

Click NEW RAMS REQUEST and complete the tabs from left to right as below:

TAB: RAMS

1. **Title:** Type in a title for the RAM's.
2. **Reference No:** Type in a reference number (your choice).
3. **Campus:** A drop-down menu will appear from this you can choose the campus for the RAM's.
4. **Building:** Building-choose campus from above -All buildings.
5. **Company/team to asses:** Should automatically be populated but if blank three dots will open new window.
6. **Company Doing the Work:** Drop-down list chose the team that has requested the works.

TAB: ACTIVITY & SERVICE

7. **Activity:** Choose your Activity that you will be carrying out.
8. **Service:** Choose the service that you will be carrying out.

TAB: DOCUMENTS

9. **UPLOAD** – Either go to your folder that has your saved RAM's the drag and drop into the green area OR click on browse then select the folder location of your RAM's and select to add.
10. Click **SAVE**
11. Click **SUBMIT**
12. **Approval status:** You can check who may review the RAMS on behalf of King's in the APPROVALS Tab (along with finding contact details).

Click "New RAMS Request"

ePermits Kings College London

NEW PERMIT REQUEST VIEW PERMITS NEW RAMS REQUEST VIEW RAMS

Permits RAMS

Count of Permit By Status

Access Permits Awaiting Approval

137

Title, Type in a title for the RAM's.

Reference no,
Type in a reference number (this can be anything you want to assist identifying the RAMS later).

Campus, a drop-down menu will appear from this you can choose the campus for the RAM's.

Building-choose campus from above -All buildings

Company/team to assess-
drop-down list chose the team that has requested the works.

The screenshot shows the 'ADD RAMS' form in the ePermits system for Kings College London. The form includes the following fields and features:

- Navigation:** 'ePermits Kings College London' header, 'Choose building...' button, and breadcrumb 'HOME > MODULES > RAMS > ADD RAMS'.
- Tabs:** 'RAMS', 'ACTIVITY & SERVICE', 'DOCUMENTS', and 'HISTORY'.
- Form Fields:**
 - Title ***: A text input field.
 - Reference no ***: A text input field with a 'Replace existing RAMS' link and a three-dot menu.
 - Campus**: A dropdown menu.
 - Building ***: A dropdown menu with a red error message: 'Building is required!'.
 - Company/team to assess ***: A dropdown menu with a red error message: 'Company/team to assess is required!'.
 - Company doing the work ***: A dropdown menu with 'King's College London' selected and a close button (X).
 - Requestor ***: A dropdown menu with 'Michael Coss' selected and a close button (X).
 - Submitted on**, **Approved on**, and **Expires on**: Date input fields with a close button (X) and a calendar icon.
- Asbestos Status:** A light blue box with a green checkmark and the text 'No asbestos'.

Select company doing work, three dots will open new window see select company slide.

This is the expiry date set by the company. If there is not one then a year from upload is acceptable

