

Role: Service Provider Admin

Task: Complete Works Authorisation Request Form (WARF)

<p>A WARF is required for all quoted and remedial works – at least 48hrs in advance. <i>The WARF will be declined if submitted without this notice period.</i></p> <p>1 Before Completing a WARF, access must be confirmed with site manager.</p> <p>2 Navigate to <i>Task Management > Works Authorisation Requests.</i></p> <p>3 Click + <i>New Request.</i></p>	
<p>4 Add date and time range for required access, once confirmed with site.</p> <p>5 Add the Invida Job Ref.</p> <p>6 Copy & paste the job details, adding further info. if necessary.</p>	

<p>7</p> <p>8</p> <p>9</p> <p>10</p>	<p>Scroll down and add the name of who issued the job.</p> <p><i>It is important to make sure a recognised name is entered so that they receive a notification. If not found, please contact your Contract Manager.</i></p> <p>Select the location(s) floor and space, if possible.</p> <p>Upload task specific RAMs.</p> <p>Review statement then select all Operatives who will be onsite.</p> <p><i>If required Operatives are not listed, click Save as Draft at top of webpage and see appendix 1 below.</i></p>	
<p>11</p> <p>12</p>	<p>Scroll down and toggle on either <i>None of these activities...</i> or any activities below requiring a Permit.</p> <p>Repeat for any required Certificates.</p>	

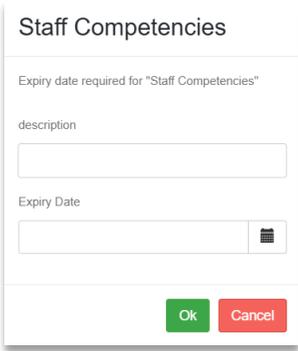
<p>13</p>	<p>Scroll back to top of page and click <i>Submit Request</i>.</p>	
<p>14</p> <p>15</p>	<p>Complete all <i>Additional Questions</i> based on options selected previously.</p> <p>Click <i>Proceed</i>.</p>	

<p>16 Submitted requests are listed with the status <i>Awaiting Approval</i>, until approved or declined, at which point an automatic notification will be emailed. <i>Documentation attached can be updated by clicking into an existing WARF here.</i></p> <p>17 Toggle on to show <i>expired requests</i>.</p>	<p>UNIVERSITY OF CAMBRIDGE Works Authorisation Requests</p> <p>Search: Enter search terms... <input type="checkbox"/> Show expired requests + New Request</p> <table border="1"> <thead> <tr> <th>Reference</th> <th>Company / Organisation</th> <th>Short Description</th> <th>Locations</th> <th>Instructed By</th> <th>Submitted Date</th> <th>Request From</th> <th>Request To</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>WARF22</td> <td>Mike_Service_Provide</td> <td>Test</td> <td>M014 - Zoology Building > 03 : Third Floor</td> <td>stephanie tolhurst</td> <td>07/02/2025 13:30</td> <td>14/02/2025 00:00</td> <td>15/02/2025 00:00</td> <td>Awaiting Approval</td> </tr> </tbody> </table>	Reference	Company / Organisation	Short Description	Locations	Instructed By	Submitted Date	Request From	Request To	Status	WARF22	Mike_Service_Provide	Test	M014 - Zoology Building > 03 : Third Floor	stephanie tolhurst	07/02/2025 13:30	14/02/2025 00:00	15/02/2025 00:00	Awaiting Approval
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<p>18 If a request is declined, click on it to review the reasons given in the timeline.</p> <p>19 To re-submit, click . This will create a new WARF which can be updated and RAMs re-attached.</p>	<p>UNIVERSITY OF CAMBRIDGE Works Authorisation Requests Request</p> <p>Works Authorisation Request WARF29 Declined</p> <p>Save as Draft Submit Request Add Comment</p> <p>Details</p> <p>Company/Organisation: Mike_Service_Provider</p> <p>Description of Works: Missing slates</p> <p>Request Access From: 21/04/2025 00:00 Until: 23/04/2025 00:00</p> <p>Details: Replace missing slates across entire roof</p> <p>Relates to Order/Job Number: Job24740</p> <p>Works Instructed By: Mike Fish</p> <p>Locations: Old Press, University Sports and Social Club, RF - Roof</p> <p>Timeline</p> <ul style="list-style-type: none"> 14 Apr 14:55 WA Request Status Changed Declined 14 Apr 14:55 Leo Williams commented Declined 14 Apr 14:45 Attachment Added by Mike Fish Payment request report - All Buildings - 08-04-2025 (2).xlsx 14 Apr 14:45 Review submitted by Mike Fish Review Complete View 14 Apr 14:45 WA REQUEST CREATED by Mike Fish (Mike_Service_Provider) 																		

Appendix 1 – Adding new operatives

<p><i>If Operatives are not listed at Step 9:</i></p> <p>a Click <i>Save as Draft</i> at top of WARF page.</p> <p>b Navigate to <i>Service Provider > Administration</i>.</p> <p>c Click <i>Create User</i>.</p>	
<p>d Add Operative's details.</p> <p>e Click <i>Pick</i> and select <i>Contractor (Operative)</i>.</p> <p>f Click <i>Create User</i>.</p>	

<p>g</p>	<p>The Operative will now be listed and will receive an automated email to set an account password.</p>	
<p>h</p>	<p>Click on the <i>Documents</i> tab.</p>	
<p>i</p>	<p>Scroll down to <i>Staff Competencies</i> and click + <i>ADD</i>. <i>Certificates should be named using the format: Name of Engineer – Name of Qualification. If multiple certificates are submitted for one engineer, use a .zip folder and uploaded per engineer.</i></p>	

<p>J</p> <p>k</p>	<p>Add a description and expiry date, then click <i>Ok</i>.</p> <p>Uploaded documents will be validated by Control of Works or a Contract Manager.</p>	
<p>l</p>	<p>All Operatives must complete the UoC induction, annually.</p>	