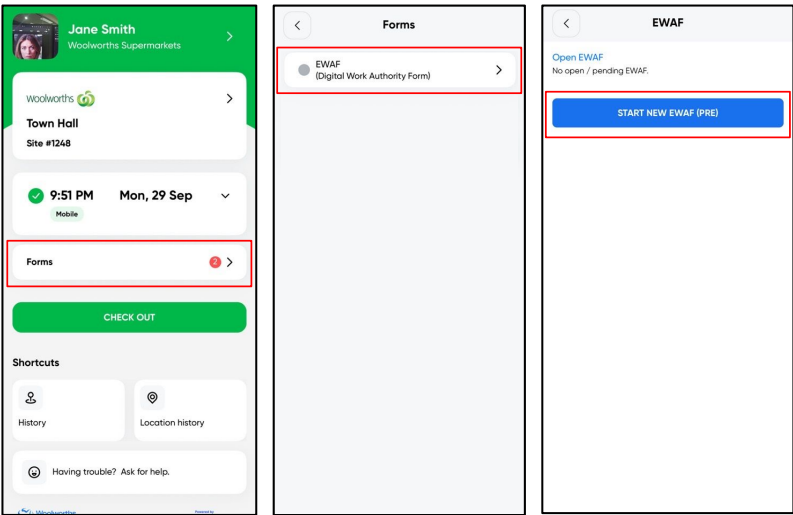
To launch the EWAf form at the start of work:

1.

Select 'Forms'.
2.

Select 'EWAf (Digital Work Authority Form)' by tapping on the heading.
3.

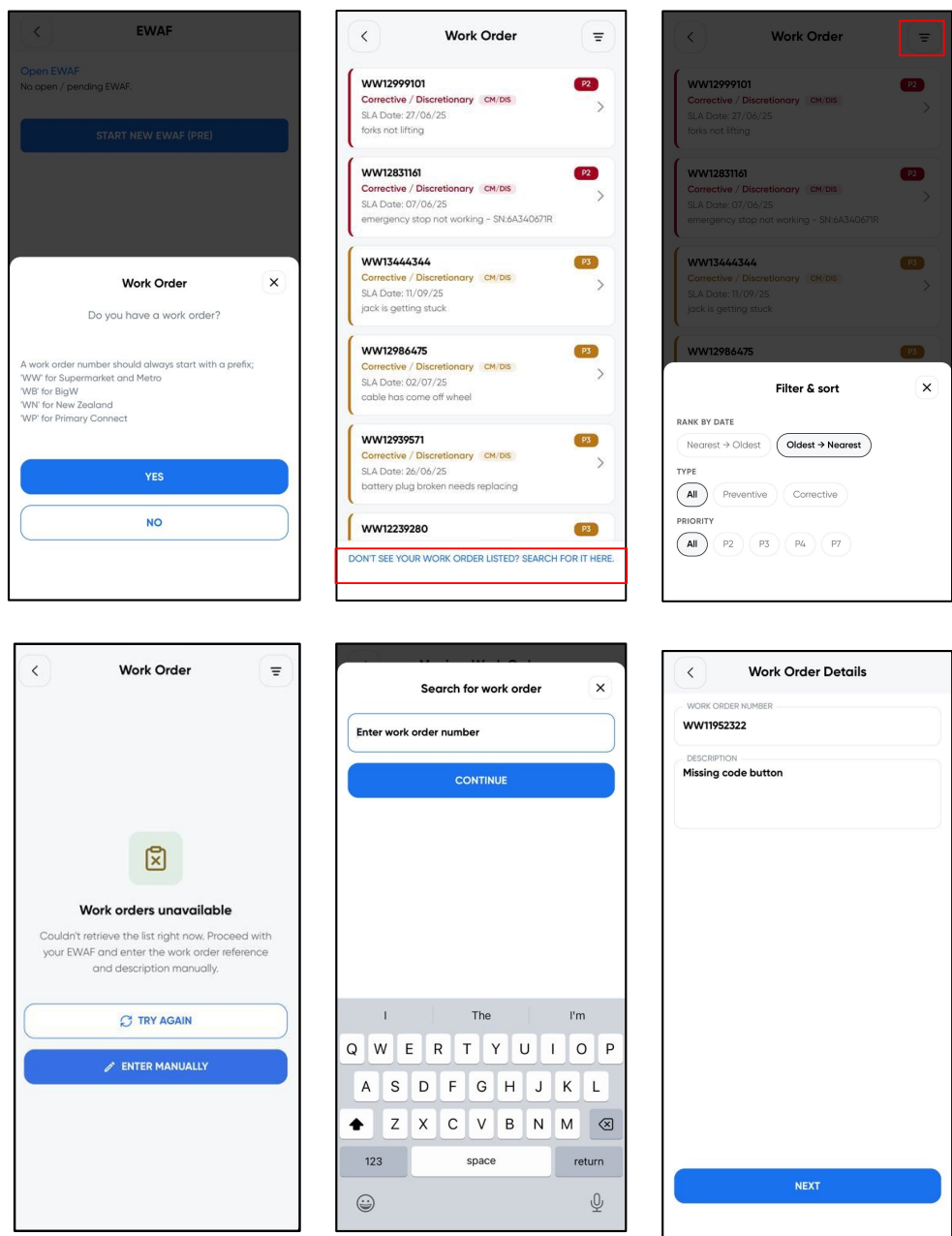
Select 'Start New EWAf (PRE)'.



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. *(Note: Use the filter and sort button to easily find WOs)*
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 EWAf are then pre-populated.
5. If no, the Work Order Number and Description field in EWAf is editable and manually inputted with the PO number, project code, or quote as work order reference.
6. If there is a temporary connectivity issue with Maximo, a prompt will be shown. Select the 'Try again' button to retry connection or proceed with completing EWAf with manually inputted Work Order details.



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.



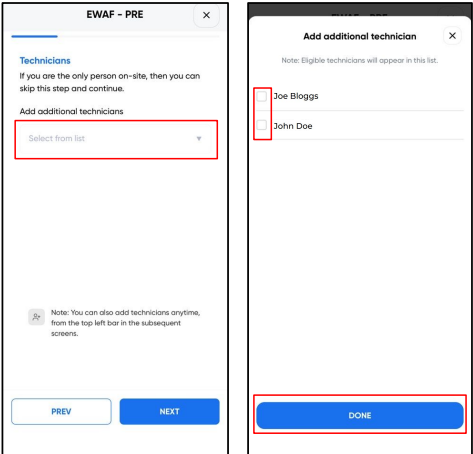
Step 2.3 - Additional Technicians

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'.

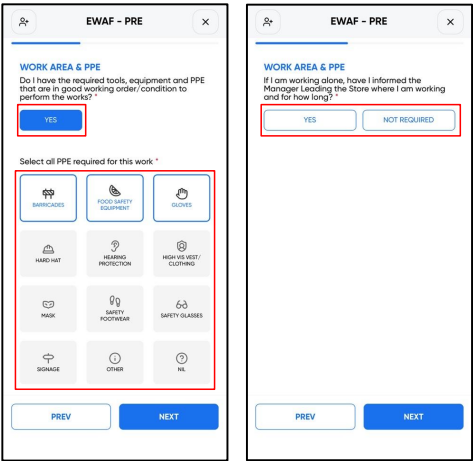
Note: You can also add technicians anytime, from the top left bar in the subsequent screens.



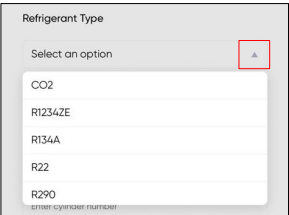
Step 2.4 - Work Area & PPE

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

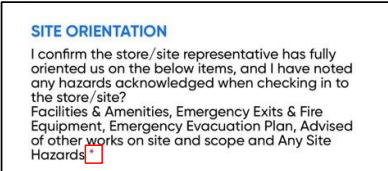
1. Select the 'Yes' button to confirm having the required tools, equipment and PPE.
2. Select the tools and equipment that are applicable from the displayed list.
3. Select the 'Yes' button to confirm if you are working alone. If there are multiple contractors working then check the Not Required checkbox.



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



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



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.

EWAf - PRE

HIGH RISK TASKS

Select all high risk tasks that apply to your work *

ASBESTOS/HAZARDOUS MATERIALS

BRICK/CONCRETE/MASONRY/STONE CUTTING

CO2 (RINA) HIGH PRESSURE REFRIGERANT

CONFINED SPACES

ELECTRICAL WORKS

FLAMMABLE REFRIGERANT

GAS WORKS

HOT WORKS

IMPLEMENT OF FIRE SERVICES

WORKING AT HEIGHTS

WORKS ON OR WITHIN CEILING SPACES

IMPACT WITH PLANT OR VEHICLES

ARTIFICIAL EXTREMES OF TEMPERATURE

... OTHER

NOT APPLICABLE

PREV

NEXT

EWAf - PRE

HIGH RISK TASKS

Work Permit - Asbestos/ Hazardous Materials

Checked site Asbestos Register prior to work commencing? *

YES

N/A

Notified Asset Specialist/FM of Asbestos/Hazmat works? *

YES

N/A

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? *

YES

N/A

Appropriate Consultation and process in place prior to commencement and progress of works? *

YES

N/A

PREV

NEXT

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.

EWAf - PRE

DOCUMENTED RISK ASSESSMENT

I confirm that I have prepared and/or consulted a Risk Assessment (SWMS/JSA/SSSP/ SWI etc) for high risk tasks. *

YES

NO

PREV

NEXT

EWAf - PRE

DOCUMENTED RISK ASSESSMENT

I have attached a copy of the Risk Assessment (SWMS/JSA/SSSP/ SWI etc) below

Select File

PREV

NEXT

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.

EWAF - PRE

Technician's Statement

I am appropriately trained, qualified and, where required, licensed to conduct the works specified above. I confirm that, should multiple technicians be involved in these works, all such technicians are also appropriately trained, qualified, and, where required, licensed for their respective tasks. We have all been inducted using the Woolworths Group contractor induction and have completed appropriate Work Permit forms for high risk tasks and have provided a Risk Assessment (SWMS/ JSA/SSSP/ SWI etc) for those tasks.

YES

PREV NEXT

EWAF - PRE

Technician's Signature *

Sign below:

Draw your signature here

Technician Name: Jane Smith

PREV SUBMIT

EWAF - PRE

Technician's Signature *

Sign below:

Confirm submission

You will not be able to edit this EWAF - PRE once submitted for approval.

SUBMIT FOR APPROVAL

CONTINUE EDITING

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.

Authorised Store/Site Signat...

EWAF Details

EWAF Number: WAF250000480

Site Name: Town Hall

Business Name: Woolworths Supermarkets

Work Order Number: WW1372737

Work Order Description: Do not use

Status: Pre-Submitted

Risk Level: High

Form Responses

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.

YES

Do I have the required tools, equipment and PPE that are in good working order/condition to perform the works?

YES

Select all PPE required for this work: BARRICADES, FOOD SAFETY EQUIPMENT, GLOVES

If I am working alone, have I informed the Manager Leading the Store where I am working and for how long?

Authorised Store/Site Sign...

trained, qualified, and, where required, licensed for their respective tasks. We have all been inducted using the Woolworths Group contractor induction and have completed appropriate Work Permit forms for high risk tasks and have provided a Risk Assessment (SWMS/ JSA/SSSP/ SWI etc) for those tasks.

YES

Technician Name: Jane Smith

Woolworths Site Access Controller Employee ID *

Minimum 6 characters, if less than 6 add zeros as a prefix

Woolworths Site Access Controller Employee ID

Woolworths Site Access Controller Full Name *

Woolworths Site Access Controller Full Name

I authorize this work to proceed on the basis of the information supplied above. *

YES

REJECT APPROVE

Authorised Store/Site Signat...

Image

I am appropriately trained, qualified and, where required, licensed to conduct the works specified above. I confirm that, should multiple technicians be involved in these works, all such technicians are also appropriately trained, qualified, and, where required, licensed for their respective tasks. We have all been inducted using the Woolworths Group contractor induction and have completed appropriate Work Permit forms for high risk tasks and have provided a Risk Assessment (SWMS/ JSA/SSSP/ SWI etc) for those tasks.

YES

Success

EWAF has been approved successfully

Technician Name: Jane Smith

Please input your full employee ID *

EMPLOYEE ID

I authorize this work to proceed on the basis of the information supplied above. *

YES

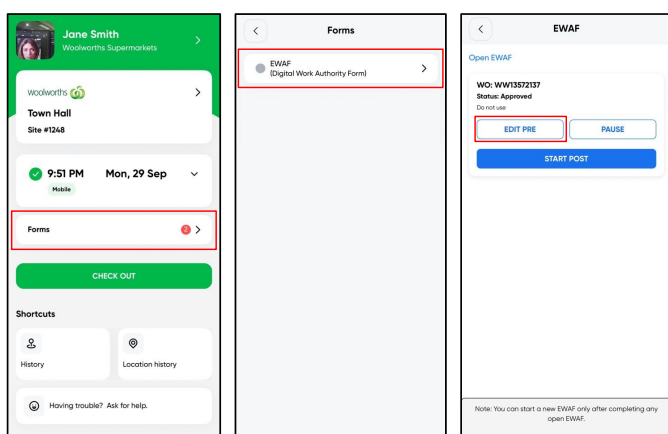
REJECT APPROVE

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.

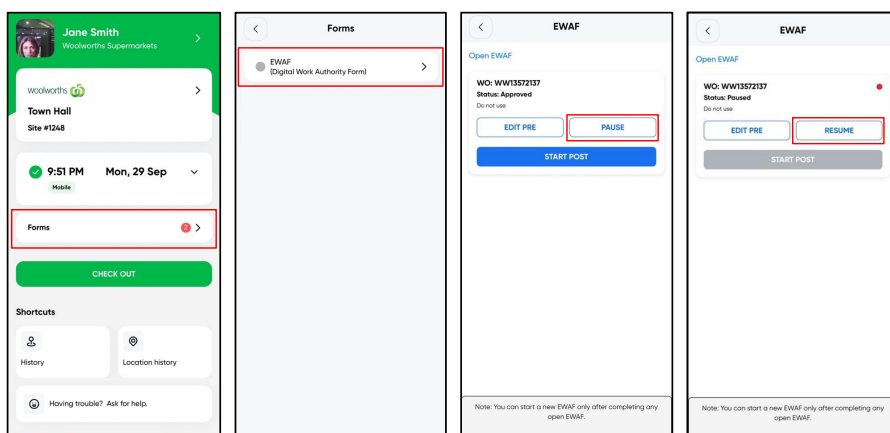


Step 2.9 - Pause/Resume EWAF (PRE)

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 EWAf POST form

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

To launch the EWAf POST form:

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

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

Jane Smith

Woolworths Supermarkets

woolworths

Town Hall

Site #1248

9:51 PM

Mon, 29 Sep

Forms

CHECK OUT

Shortcuts

History

Location history

Having trouble? Ask for help.

Forms

EWAf (Digital Work Authority Form)

Open EWAf

WO: WW13572137

Status: Approved

Do not use

EDIT PRE

PAUSE

START POST

Note: You can start a new EWAf only after completing any open EWAf.

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

EWAf - POST

Technician Feedback

Work Order Number

WW13572137

Description

Do not use

Cause of equipment failure and/or description of works

Brief description of works completed

PREV

NEXT

EWAf - POST

Technician Feedback

Parts/materials used

Brief description of parts/materials used

PREV

NEXT

EWAf - POST

Technician Feedback

Has refrigerant been used?

YES

NOT REQUIRED

PREV

NEXT

EWAf - POST

Technician Feedback

Refrigerant Handling License

Error Name

Refrigerant PO No

Error PO number

Refrigerant Type

Select an option

Quantity Used (kg)

Error quantity used

Cylinder

Error cylinder number

PREV

NEXT

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

EWAF - POST

Technician Feedback

Status of work *

REATTENDANCE REQUIRED

WORK COMPLETED

Work needs to continue

All work finished

PREV

NEXT

EWAF - POST

Technician Feedback

Reason for reattendance *

Select an option

ETA of reattendance *

Select date and time

Notes / Memo

Enter Notes/Memo

PREV

NEXT

EWAF - POST

Technician Feedback

Reason for reattendance *

Select an option

Estimate Submitted

Parts Ordered

Quotation Submitted

Return Visit Required

Two Person Job

Enter Notes/Memo

PREV

NEXT

EWAF - POST

Technician Feedback

Reason for reattendance *

Select Date & Time

Date

SELECT DATE

01 OCT 25

Time

HH

MM

AM/PM

8

00

AM

Use Current Time

Selected: 8:00 AM

Cancel

Confirm

PREV

NEXT

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.

EWAF - POST

Technician Feedback

Asset Operational Status

Is the asset operational? *

YES

NO

Asset Status Time *

Select date and time

PREV

NEXT

EWAF - POST

Technician Feedback

Asset Operational Status

Is

Select Date & Time

Date

SELECT DATE

03 FEB 26

Time

HH

MM

AM/PM

12

55

AM

Use Current Time

Selected: 12:55 AM

Cancel

Confirm

PREV

NEXT

EWAF - POST

Technician Feedback

Asset Operational Status

Is the asset operational? *

YES

NO

Are you sure asset is not operational?

Asset Status Time *

Select date and time

PREV

NEXT

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.

EWAF - POST

Technician's Statement
This is a true statement of the works undertaken. I acknowledge that the equipment and areas in which I have worked (plant/ equipment/ work areas) etc have been returned to a tidy, safe, and structurally sound condition - uncompromised by my works.

YES

PREV NEXT

EWAF - POST

Technician's Signature *
Sign below:

Draw your signature here

Technician Name:
Jane Smith

PREV SUBMIT

EWAF - POST

Technician's Signature *
Sign below:


Technician Name:
Jane Smith

Confirm submission
You will not be able to edit this EWAF - POST once submitted for approval.

SUBMIT FOR APPROVAL CONTINUE EDITING

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.

Authorised Store/Site Signat...

EWAF Details
EWAF Number: WAF25000040
Site Name: Tween Hall
Business Name: Woolworths Supermarkets
Work Order Number: WWO132137
Work Order Description: Do not use
Status: Post-Submitted
Risk Level: High

Form Responses
Cover of equipment failure and/or description of works:
Equipment failure:
Refrigerant
Has refrigerant been used?: YES
Status of work:
REATTENDANCE REQUIRED
Reason for reattendance:
Parts Ordered
ETA of reattendance:
10/1/2025, 08:00:00
Primary Technician Name:

Authorised Store/Site Signat...

- that all tools have been removed
- that food preparation area and equipment have been cleaned and sanitised (if applicable).

Should a return visit be required, I have been informed of the likely date of return.

YES

Site representative comments
Comments
Woolworths Site Access Controller Employee ID *
(Minimum 6 characters, if less than 6 add zeros as a prefix)
Woolworths Site Access Controller Employee ID
Woolworths Site Access Controller Full Name *
Woolworths Site Access Controller Full Name
REJECT APPROVE

Authorised Store/Site Signat...

condition - uncompromised by my works.
YES
Technician Name:
Jane Smith
As an authorised Site Access Controller / Site Representative, I can confirm that the work has been completed as far as possible and that the store/site has been left in a tidy and safe state. Should a return visit be required, I have been informed.
Success
EWAF POST has been approved successfully
Site rep. OK
Comments
Please input your full employee ID *
(EMPLOYEE ID)
REJECT APPROVE

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.

Jane Smith

Woolworths Supermarkets

Woolworths

Town Hall

Site #1248

9:51 PM

Mon, 29 Sep

Forms

CHECK OUT

Shortcuts

History

Location history

Having trouble? Ask for help.

History

DATE RANGE

Today

Thu, 2 Oct

9:07am -

Woolworths Supermarkets - Town Hall

REASON

Maintenance Technician

CONTACT

Store Manager

Thu, 2 Oct

9:03am - 9:06am

Woolworths Supermarkets - Bulli

REASON

Maintenance Technician

CONTACT

Store Manager

Thu, 2 Oct

8:50am - 9:02am

Woolworths Supermarkets - Carlyle

REASON

Maintenance

CONTACT

Store Manager

Site information

SHARE

1392

Cnr Princess Hwy & Molloy St

Visit Details

CHECKED IN

Thu, 2 Oct

9:03am

Mobile Check In

CHECKED OUT

Thu, 2 Oct

9:06am

Mobile Checkout

REASON

Maintenance Technician

CONTACT

Store Manager

EWAF (WW9876543)

Visitor Stickers

Exclusion Zones

Condition of Entry.

EWAF Details

RESEND

EWAF Details

EWAF Number: WAF250000571

Work Order: WW9876543

Description: Test

Status: Completed

Risk Level: High

EWAF (PRE)

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:

YES

Do I have the required tools, equipment and PPE that are in good working order/condition to perform the works?:

YES

Select all PPE required for this work:

BARRICADES

If I am working alone, have I informed the Manager Leading the Store where I am working and for how long?:

NOT REQUIRED

Select all high risk tasks that apply to your work:

ASBESTOS/ HAZARDOUS MATERIALS

Work Permit - Asbestos/ Hazardous Materials

Checked site Asbestos Register prior to work commencing?:

YES

Resend EWAF Email

Enter email address(es) to resend the EWAF report. Separate multiple emails with commas.

EMAIL ADDRESS(ES)

janesmith@gmail.com

RESEND EMAIL

EWAF Details

RESEND

EWAF Details

EWAF Number: WAF250000571

Work Order: WW9876543

Description: Test

Status: Completed

Risk Level: High

EWAF (PRE)

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:

YES

Do I have the required tools, equipment and PPE that are in good working order/condition to perform the works?:

YES

Select all PPE required for this work:

BARRICADES

If I am working alone, have I informed the Manager Leading the Store where I am working and for how long?:

NOT REQUIRED

Select all high risk tasks that apply to your work:

ASBESTOS/ HAZARDOUS MATERIALS

Work Permit - Asbestos/ Hazardous Materials

Checked site Asbestos Register prior to work commencing?:

YES

Success

Email sent successfully

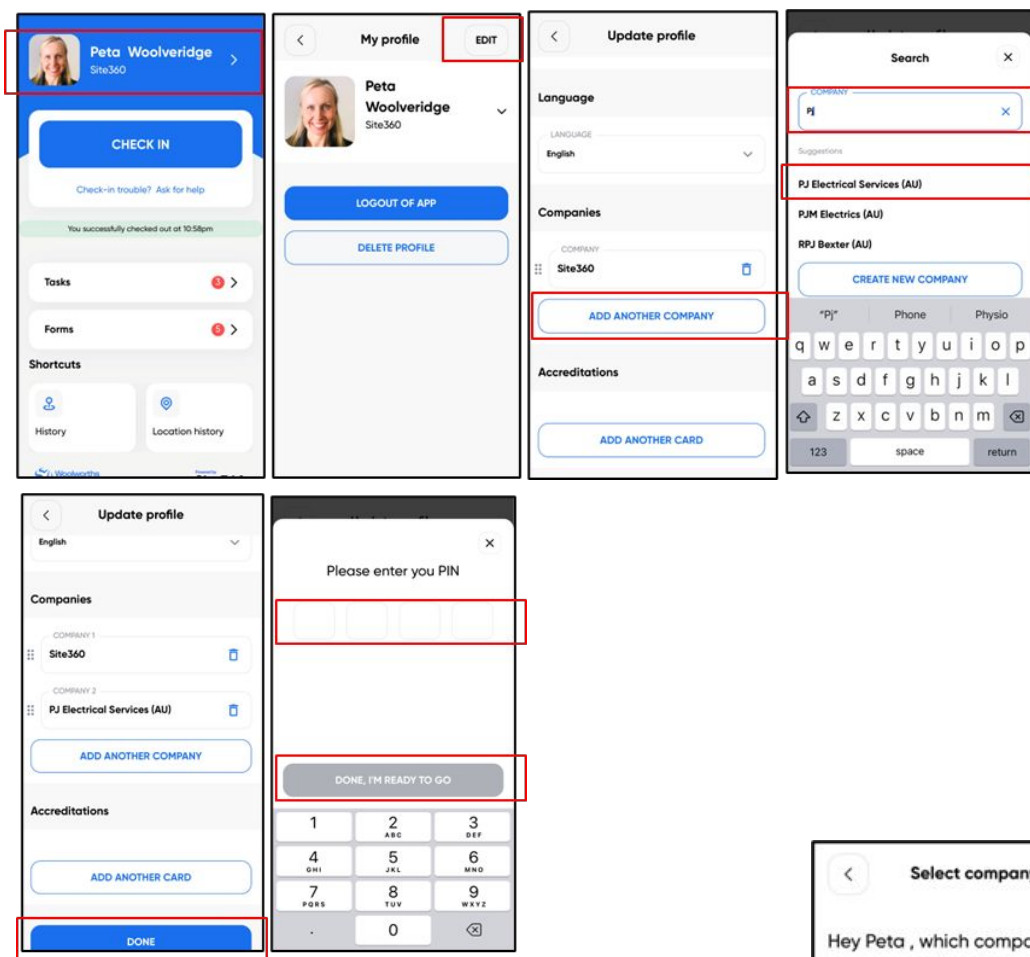
OK

Additional Company Names

If you work for more than one company, you can add multiple companies to your app profile.

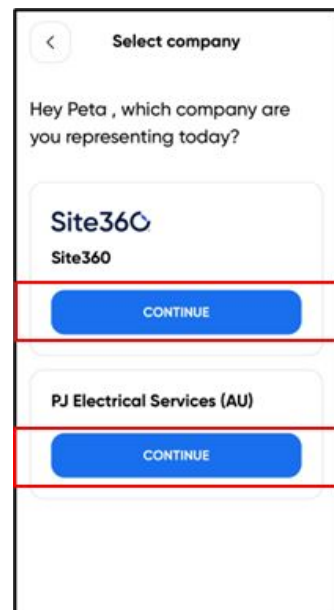
To add another company in your profile, follow these steps:

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.

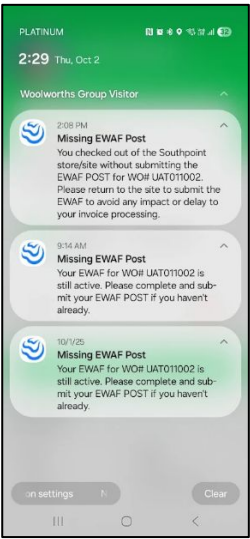
Hours exceeding the EWAF expiration time will be excluded from the system calculated labour hours.



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.



Left Site with Open EWAF Notifications

Company admin will receive an email notification when one of their contractors has left site without completing an EWAF POST.

Note: Ensure that contractors are checked in to your onboarded company to receive the email notification.

Action Required: Open Electronic Work Authority Form (EWAF) - Technician Return to Site Required

Dear Alim Jun24,

This email is to notify you that **Fritzie Ligeralde** from **CROWN EQUIPMENT PTY LIMITED** has departed **Woolworths Supermarkets / Town Hall / 9799** with an Electronic Work Authority Form (EWAF) still open and unclosed.

As per our safety and compliance procedures, all EWAFs must be formally closed off prior to a technician leaving site. An open EWAF represents a potential safety and compliance risk and must be resolved promptly.

DETAILS:

- Company: CROWN EQUIPMENT PTY. LIMITED
- Technician: Fritzie Ligeralde
- Site: Woolworths Supermarkets / 9799 / Town Hall
- EWAF Reference No.: WAF260242046
- Work Order No.: WW12242673
- Date/Time of Departure: 2026-07-02 23:14:20.000 UTC

ACTION REQUIRED:

Please coordinate with **Fritzie Ligeralde** to arrange their return to site at the earliest opportunity to close off the EWAF in accordance with site requirements.

Please be aware that until this EWAF is closed, **Fritzie Ligeralde** will be unable to open an EWAF at any other site.

Kind regards,
Site360