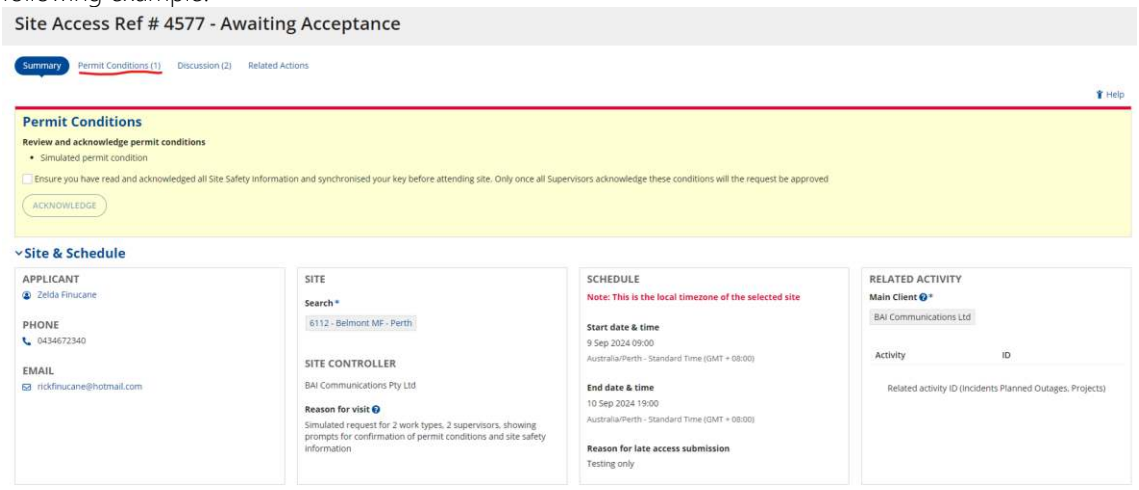
SAR Supervisor Acknowledgement

Confirmation of permit conditions and Site Safety Information

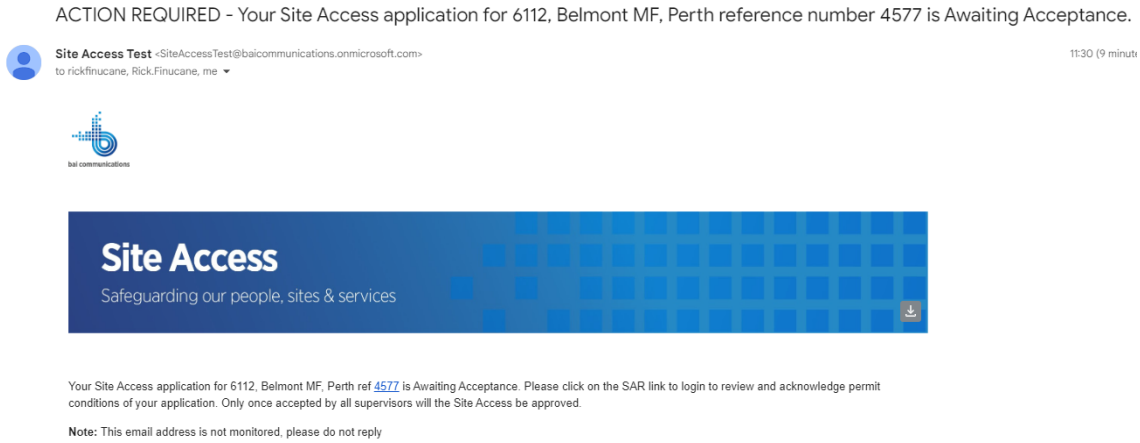
(New process)

A new stage of the process between review and final approval has been introduced.

After BAI reviewers have signed off the request, it will now go to a status of Awaiting Acceptance. The Summary page will display a banner with a check box, similar to the following example:

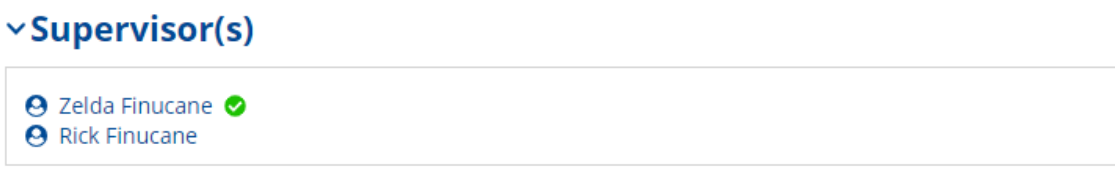


Each person who has been listed as a supervisor will receive an email like the one below:



The SAR reference number (in this example 4577) will be a clickable link which will take you to the SAR.

All visitors who have been listed as supervisors will need to select the check box and acknowledge button, signifying that they have read any messages in the Permit Conditions tab, and will read site safety information (links will be enabled in the SAR once it becomes Approved) and any CyberKey being used for access will be synced to activate lock access permissions prior to attending the site. As each supervisor acknowledges, this will be indicated against their name in the SAR in the list of supervisors.



Once **all** supervisors have acknowledged, the SAR status will change to Approved.
Note that the SAR Applicant (the one who created the SAR) can **not** acknowledge on behalf of the supervisors.
Confirmation email will be sent as previously described and logon to site enabled when the SAR start time is reached.