# Riskware RBHS Application and Approval Workflow & Roles

RBHS Role	Role Description
Permit Application Coordinator	A user with the Permit Application Coordinator role only is able to approve applications that are submitted by users via the RBHS Application and Approval process. The role is governed by Business Unit allocation, whereby, a user at Business Unit Level 4 will only be able to approve applications where the Business Unit level in the application is Level 4 or below. A user with the Permit Application Coordinator role at Business Unit 1 will be able to approve all applications within the organisation.
Basic Users	Anyone who submits an application – Applicant
Reviewers	A group of people that the Permit Application Co-ordinator allocates the application to for review (i.e. the RBHSC executive committee)

Your application will progress through a number of status changes as it proceeds through the workflow from beginning to end. The image below shows the flow of the application statuses. can be accessed by the Permit Application Coordinator by clicking on the 'Approval' icon in the toolbar from any application that has been submitted.
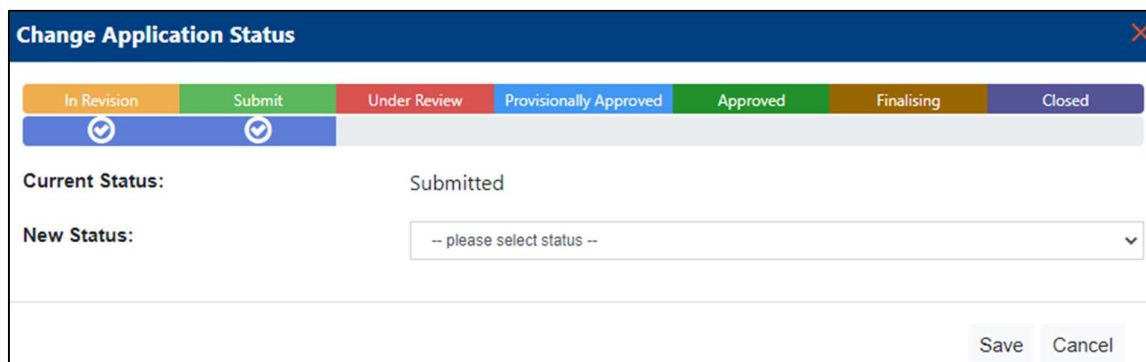
	This image can be accessed by the Permit Application Coordinator by clicking on the 'Approval' icon in the toolbar from any application that has been submitted.

Each status and role of the user who completes the step is outlined in the following steps.

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1. New application created and submitted for approval **(Applicant – Role Basic User)**

2. New application received and sent to reviewer(s) for review **(Permit Application Coordinator).**

3. Review completed by reviewers and comments and review outcome provided back to the Permit Coordinator. **(Reviewers)**

Review Application

Review Date

13/12/2022

Review Date

13/12/2022

Feedback

Reviewer provides feedback to the Permit Application Coordinator

4. If the reviewer is happy with the application, the reviewer can 'approve' the review status. However, if the reviewer asks to 'revise' the application by the applicant, the Permit Application Coordinator can change the status back to 'In Revision' in the 'Approval' screen to allow the applicant to make further edits. **(Permit Application Coordinator)**

Application Details

5. The Applicant can view the comments from the reviewer(s) by clicking on 'feedback'.
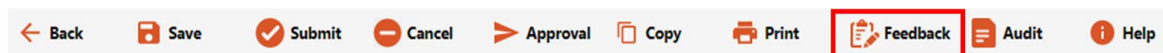

6. The Applicant can respond to the feedback from the reviewer(s) and make necessary changes to their application and resubmit for the next round of review by the reviewers. In order to ease the review process, each query or feedback from the reviewer(s) to be answered with specific response as figure below **(Applicant – Basic User)**

7. Review completed by reviewers and comments and review outcome provided back to the Permit Application Coordinator **(Reviewers)**

8. Permit Application Coordinator will consolidate the feedback from the reviewer(s) and channelled back to the Applicant as moderator response **(Permit Application Coordinator)**

Feedback

Moderator Comments:

Dear Applicant,

Refer to the feedback provided by the reviewer.

- Please amend as suggested

Kind regards

Response:

As applicant, i have amended as per the suggestion and feedback from the reviewer(s).

Query 1:

Please amend as suggested

Response 1:

The suggestion is valid and i have incorporated the feedback in the SOP

Thank you

9. If the reviewer is satisfied with the application, they can approve by clicking on the 'Approve' button. The Permit Application Coordinator can then change the status to Approved. **(Permit Application Coordinator)**

Change Application Status   ✕

In Revision	Submit	Under Review	Provisionally Approved	Approved	Finalising	Closed
⊘	⊘					

Current Status: Submitted

New Status: Approved ⌄

Comments / Conditions:

File ▾   Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾

Formats ▾   **B**   *I*   ☰ ▾   ☰ ▾   ☰   ☰   🔗

Dear applicant

The reviewer panel is happy with your reponse and has approved the review status.

Thank you

Regards

Permit Application Coordinator

Activity Expiry date: 13-December-2022   📅

Save   Cancel

> **If declarations have been enabled for approval the status will automatically change to Provisionally Approved. When all people included in the people tab have accepted the declaration statement the status can be changed to Approved. (Permit Application Coordinator)**

Application Details

*Review Due Date

06-November-2020

Status

Provisionally Approved

*Application Reference

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10. An application can be closed by clicking on the close icon in the toolbar. Either the applicant or Permit Application Coordinator can close an approved application. **(Applicant or Permit Application Coordinator)**

← Back   💾 Save   ⊖ Cancel   ✕ Close   ➤ Approval   ⧉ Copy   🖨 Print   ☰ Audit   ⓘ Help

Activity Details

Reference Number

64

Application Status

Closed (Close Date: 13/12/2022)

Application Reference

64

*Title

Surface Membrane Modification using Catalyst

	If declarations have been enabled on close the status will automatically change to Finalising. When all people included in the people tab have accepted the declaration statement the status can be changed to Closed. (Permit Application Coordinator)

For further details on the RBHS Application and Approval process please refer to the RBHS Application and Approval Process Flow diagram from the RBHS website.