DEI C.H.E.S.S.
JARS Access Request
(for Construction Contractors)

Date:	Document ID#:		Version #:
PVID#:	Contractor/Company Name:		Contractor ID:
Camp/Base:	Location:	Site:	

The Joint Assurance Reporting System (JARS) is the NZDF DEI tool used by Contractors engaged on NZDF Estate for Facilities maintenance and Capital works. Contractors are required to record incidents, events and Key Performance Indicators in JARS on a regular basis.

The Contractor's Manager and the DEI Project Manager must approve and sign the application prior to sending it to the JARS Administrator.

Complete the following details:

a) Access Type:	Contractor	Request Type:	Existing JARS Username: (*if applicable*)
b) Applicant:	Name:	Job Title:	Phone/Mob:
	Email:	Signature:	Date:
c) Company:	Company:		
d) Access Required:	Contractor Issuer General		
	Reason for Access:		
e) Region/ Facility Details:	Add Remove Camp/Base:		All
	Add Remove Camp/Base:		
	Add Remove Camp/Base:		
	Add Remove Camp/Base:		

f) Approving Manager:	Name:	Job Title:	Phone/Mob:
	Email:	Signature:	Date:

g) Endorsed by: (NZDF Project Manager)	Name:	Job Title:	Phone/Mob:
	Email:	Signature:	Date:

NZDF Use Only:

h) Actioned By: (Administrator)	Name:	Job Title:	Phone/Mob:
	Email:	Signature:	Date:

Completed   Rejected

i) Login Details:	Username:	Contractor ID#: