



How to Approve or Decline a RAMS.

Follow this guide to Approve or Decline a submitted RAMS.

Every RAMS submitted will need to be approved by an **authorised user**.

To **approve** or **decline** RAMS, follow the below steps:

Safety ➔ **RAMS** ➔ **Browse RAMS** ➔ **Select desired RAMS**

The screenshot shows the Msite software interface. The left sidebar has a 'RAMS' menu item with a red notification badge containing the number '3'. The main content area shows a RAMS document for 'Glasgow (876756) - Connollys Ltd'. The 'Details' section includes fields for 'Title' (Basement - Recreational Room), 'Description' (RAMS document covering Connollys activities in the Basement - Recreational Room, including plumbing and tiling), 'Site/Project' (Glasgow), 'Contractor' (Connollys), 'Commencement of Works' (10/09/2024), and 'Expected Completion of Works' (10/09/2025). The 'RAMS Documents' section lists 'Glasgow Logistics Plan.pdf' and 'ABC Construction Sustainable Delivery Policy.pdf'. A 'Status' dropdown menu is open, showing options: 'Submitted' (selected), 'Approved', 'Declined', and 'Withdrawn'. The 'Save as Submitted' button is visible.

Now you will be able to open the submitted RAMS and review them.

- If satisfied with the submitted RAMS, the status can be changed to **APPROVED**
- If amendments are required; you can **DECLINE** for further changes

Once approved, the **RAMS** can be integrated into a **briefing** to be held onsite.