DEEP SPACE · USER GUIDE

SWMS Sign-on

Collecting each subcontractor's Safe Work Method Statements, approving them, and getting every worker to read and sign the approved SWMS before they start work on site.

VERSION 0.1 · PREVIEW

Version 0.1 · 16 October 2026 · Applies to Deep Space web, the Deep Space subcontractor portal and DS Site
Screenshots taken from a test workspace on the date above. Personal details are blurred.

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A Glossary

1 How it works

A SWMS (Safe Work Method Statement) describes how a subcontractor will carry out high-risk work safely. The builder reviews it, and every worker who does that work must read and sign it before starting. SWMS Sign-on connects those steps: the subcontractor submits, the builder approves, and the approved SWMS lands on a form that each worker signs in DS Site.

1.1 The four steps

STEP 1
Submit
The subcontractor submits their SWMS files from the subcontractor portal.

→

STEP 2
Approve
The builder reviews the SWMS in Deep Space and approves it through the approval workflow.

→

STEP 3
Sign-on form updated
Deep Space puts the approved files on the company's sign-on form in DS Site. Nobody has to upload them again.

→

STEP 4
Sign
Each worker opens the form, reads the SWMS and signs it with their own DS Site account.

1.2 Who does what, and where

What	Who	Where
Submit a SWMS	Subcontractor admin	Subcontractor portal → `SWMS`, which opens the SWMS form in DS Site
Review and approve	Builder (the approvers in your SWMS approval workflow)	Deep Space → HSEQ → `SWMS`
Keep the sign-on form up to date	Deep Space, automatically	DS Site
Send the sign-on link to workers	Subcontractor admin	Subcontractor portal → `SWMS` → `Copy link`
Read and sign	Each worker	DS Site (web or app)
Check who has signed	Builder and subcontractor admin	Deep Space → `SWMS` → `Sign-ons`; subcontractor portal → `SWMS`

1.3 One sign-on form per company, per project

Each subcontractor gets one sign-on form for each project. It is named `SWMS sign-on - {company} - {project}` and it carries every SWMS of that company on that project that is currently approved. When the builder approves another SWMS from the same company, its files are added to the same form, so the link the workers already have keeps working.

BEHAVIOUR

- The form is created the first time the builder approves one of the company's SWMS on the project. Until then the subcontractor sees a short note instead of a link.
- No template is needed. Deep Space builds the form itself: the approved SWMS files, a required acknowledgement, and hidden project and company fields that the site sign-in check uses.

2 Before you start

The Deep Space team sets these up with you. You only need to check them once per workspace.

Setting	Why it matters
SWMS Sign-on is switched on for your workspace	While it is off, approvals work as before and no sign-on forms are created.
Subcontractor roles include the `SWMS` page in the portal	Subcontractors without it don't see the SWMS page.
Your SWMS form in DS Site has **Project**, **Contractor** and **Status** fields	Deep Space uses them to tell which company and project a SWMS belongs to. The standard Deep Space SWMS form already has them.
A SWMS approval workflow, with approvers assigned	Settings → approval workflows. If a step's role has nobody assigned on the project, the step goes to your Highest Authority approver instead.
Site sign-in check (optional)	Stops workers signing in to site until they have signed their company's SWMS for that project that day. Set up per workspace by the Deep Space team.

3 Subcontractor: submit a SWMS

3.1 Open the SWMS page

In the subcontractor portal, open Delivery → SWMS and pick the project at the top. The page has two parts: **My SWMS**, your company's SWMS on this project, and **Sign-on form**, which appears once the builder has approved one of them.

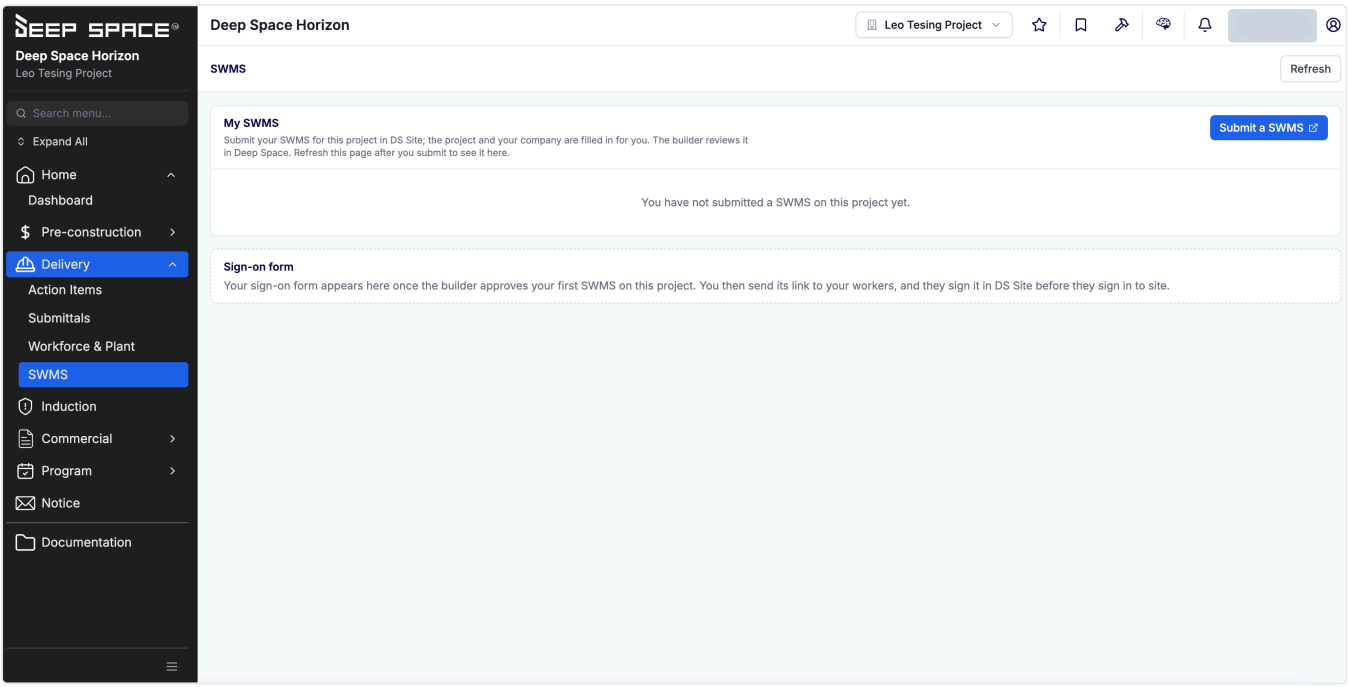


Figure 1. The SWMS page before anything is submitted. The sign-on form section explains what will appear there.

3.2 Fill in the SWMS form in DS Site

Click Submit a SWMS. The SWMS form opens in DS Site in a new tab, with the project and your company already filled in. Fill in the title, trade and task description, tick the high-risk activities that apply, attach your SWMS document (and any additional documents), set the expiry date and submit.

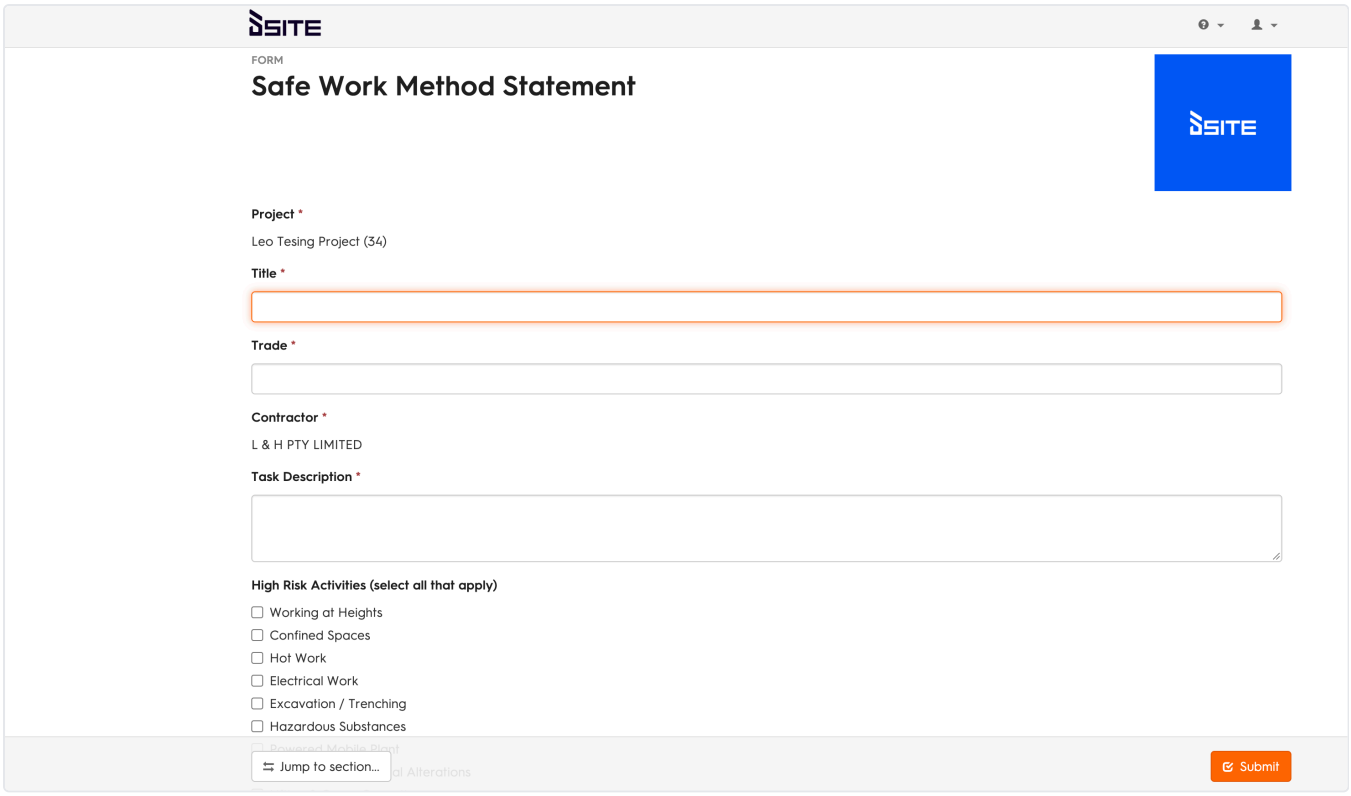


Figure 2. The project and contractor come from the portal and can't be changed. This is what lets Deep Space put the approved files on the right form later.

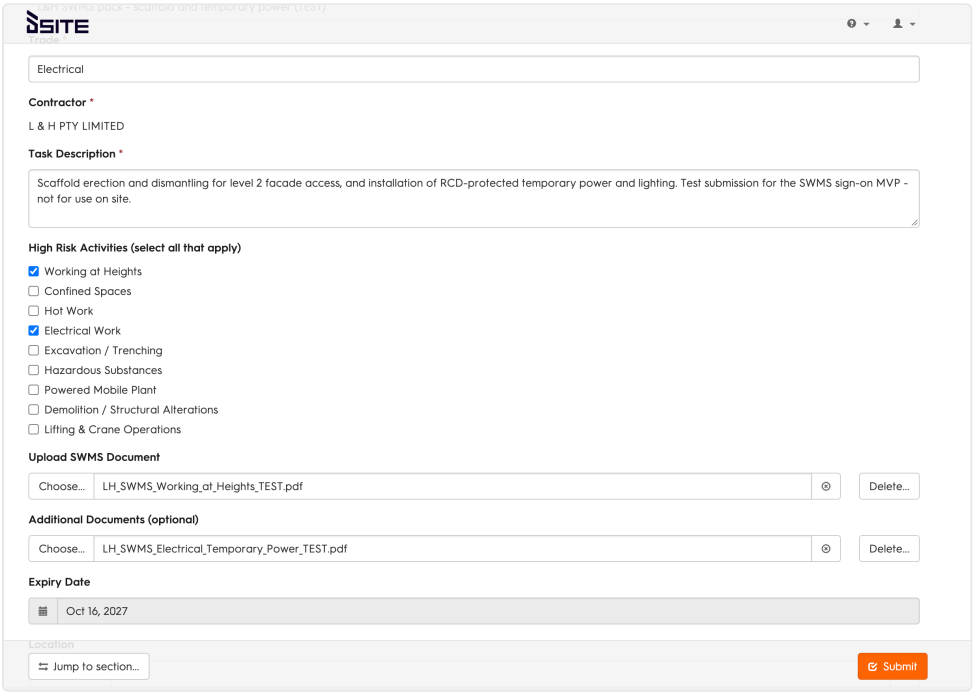


Figure 3. One SWMS can carry several files. Every file attached here goes onto the sign-on form once the SWMS is approved.

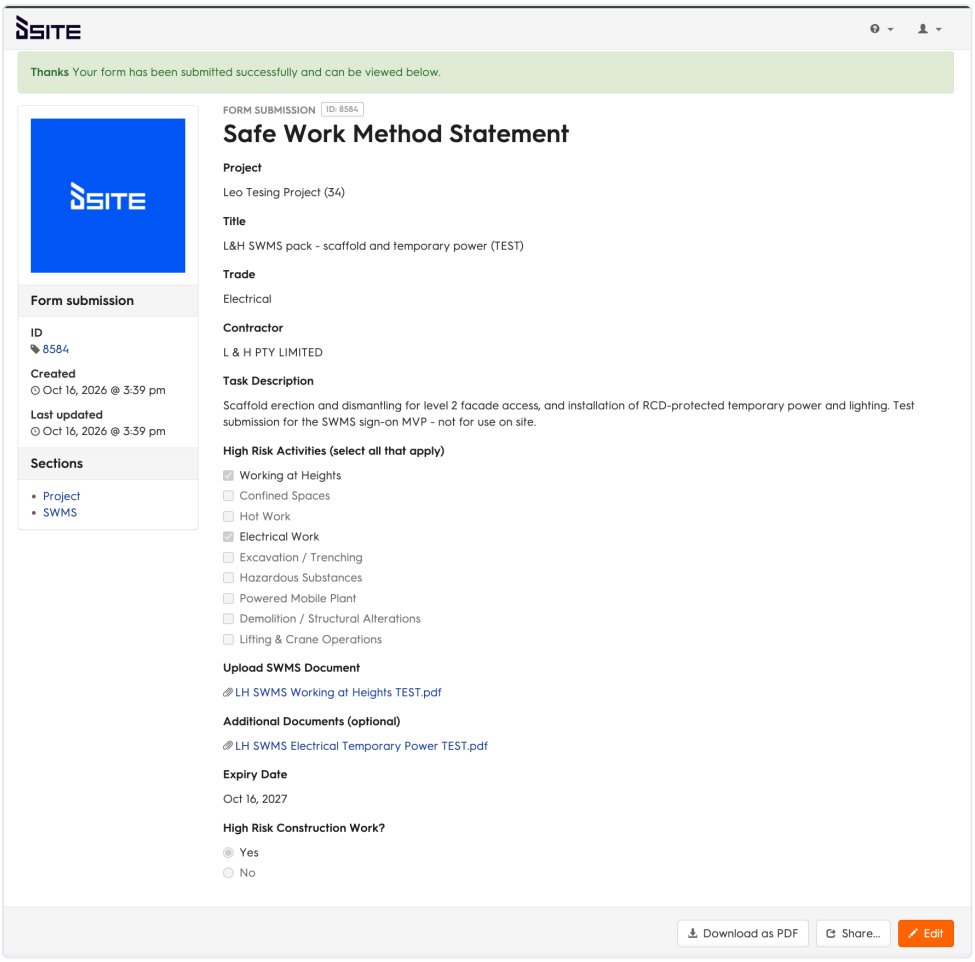


Figure 4. DS Site confirms the submission and shows what was sent.

3.3 Follow its status

Back in the portal, click `Refresh`. The SWMS appears under My SWMS with its status: **Submitted**, **In Review**, **Approved** or **Rejected**.

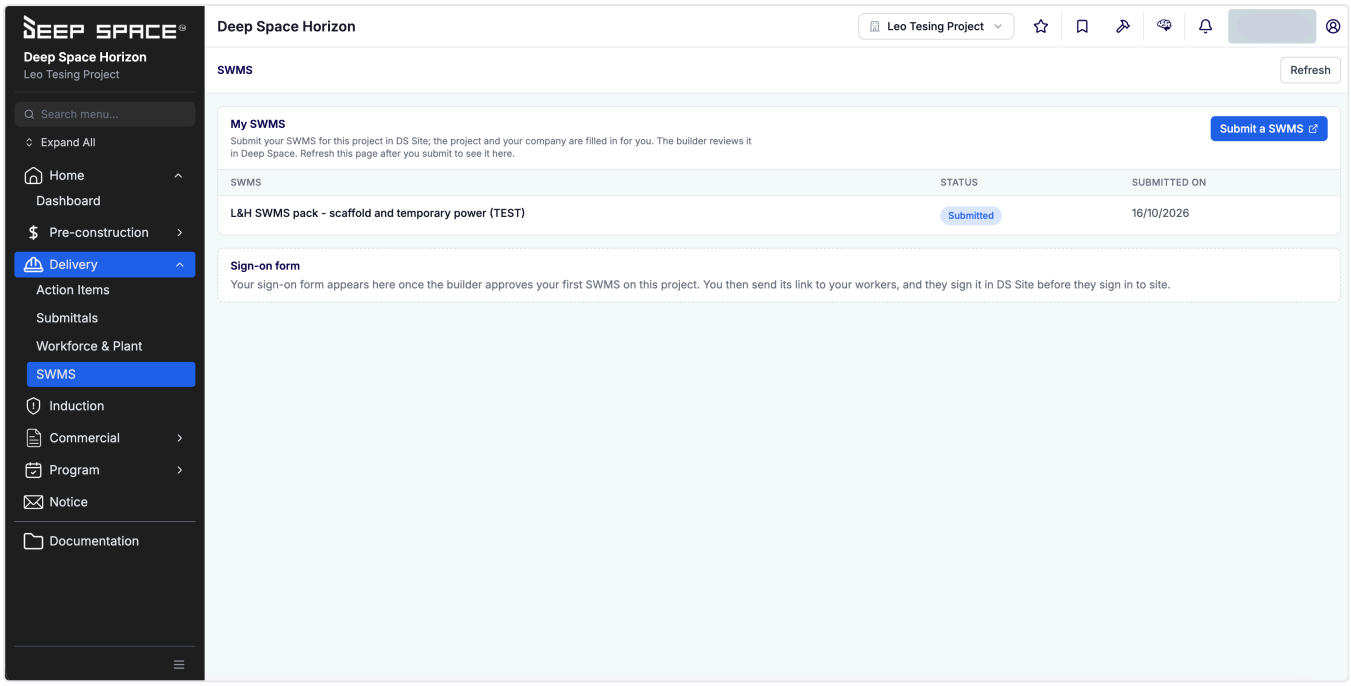


Figure 5. The new SWMS, waiting for the builder.

4 Builder: review and approve

4.1 Find the SWMS

In Deep Space, open `HSEQ` → `Risk & Controls` → `SWMS Register` and pick the project. The page has two tabs: `SWMS`, the register of submitted SWMS, and `Sign-ons`, covered in section 6.

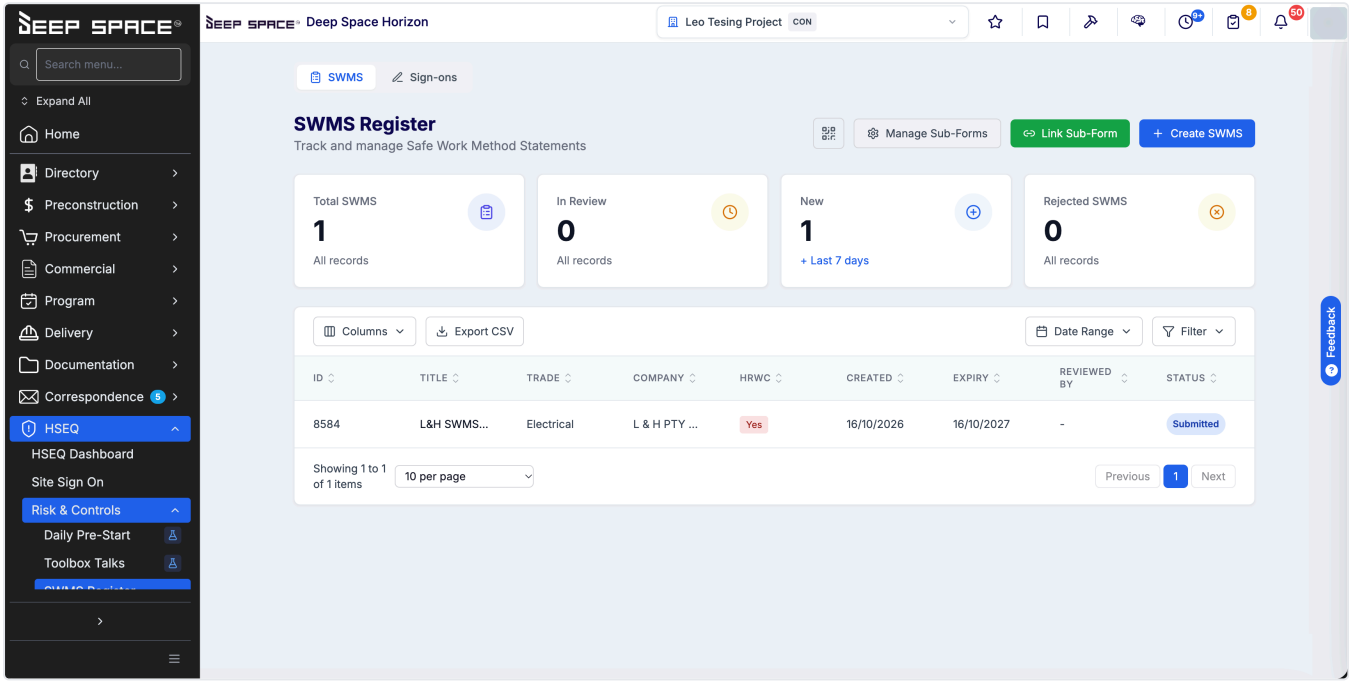


Figure 6. The register lists every SWMS submitted on the project, with company, high-risk work, expiry and status.

4.2 Request approval

Click the SWMS to open it. Review the details and the attached documents, then click `Request Approval`. The approval goes to the approvers in your SWMS approval workflow and the status changes to **In Review**.

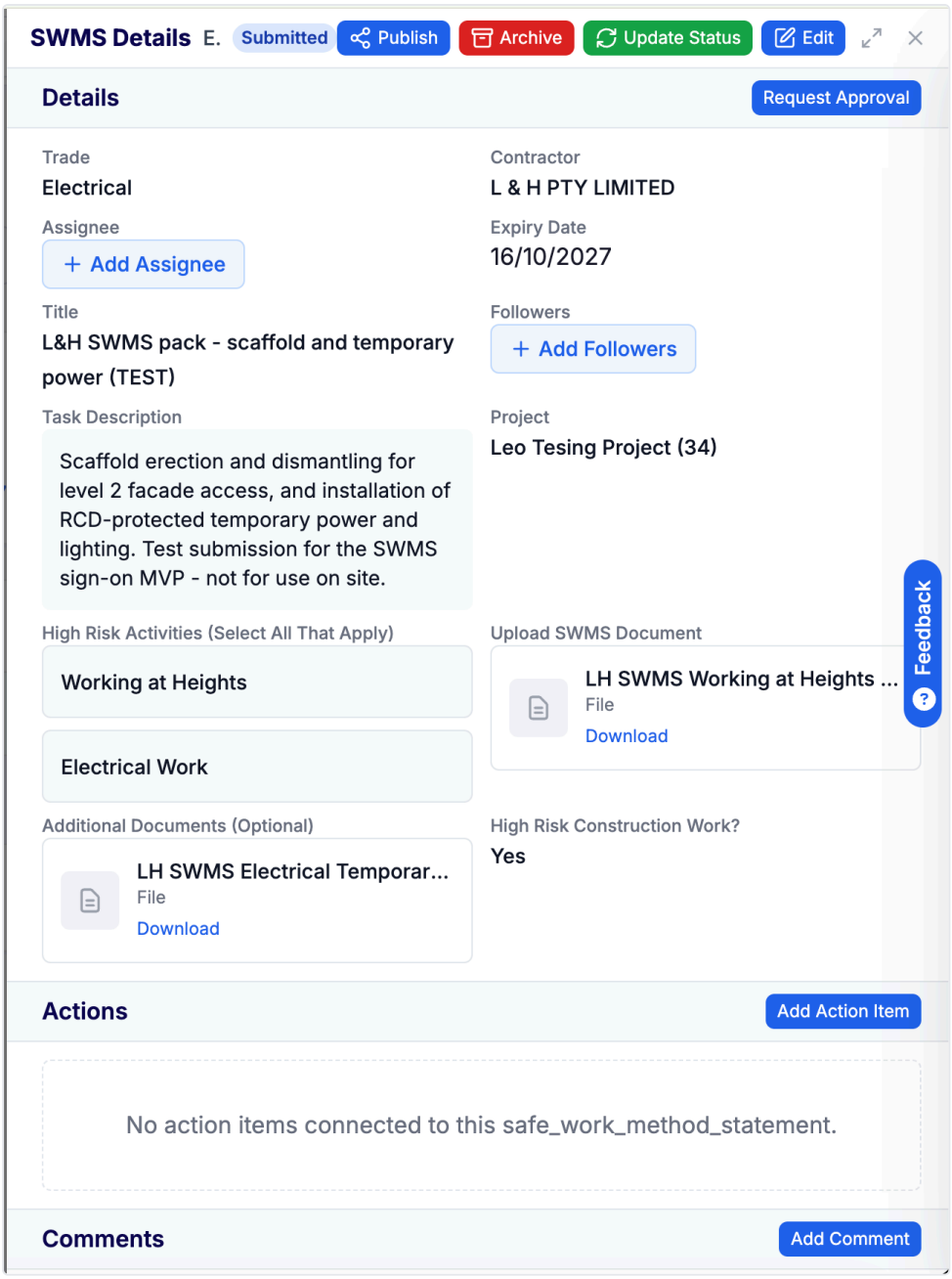


Figure 7. The SWMS details, with both attached documents ready to download.

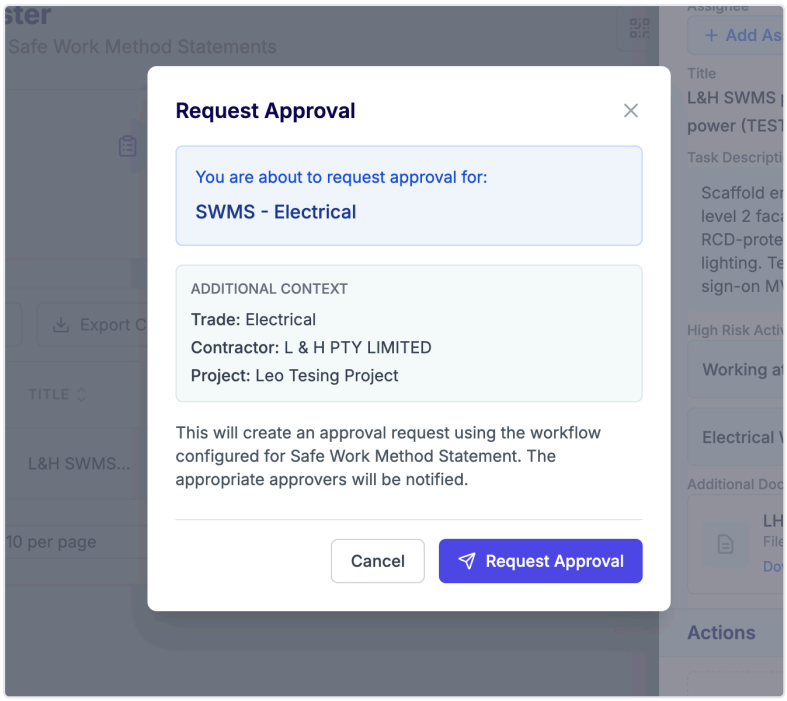


Figure 8. Requesting approval. The trade, contractor and project travel with the request so approvers see them in their approval list.

4.3 Approve

Approvers act from the SWMS (View Approval Route) or from their approvals list. Once every step is approved, the SWMS status becomes **Approved**.

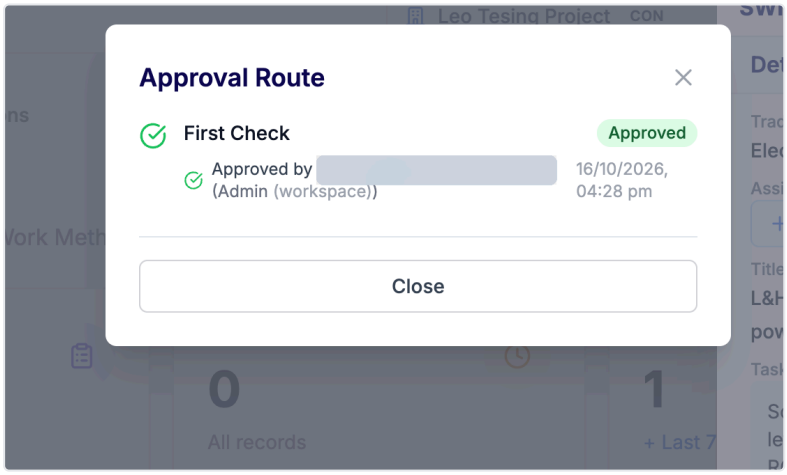


Figure 9. The approval route after the step is approved. The number of steps and who approves each one come from your workflow.

4.4 What approval does

Within a few seconds of approval, the company's sign-on form for this project appears in DS Site with the approved files on it. You can see it straight away on the Sign-ons tab.

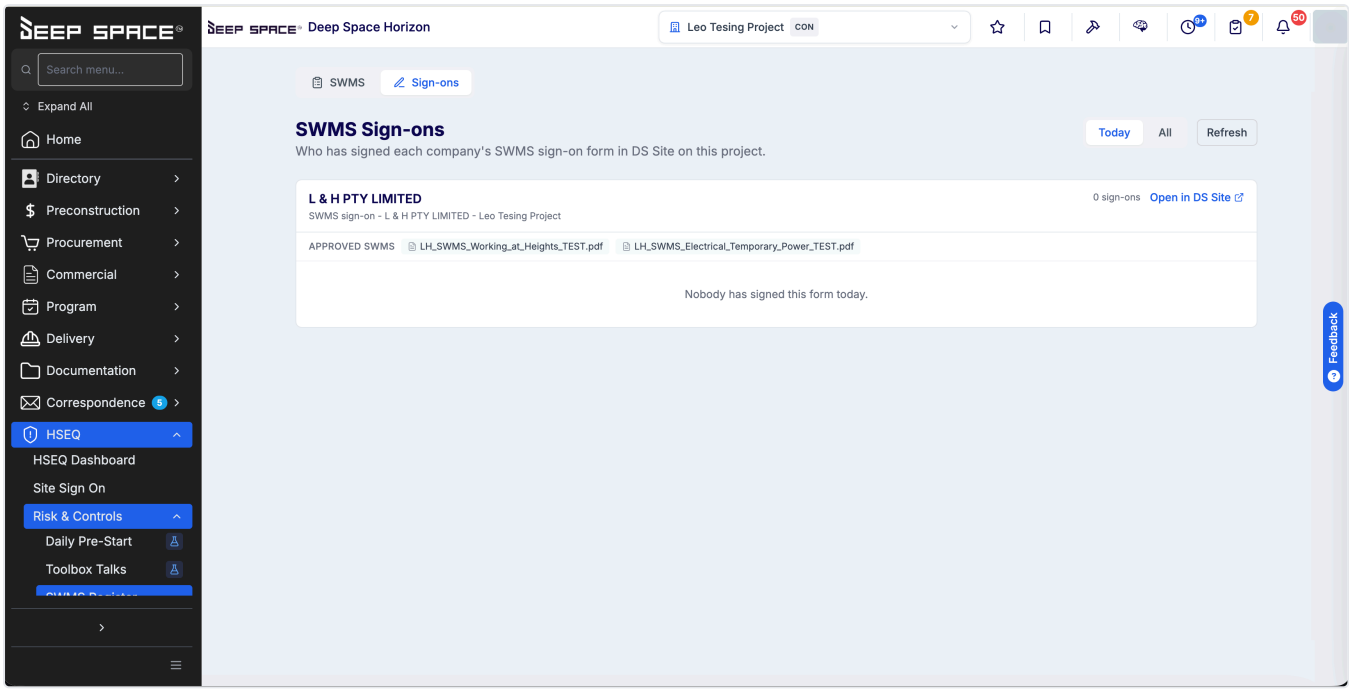


Figure 10. The company's sign-on form, its approved SWMS files and a link to open it in DS Site. Nobody has signed yet.

BEHAVIOUR

- Approval creates the company's sign-on form for the project if it doesn't exist yet, and otherwise adds the newly approved files to it.
- The files on the form are copies held in DS Site. The subcontractor can't change an approved file by editing their submission afterwards.
- This happens on the server. It doesn't matter where the approval was given or whether anyone has the SWMS open.

5 Workers: sign the SWMS

5.1 Share the sign-on link

After approval, the subcontractor's SWMS page shows the sign-on form, the approved files on it and two buttons: `Open form` and `Copy link`. Copy the link and send it to your workers in whatever way you normally reach them. The link stays the same when more SWMS are approved, so workers can keep using it.

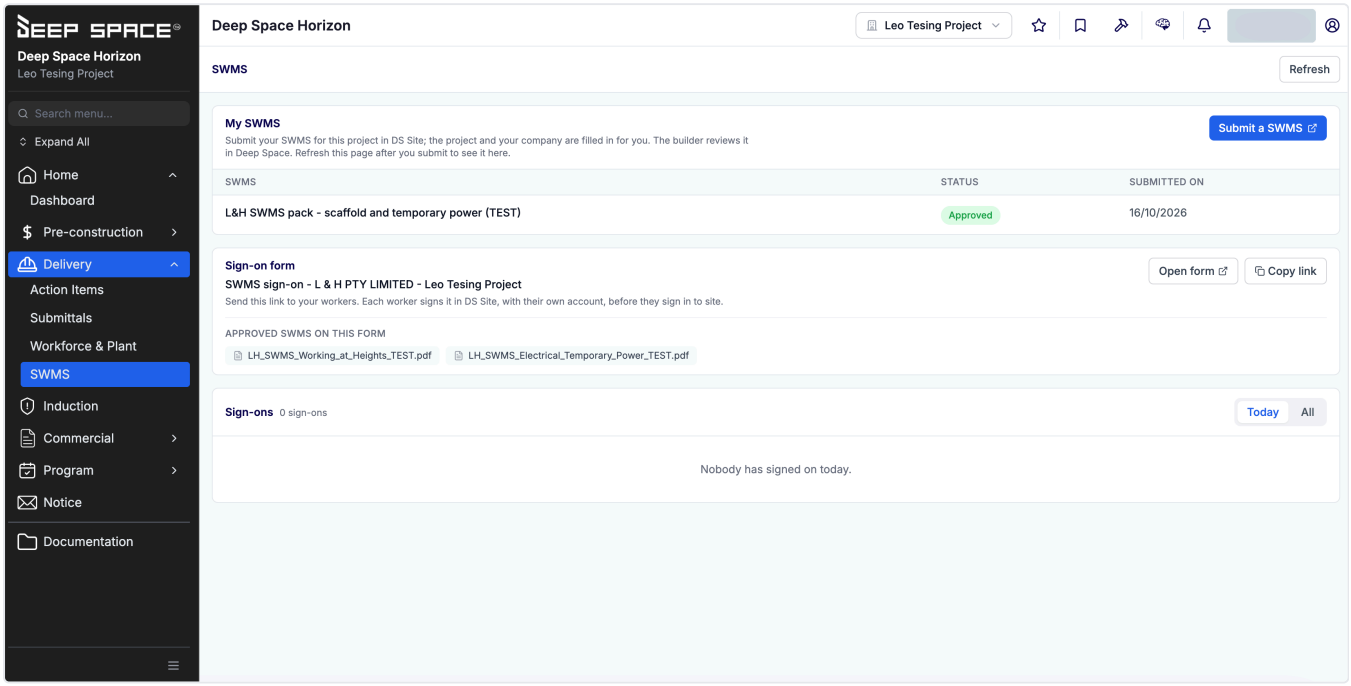


Figure 11. The approved SWMS, the company's sign-on form, and the sign-ons for today.

5.2 Read and sign

Workers open the link, **log in to DS Site with their own account**, open and read each approved SWMS, tick `I have read and understood the SWMS above` and submit. If your workspace uses the site sign-in check, they need to do this each day before signing in to site.

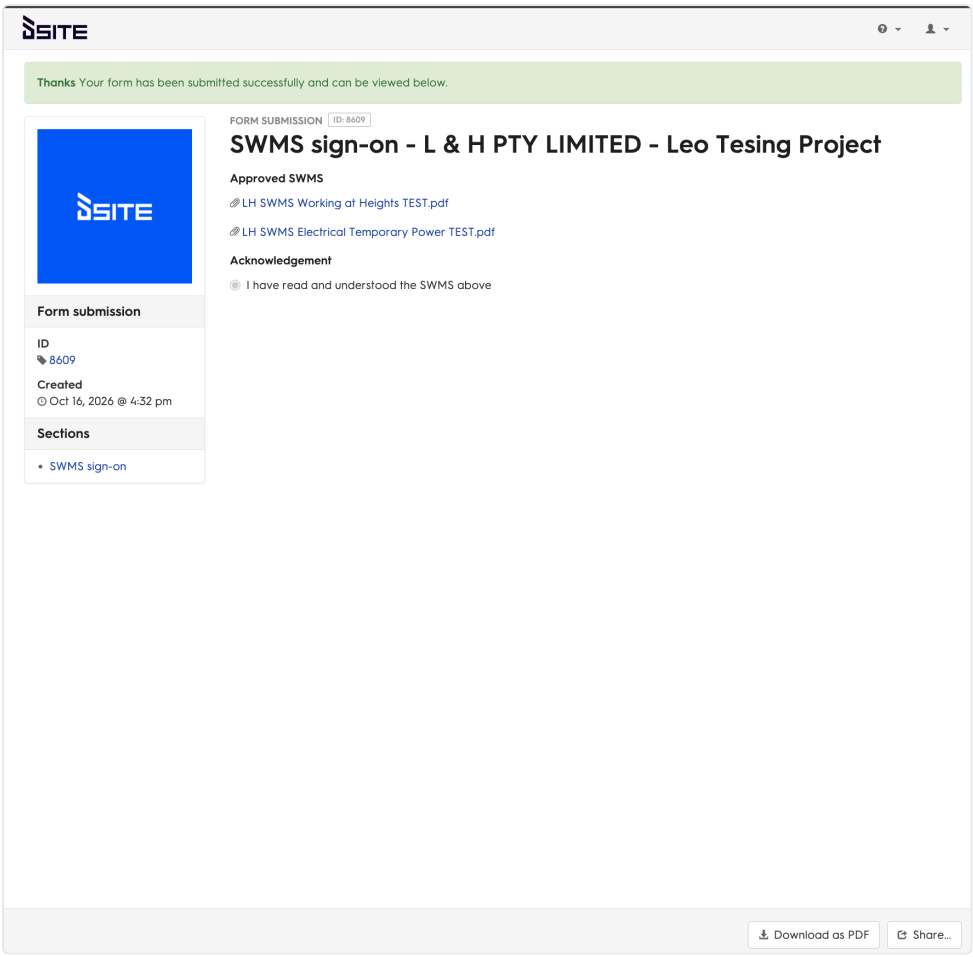


Figure 12. A submitted sign-on, with both approved SWMS files and the acknowledgement.

> **IMPORTANT**
>
> Workers must be logged in to DS Site when they sign. A sign-on made without logging in shows as **Anonymous** or **Unknown worker**, can't be traced to a person, and doesn't count at site sign-in. Version 0.1 still accepts such sign-ons; see section 8.

6 Who has signed

6.1 In the subcontractor portal

The subcontractor's SWMS page lists who has signed the company's form. `Today` shows today's sign-ons; `All` shows every sign-on on this project.

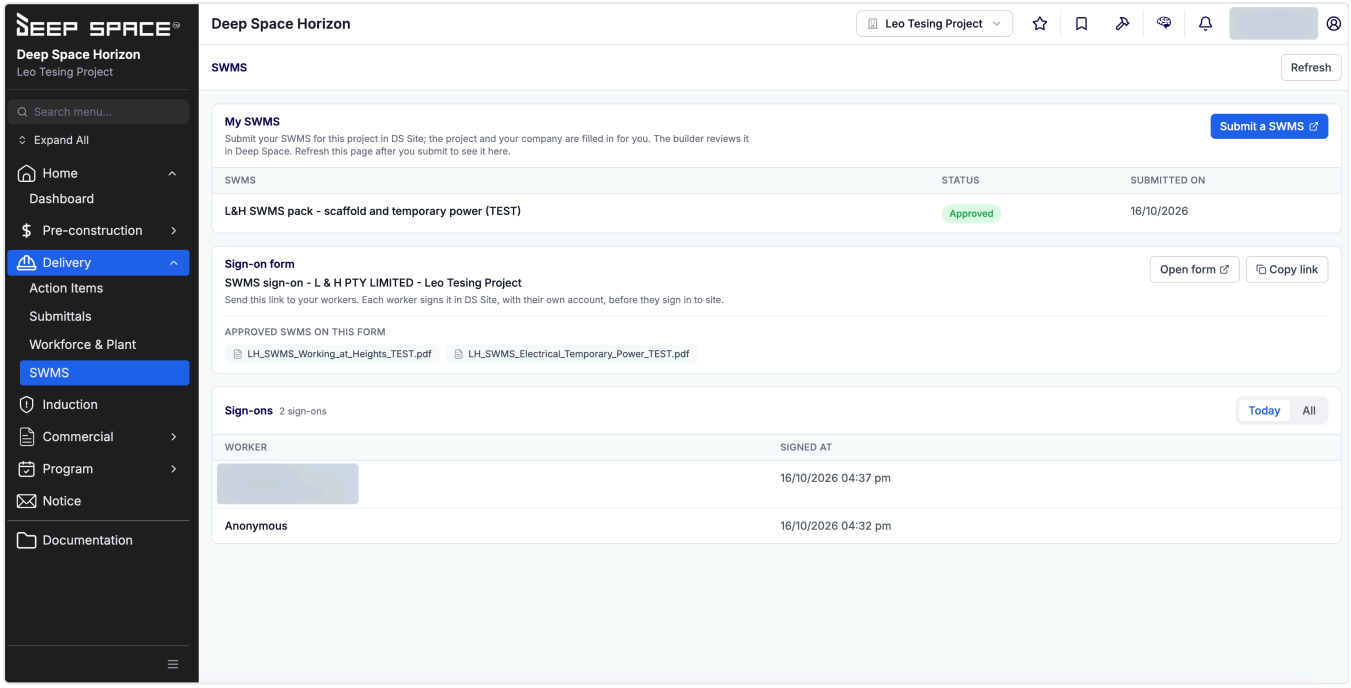


Figure 13. Two sign-ons today. The first was made by a logged-in worker; the second was made without logging in.

6.2 In Deep Space

On the `Sign-ons` tab, the builder sees every company's sign-on form on the project, the SWMS files on each, and who signed when. Use `Today` and `All` the same way, and `Open in DS Site` to go to the form itself.

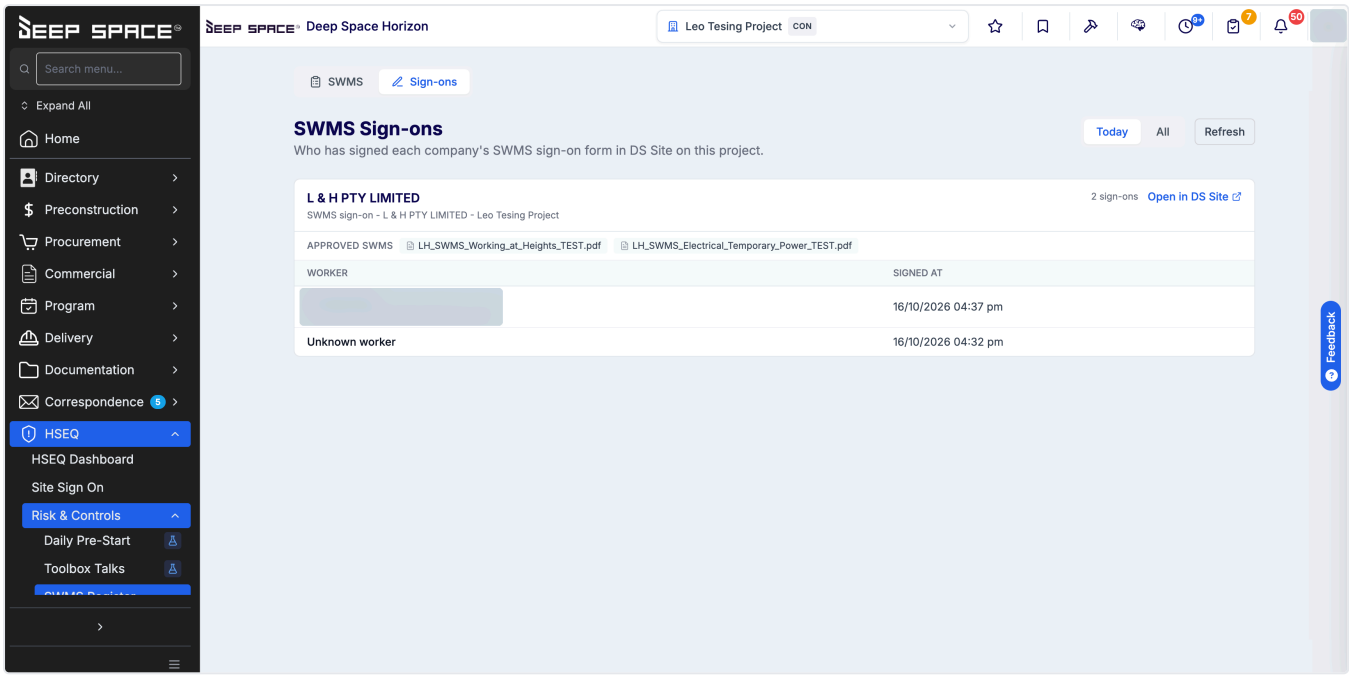


Figure 14. The builder's view of the same two sign-ons.

7 How the sign-on form stays up to date

Deep Space keeps one rule: **a company's sign-on form for a project carries the files of every SWMS of that company on that project whose status is Approved, and nothing else.** It re-applies the rule every time a SWMS's status changes in Deep Space.

When a SWMS…	What happens to the sign-on form
is approved for the first time for that company and project	The form is created with the SWMS's files on it.
is approved when the company already has a form	Its files are added to the existing form. The link doesn't change.
is rejected	Nothing is added. If it was on the form, its files are taken off.
is approved again after being rejected	The same files come back. No new copies are made.

BEHAVIOUR

- Workers who signed today keep their sign-on when files are added. The next day they sign the form as it is then, with the new files on it.
- Changing a SWMS directly in DS Site doesn't update the sign-on form. Make status changes in Deep Space.

8 Known limitations in version 0.1

This is a preview. These are known and are on the list in section 9.

Limitation	What to do for now
Sign-on forms accept submissions from people who aren't logged in.	Ask workers to log in to DS Site before they open the link. Anonymous sign-ons don't count at site sign-in.
The portal can copy the sign-on link but can't email it to workers yet.	Copy the link and send it yourself.
SWMS rows in the portal's My SWMS list can't be opened yet.	Open the submission from DS Site if you need to see it again.
Changing a SWMS's status by hand (`Update Status`) can be reset to match its approval the next time the SWMS is opened in Deep Space. This also means an approved SWMS can't yet be taken off the form by marking it Expired or Superseded.	Use the approval workflow to approve and reject. Ask the Deep Space team if an approved SWMS needs to come off a sign-on form.
The expiry date is recorded but not enforced.	Review expiry dates in the SWMS register.
The site sign-in check is set up per workspace.	Ask the Deep Space team to set it up for your workspace.

9 Upcoming

Planned next, in no particular order. Timing will be confirmed separately.

COMING SOON

1. **Email the sign-on link from the portal.** Send the link to your workers from the SWMS page instead of copying it.
2. **Open a submitted SWMS from the portal.** Each row in My SWMS opens the submission.
3. **Sign-on requires a DS Site login.** Every sign-on is tied to a named worker.
4. **Clearer status rules.** The approval workflow decides what is approved. Expired, Superseded, Rejected and Archived always take a SWMS off the sign-on form and stay that way.
5. **Automatic expiry.** A SWMS expires on its expiry date and comes off the sign-on form.
6. **Site sign-in check.** Workers can't sign in to site until they have signed their company's SWMS for that project that day.
7. **Notifications.** The builder is told when a new SWMS is submitted, and workers are told when their company's SWMS is approved or updated.
8. **Sign-on forms from your own template.** Your wording, and fields such as a signature, on every company's sign-on form.

A Glossary

SWMS

Safe Work Method Statement. Describes how high-risk construction work will be done safely. In New Zealand the equivalent is a Task Analysis or Job Safety Analysis.

SWMS form

The DS Site form a subcontractor uses to submit a SWMS: project, contractor, task details, high-risk activities, documents and expiry date.

SWMS Register

The builder's list of submitted SWMS in Deep Space, under HSEQ → Risk & Controls.

Sign-on form

The DS Site form, one per company per project, that carries the company's approved SWMS and that each worker signs.

Sign-on

One worker's signed submission of a sign-on form.

Approval workflow

The steps and approvers your workspace has set up for SWMS. The SWMS is Approved when every step is approved.

Site sign-in check

An optional rule on the site sign-in form that only lets workers sign in once they have signed their company's SWMS for the project that day.

Deep Space

The web product the builder uses, including the subcontractor portal.

DS Site

The forms platform and app that subcontractors and workers use on site.