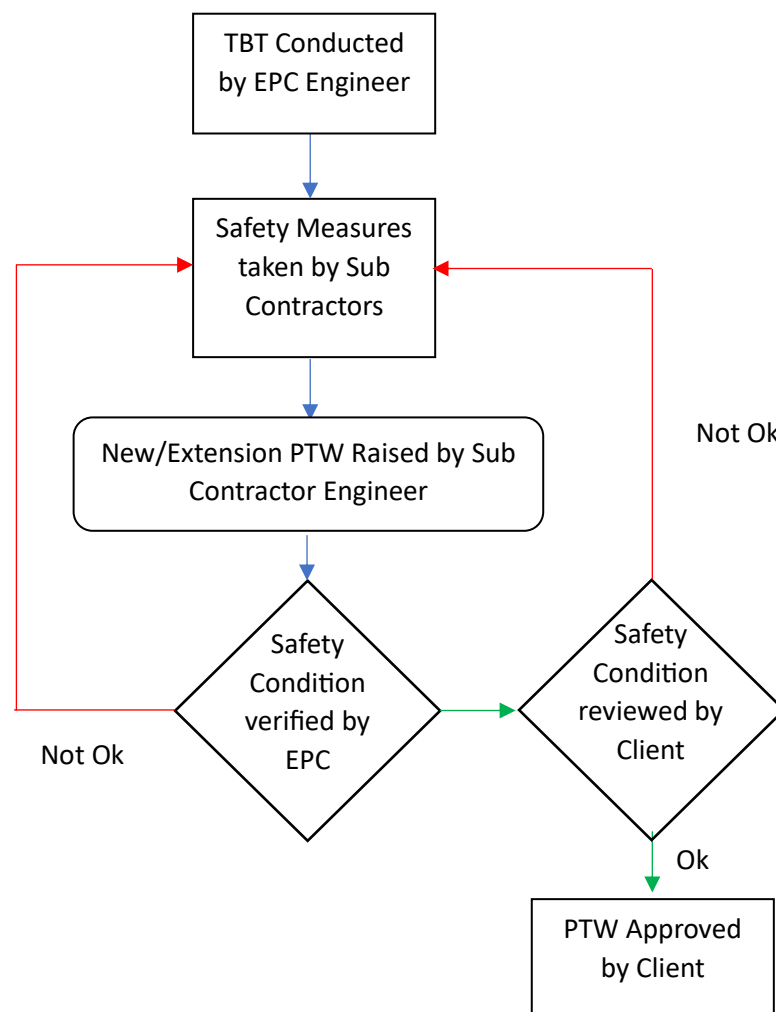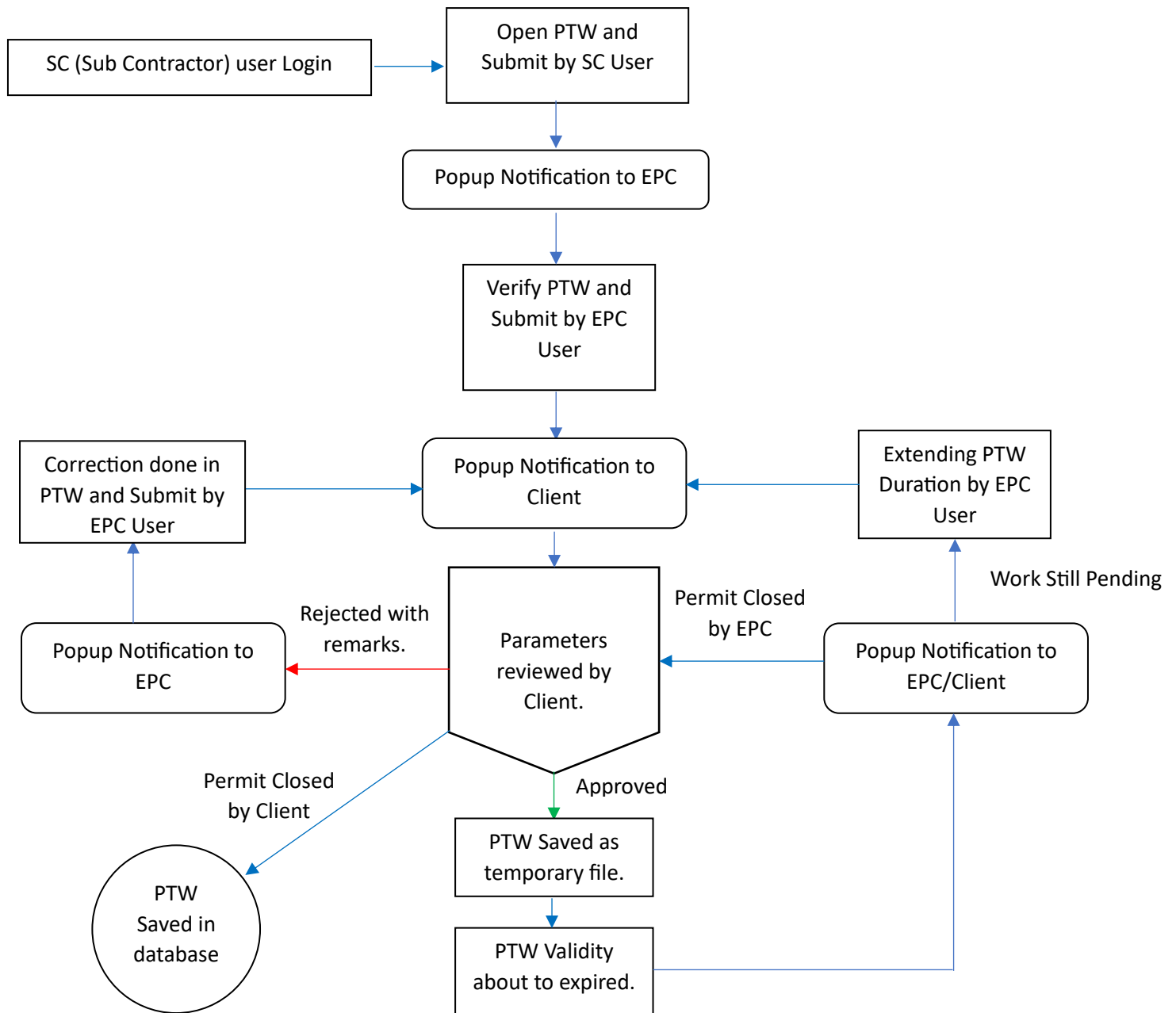# PTW Functionality

PTW - Permit to Work

It is a formal authorisation system used in an organisation to control selected work activities to ensure safe execution of work onsite.

Types of Permits

1. Basic Work Permit
2. Hot work permit
3. Confined space permit
4. Work at height permit
5. Lifting & Rigging work permit

**Workflow**

**Android Workflow**

SC (Sub Contractor) user Login → Open PTW and Submit by SC User

Open PTW and Submit by SC User → Popup Notification to EPC

Popup Notification to EPC → Verify PTW and Submit by EPC User

Verify PTW and Submit by EPC User → Popup Notification to Client

Correction done in PTW and Submit by EPC User → Popup Notification to Client

Extending PTW Duration by EPC User → Popup Notification to Client

Popup Notification to EPC → Correction done in PTW and Submit by EPC User

Parameters reviewed by Client.

Rejected with remarks. → Popup Notification to EPC

Permit Closed by EPC

Popup Notification to EPC/Client → Parameters reviewed by Client.

Work Still Pending → Extending PTW Duration by EPC User

Permit Closed by Client → PTW Saved in database

Approved → PTW Saved as temporary file.

PTW Saved as temporary file. → PTW Validity about to expired.

PTW Validity about to expired. → Popup Notification to EPC/Client

1. The process starts with permit Open and end with PTW Closed and pdf file saved in database.
2. Permit is a time frame document which need reminder notification before it get expired (Both Client & EPC).
3. Permit number generated automatically and can only modified by Super Admin.
4. Date with time frame option to be availed.
5. Permit Requester column is auto filled with user details (Sub Contractor).
6. Popup for Verification goes to all the EPC user (pre-defined by Admin).
7. Once Verified by anyone EPC user then the popup notification for all other EPC user would be invalid.
8. Permit Verifier column is auto filled with user details (EPC).
9. After that Popup for approval goes to all the client user (pre-defined by Admin).
10. Once approved by anyone client user then the popup notification for all other client user would be invalid.
11. Until its stored in database its should be temporarily saved in server.
12. Sub-Contractor and EPC can have the approved permit as a cache/ temporary file.
13. If the permit not closed within pre-defined hours from the expired time it should be recorded in safety observation (as PTW not closed properly) and saved automatically in server
14. Saved PTW can be downloadable as pdf.

**Time Frame Functionalities**

1. **Manual Closing**
   Open: Real Time
   Extend: NA
   Close: Real Time

2. **Extension Manual Closing**
   Open: Real Time
   Close: Permit Requested Due Time
   Extend: Real Time
   Extend Close: Real Time

3. **Automatic Closing**
   Open: Real Time
   Extend: NA
   Close: Permit Requested Due Time **(Date and Time filled in Red Colour)**

**Note**: In Signature Default it would be name, if they add their signature scan photo in their profile it would be reflected.

Requested: Sub Contractor

Verified: EPC

Issued: Client

➢ Extension/Close reminder notification to be pop-up same like approval notification