

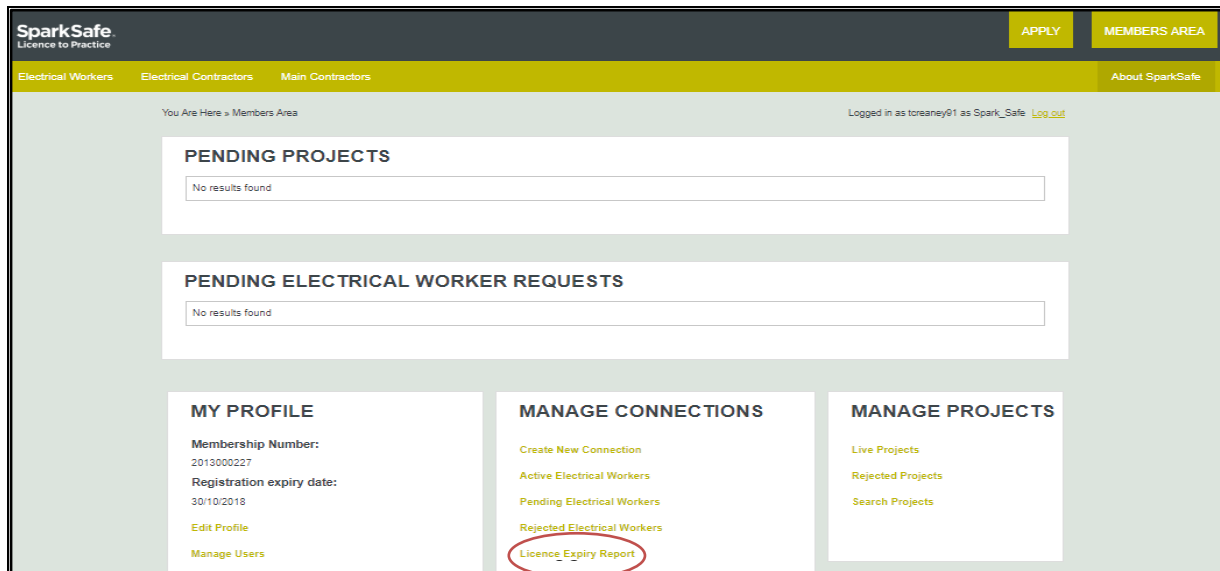
Electrical Contractors

Running Electrical Workers Expiry Reports

Please ensure your internet browser is set to Google Chrome at all times when using the SparkSafe LtP System.

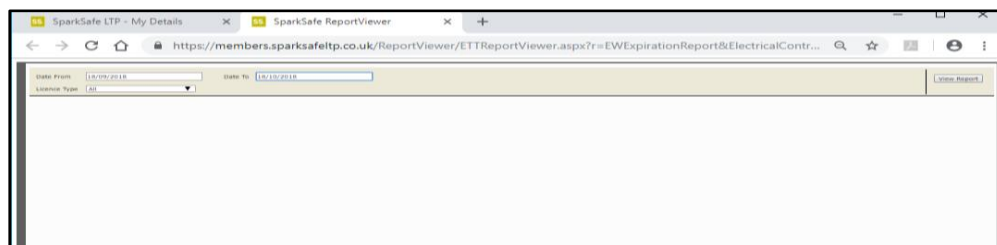
From the Electrical Members Contractors **Members Area**, users can run a licence expiry report for all active Electrical Workers. Please note that connections must be made with the Electrical Worker for them to appear on the report. The expiry report can be found under the **Manage Connections** section of the members area (**Fig. 1.1**).

Fig. 1.1



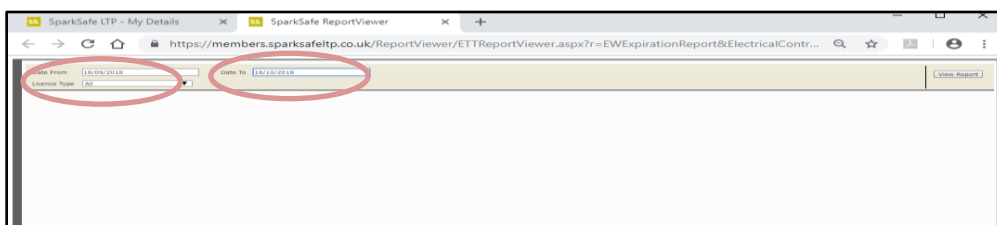
Clicking Licence Expiry Report link as indicated above will display the screen below (**Fig.1.2**).

Fig.1.2



To run the report, insert the date from and to, we recommend users select (All) under the licence type drop down, then click on "View Report". (See **Fig 1.3**)

Fig.1.3



We recommend running the Electrical Workers Licence Report monthly to help ensure all Electrical Workers have a valid Licence to Practise. If a licence is due to expire in that period, this will allow time for the Electrical Worker to complete their licence renewal. If the report appears blank, this shows there are no workers licences expiring within that time period.