FLOWCHART 1a (for ISS see Flowchart 1b)

Is the contractor a building contractor or one whose work involves alterations to the building fabric or services?

- Yes: Contact Estates Services
- No: Will the contractor be carrying out works in/on University Buildings e.g. erecting shelves, notice boards?
  - No: Complete Appendix 5b
  - Yes: Are they registered with CHAS?
    - No: Complete Works Authorisation Form in Appendix 1 asap (allow 10 working days)
    - Yes: Complete Appendix 5a
      - Is the work to be carried out in a specialist area e.g. Nuclear Magnetic Resonance (NMR) room or laboratory where biological agents, radiation or chemicals have been present?
        - No: See Flowchart 2
        - Yes: See Flowchart 3