StayLive Work Authority Recipient Self-Evaluation and Tracker

Prerequisite: StayLive Work Authority (WA) Recipient eLearning Module: Work Authority Recipient
Instruction: To be completed by the Work Ready WA Recipient prior to their First sign-on to a WA and shared with the Issuer to help identify coaching needs.

Recipient Name	Organisation	Manager	eLearning Completion Date (Work Ready)

Self-Evaluation

On a scale of 1-3, how confident are you to carry out the performance objectives below?
Score yourself prior to your first WA sign on: 1 = I'm not very confident, 2 = I'm mostly confident, 3 = I'm confident to do this

Area of Evaluation	Performance Objectives		Self-Rating (tick)		
			1	2	3
1. Preparing for the task	• Pre-work planning - considered and identified. Correctly identify equipment.	• Describe work to be done. • Ensure WA Form is completed correctly.			
2. Collaboration	• Develop a shared understanding and agreement with the Issuer on the correct WCP to use and the provisions it will contain.				
3. Risk Mitigation	• Demonstrate understanding of the Work Authority as a minor works management system. • Understand WA-specific precautions.				
4. RASMs	• Work with Issuer to confirm Recipient Applied Safety Measures (RASMs) referencing P&IDs / SLDs. Identify • isolation points . • Identify hardware needed and how to apply it out on plant. • Ensure RASMs are recorded appropriately.	• Apply / remove RASMs and update records as required. • Demonstrate understanding of location-specific requirements (e.g. RASM register, appropriate safety measures, lock numbering etc.). • Manage RASMs as work progresses.			
5. Responsabilities	• Explain the Recipient responsibilities as the Work Party Supervisor. • Explain what an appropriate level of supervision provided at all times means - consider work party capabilities and risks associated with the work.				
6. Close-out	• Explain the recipient responsibilities prior to returning the WA: Restore the worksite state, remove any RASM, ensure the WIP board or equivalent is updated, undertake return to service checks.				
7. Returning the WA	• Return the WA as agreed: Daily or a specified date / time within 14 days. • Demonstrate understanding of other situations that would require the WA to be returned.				

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Each time you carry out the WA Recipient role is an opportunity to reinforce the theory learned in the StayLive WA Recipient eLearning module. Issuers and other staff are a valuable source of knowledge and understand that during a Provision period, you'll likely have questions and may need a bit more time to gain clarity on the specific WA requirements.
Use the table to track your WA Recipient experience. for each one, reflect on what you learned in the process, if you feel you have gaps in your learning, reference the StayLive WCP: Work Authority https://www.staylive.nz/Site/staylive/Working-Groups/current-working-groups/work-control-procedures.aspx

Brief overview of the job		Brief overview of the job		Brief overview of the job	
Date		Date		Date	
WA Number		WA Number		WA Number	
RASMs?	Yes No	RASMs?	Yes No	RASMs?	Yes No
Issuer Name and Org.		Issuer Name and Org.		Issuer Name and Org.	
What did you learn?		What did you learn?		What did you learn?	

This WA Tracker also provides supporting evidence for your Employer Attestation.

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Work Authority Tracker

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