

Appendix 3: Job Requisition and Authorisation (JRA) Form

**Contractor Control:
Job Requisition and Authorisation form**



PART A:

To be completed by the **Employing Manager (EM)** and emailed to:

- **The Site Operations team Estates Officers**
- **The Responsible Person(s)**

Administration

Employing Manager (EM):			
Telephone:		Email:	
Employing department:			
Scheme name / reference:			
Work location: (site, block, floor level, rooms etc)			
Start date:	Click or tap to enter a date.	Finish date:	Click or tap to enter a date.

Responsible Person(s)

Name:	Department:	Tel / Mobile:	Email:

Contractor details (record up to 3No. contractors / subcontractors – use a new form for more)

1.	Company name:			
	Address:			
	Telephone number:			
	Contact name:	Position:	Tel / Mobile:	Email:
	Has a Pre-Qualification Questionnaire been completed and approved?			
SSIP membership, accreditations, competencies check details:				
RAMS received and reviewed?				

2.	Company name:			
	Address:			
	Telephone number:			
	Contact name:	Position:	Tel / Mobile:	Email:
Has a Pre-Qualification Questionnaire been completed and approved?				
SSIP membership, accreditations, competencies check details:				
RAMS received and reviewed?				

3.	Company name:			
	Address:			
	Telephone number:			
	Contact name:	Position:	Tel / Mobile:	Email:
Has a Pre-Qualification Questionnaire been completed and approved?				
SSIP membership, accreditations, competencies check details:				
RAMS received and reviewed?				

Description of the work

[Empty box for description of work]

X this box if you have attached plans, photos, additional information etc

Brief description of identified key hazards and mitigation	
Name:	
Asbestos Containing Materials:	
RAAC:	
Noise:	
Dust:	
Hazardous Substances:	
Vibration:	
Hot work:	
Any work requiring a Permit:	
Safe access/egress to and from the work area:	
Safe access and egress to places of work within the site:	
Electricity:	
Manual Handling & Mechanical handling:	
Buried and overhead services:	
Fire Safety:	
Fire protection / compartmentation:	

Confined space entry:	
Working at Height:	
Safe storage of chemicals:	
Personal protective equipment:	
Driving and parking on site:	
Working in Clinical areas:	
Working in Mental Health patient areas:	
Lone working:	
Other:	
X this box if you have attached additional information <input type="checkbox"/>	

