Approving a Permit

When a Permit has been issued to you, you will receive an email from <u>workflow@gov.secmitie.co.uk</u>.

The email will contain a PDF copy of the permit.

Review the contents of the permit, then reply to this email with a single number in the response.

- Reply '1' to accept the permit.
- Reply '2' to reject the permit.

Do not include anything else before the number in your response; start your message with a single digit number from the list above. If you wish to add any notes or comments, include these *after* the numerical response.

You will receive a confirmation email indicating that the permit has been Approved or Rejected.

Completing a Permit

After accepting a permit, you will receive an email from workflow@gov.secmitie.co.uk.

When the session of work is finished, either Complete or Reject the permit.

- Reply 'I' to Complete the permit.
- Reply '2' to Reject the permit.

Do not include anything else before the number in your response; start your message with a single digit number from the list above. If you wish to add any notes or comments, include these *after* the numerical response.

You will receive a confirmation email indicating that the permit has been Completed or Rejected.