



Program Authorisation Tab - Quick Guide

This section records the action required; the outcome; as well as personnel involved in completing and approving the form.

**Click on the link in the top right-hand corner to access ALL relevant documents that can assist you with completing the form.*

Complete ALL fields marked with a **red* & **blue*** before submitting the form.*

**The Risk Management Matrix is static for easy reference when assessing risk in the Activity Risk Assessment section of the form. Click on the image to enlarge.*

FIELDS REQUIRED	NOTES
Action	Left as <i>Please select action</i> while selecting OK or OK and Stay at the bottom of the form, provides a check that all mandatory fields have been answered.
Risk Assessor	The user completing the form.
Submitter	This field automatically populates with the Risk Assessor's name
Submit Date	This date is automatically populated when the form is submitted.
Review Date	See information icon on form.
Approver	The Approver reviews the details and assessments on the submitted form and decides whether to approve <i>as-is</i> or decline the form and return it to the Risk Assessor for editing.
Action Outcome	This is automatically populated based on the Action selected, that is, OK or OK and Stay .
Assessor Approved	Click on the information icon, then tick the box next to the icon.
Approver Comments	If the form is declined, the Approver must include comments explaining why the decision was made to decline the form.