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Riskware Reviewing an RBHS Application and Providing Feedback

This information sheet outlines how to review an RBHS Application and provide feedback on the Application. The reviewer's feedback is then compiled by the Permit Application Coordinator and then sent to the Applicant for action.

Step 1. Log in to Riskware and Access the RBHS Application and Approval Register

Access Riskware here. For further information on How to navigate the Riskware home page click here. Once the Riskware homepage comes up as illustrated below, click on the RBHS Application and Approval Register.

Step 2. Open the Application that Requires Review

In the Application Register locate the application requiring review and double click; the application will have the **status** of *Under Review.*

Step 3. Review the Application

When the application opens use the tabs at the top to move between the different sections of the Application.

• **Details** • **Application Form** • **Materials** • **Locations & Facilities** • **People** • **Risk Assessment**
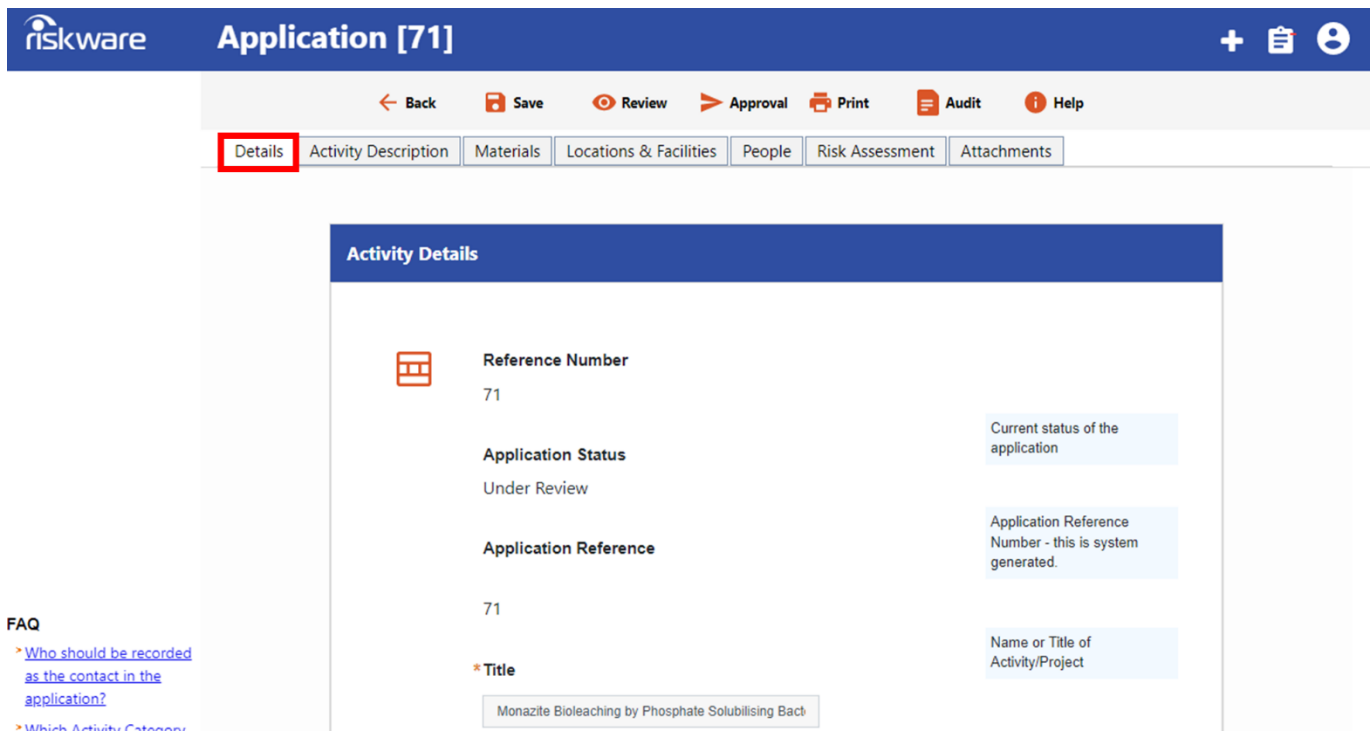
• **Attachments**

Read the information on each tab and collate your comments at the end. You will need to take notes along the way so that you can easily add your comments at the end of the review.

Step 4. Reviewing the "Details Tab"

The "Details Tab" Provides activity title, key contacts and dealing type.

 # Note: Pay attention to the Type of Dealing and Application Title. All fields should be completed.

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Step 5. Reviewing the "Activity Description Tab"

The "Activity Description Tab" contains all the project/activity details for the type of dealing (s) involved in the project/activity.

 # Note: Carefully review each response and assess against the applicable Regulations/Internal guidelines and procedures.
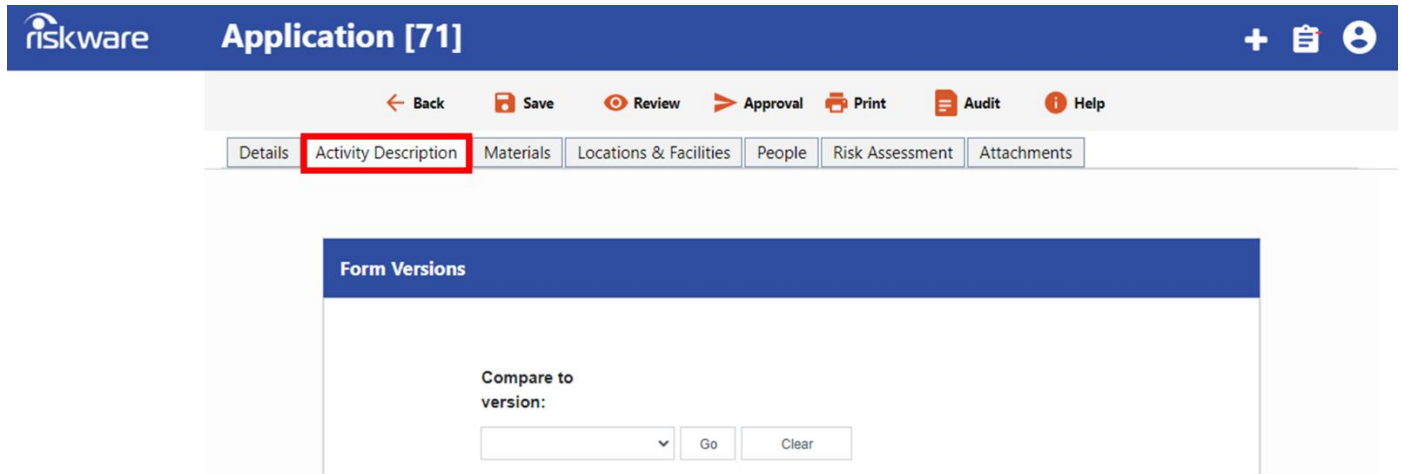
Step 6. Reviewing the "Materials Tab"

The "**Materials Tab**" contains information about the materials associated with the proposed type of dealing.

 # Note: Click on '**Display Materials**' to view the material details. Review the material details i.e. any classification such Security Sensitive Biological Agent (SSBA) or classification and Risk Group.
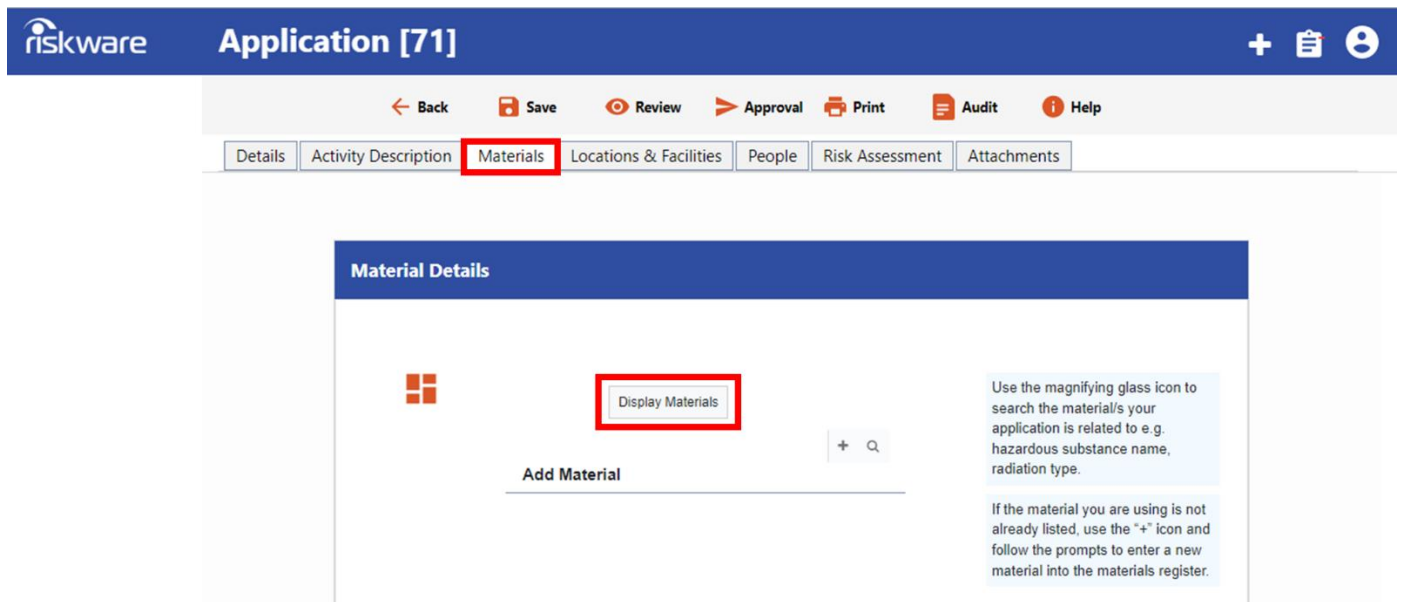
Step 7. Reviewing the "Locations and Facilities Tab"

The "Locations and Facilities Tab" lists the facilities where the proposed project/activity will take place. Each Location may have a different role in the project.

 # Note: Confirm each facility has a valid and appropriate certification for the type of dealing.

Step 8. Reviewing the "People Tab"

The "People Tab" lists the activity participants, their role and training status.

 # Note: Evaluate the experience and training of each person relative to their role.
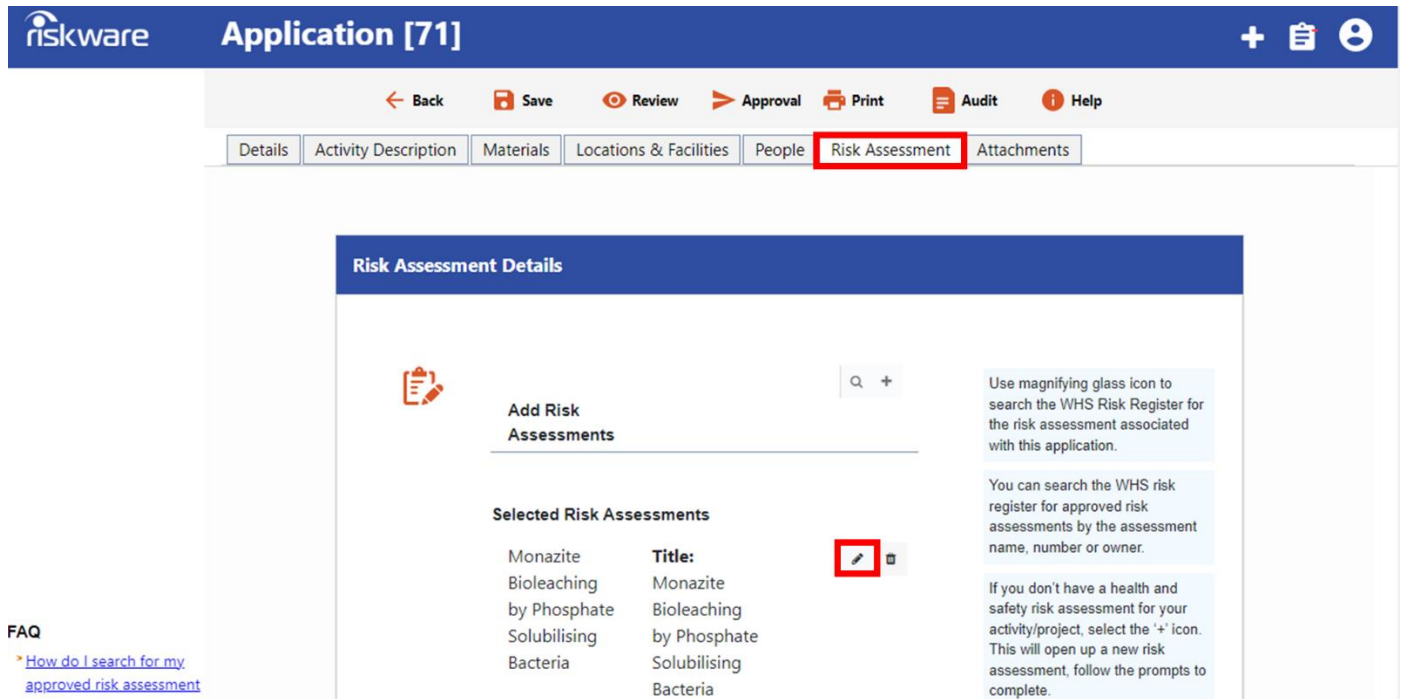

Step 9. Reviewing the "Risk Assessment Tab"

The "Risk Assessment Tab" provides a link to any risk assessments associated with the project.

 # Note: Click on the ✏ icon to view the details of the Riskware health and safety risk assessment or look in the attachments section for an attached health and safety risk assessment document.
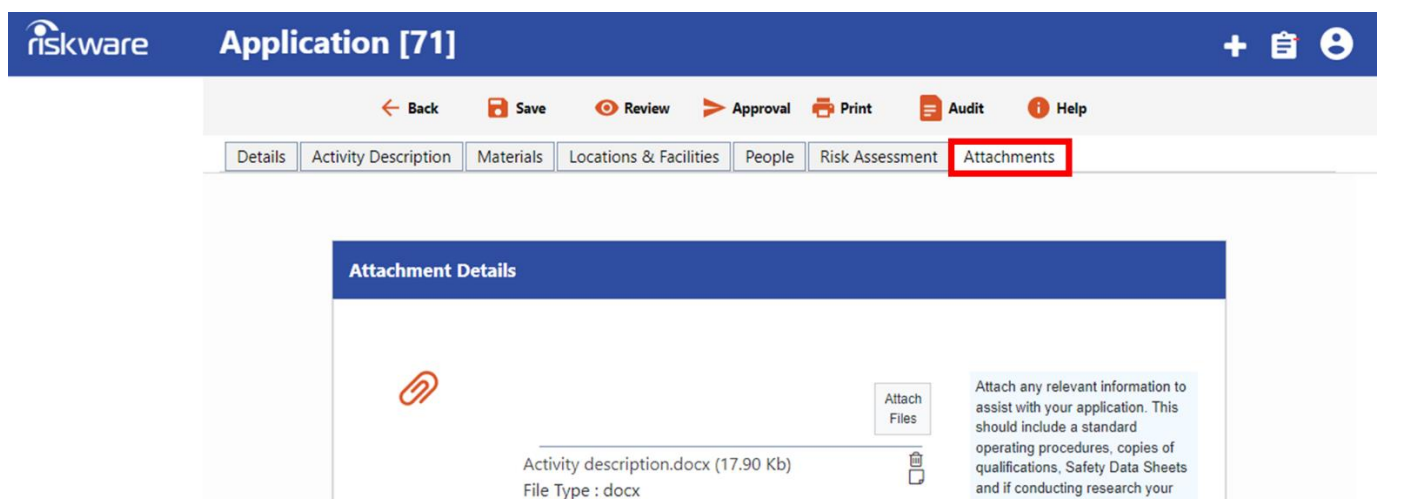
Step 10. Reviewing the "Attachment Tab"

The "Attachment Tab" Provides any other documents related to the activity.

 # Note: This may include relevant scientific references, operating procedures or another document such as a research proposal, training certificate or ChemAlert Chemical Risk Assessment.

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Step 11. Provide Review Comments

To provide comments click on *Review* icon at the top part of the application.
On the *Review Application* page, type your comments into the Feedback field and click Save.

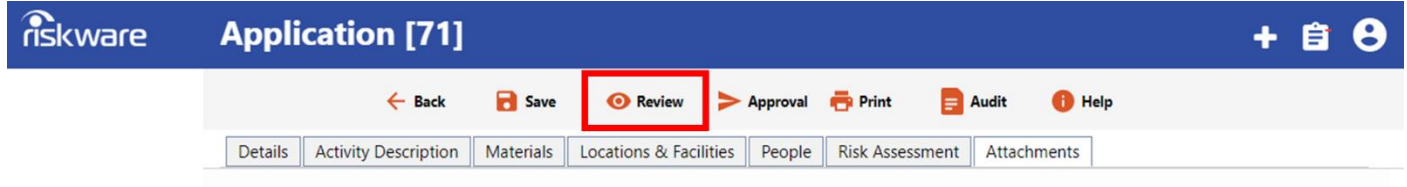**# Note:** "**Saving**" will ensure your comments are retained in the system. The "Permit Application Coordinator" will be able to view the comments, but unable to take any action until they press their "End Review" button. *Your comments are not visible to the applicant.*
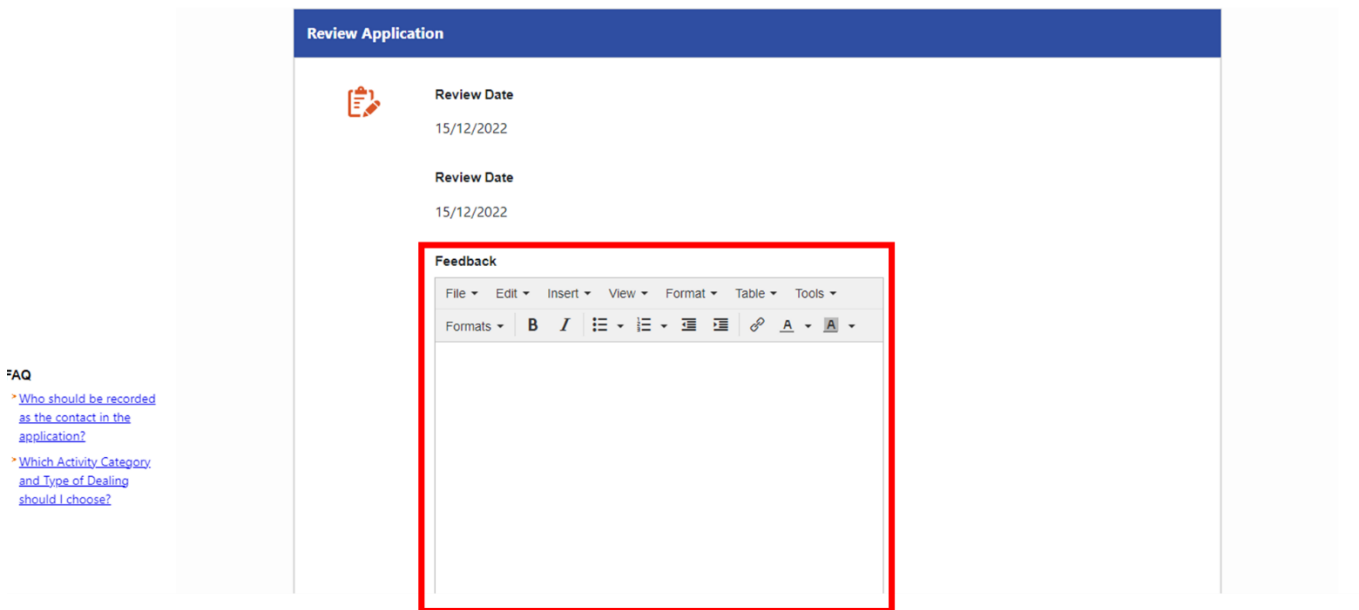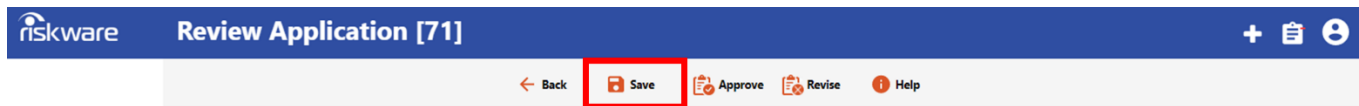
Step 12. Provide a Recommendation

In addition to the comments you should also press either the Approve or Revise icon. As with the comments the Permit Application Coordinator will only be able to view your recommendation until they press their "End Review" button.
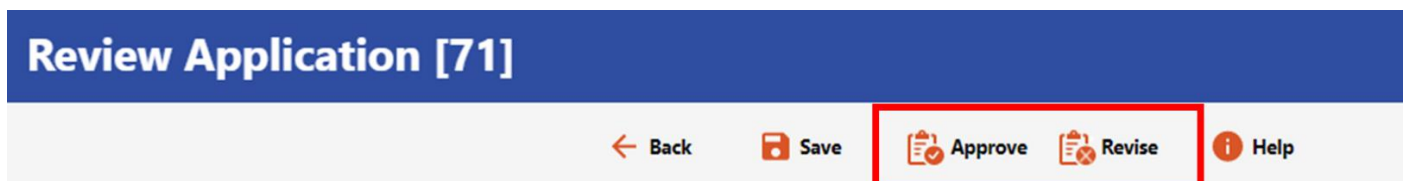
Your recommendation and comments will be displayed on the Review Application page.

 # Note: A Reviewer is not able to view comments from other reviewers unless they have been selected as a 'lead' reviewer. A lead reviewer can monitor the review process and recommend approval if the process is becoming protracted – see other workflows explained below.

If **Revise** is selected, the Compliance Coordinator will collate and forward all reviewer comments back to the applicant for resubmission. This process will be repeated until all reviewers 'Approve' of the application.

Step 13. Other Workflows when Application Review is Required

- **Review a Revised / Updated Application**

If you or other reviewers have requested a revision of the application (using the Revise function as explained in Step 12) the applicant will provide response to the review comments which may include new or updated information in the application. The Permit Application Coordinator will send out the application for another round of review so that the revised Application can be re-assessed by the Review Panel.

 # Note: You will be notified by email if another round of review is required.

Follow steps 1- 11 above to review the revised application.

The revised application will contain consolidated comments from the Permit Application Coordinator as well as the Applicant's response. To view these comments, click on *Review* button: Permit Application Coordinator's comments will be in *Moderator Comments* field.

Review the revised application and then submit your final recommendation as instructed in Step 12.

- **Review Application as a Lead Reviewer**

If there is debate between the Reviewers, and/or the Applicant in the second review round a panel member nominated as the Lead Reviewer will step in in order to deliver a final recommendation on the application.

 # Note: The Lead Reviewer is nominated by the Permit Application Coordinator managing the application. You will receive an email notification if you have been selected as Lead Reviewer.

The Lead Reviewer's task is to facilitate a discussion among all Reviewers and the Applicant (and other persons as required) and make appropriate decisions on issues raised.

As a Lead Reviewer you will be able to view all previous comments from other reviewers, using the *Review Application* page.

The Lead Reviewer is then expected to liaise with the other reviewers and applicant to resolve the issues and provide a final recommendation.

For more information on the RBHS Module workflow and roles, follow instructions in the Riskware RBHS Module Application Approval Workflow and Role Information Sheet.

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