1. **NZGTTM TMP Form Guidelines**

* 1. **TMP Form Framework**

The TMP Form is broken into three parts:

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| 1. **TMP Planning Form**   *(intended for risk reviewers and approvers)* | This part gives explanation and depth to the planning process and decision process for the chosen controls and is intended for delivery to the risk reviewer/s and TMP approver only.  This section is read in conjunction with the other TMP parts. |
| 1. **TMP General Form**   *(intended for site staff and risk reviewers and approvers)* | This part covers all general TMP information such as location details, activity details, contact information, and general contingencies. |
| 1. **TMD Form**   *(there may be multiple TMD forms for one TMP. Attached to TMP General Form)* | The TMD Form is repeated for **each TMD phase/stage of the TMP**. If a TMP has multiple *layouts,* then it will have one TMD form for each of those *layouts*. For example, one TMD form for an attended layout, and one TMD form for an unattended layout. |
| **4. On-site Record Form** | The on-site record form does not fit within the TMP itself but is a complementary document for use on-site by TTM practitioners to record implementation and on-going applicability of TTM controls. This is an example form only. |

* 1. **Usage Guidelines**

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| Grey fields within the TMP form can be clicked and overwritten by typing. |  |
| Sections that are not applicable in the TMP form can have the content removed and the heading struck through to allow shortening of the TMP form. |  |
| Table rows that are not applicable can be removed |  |