
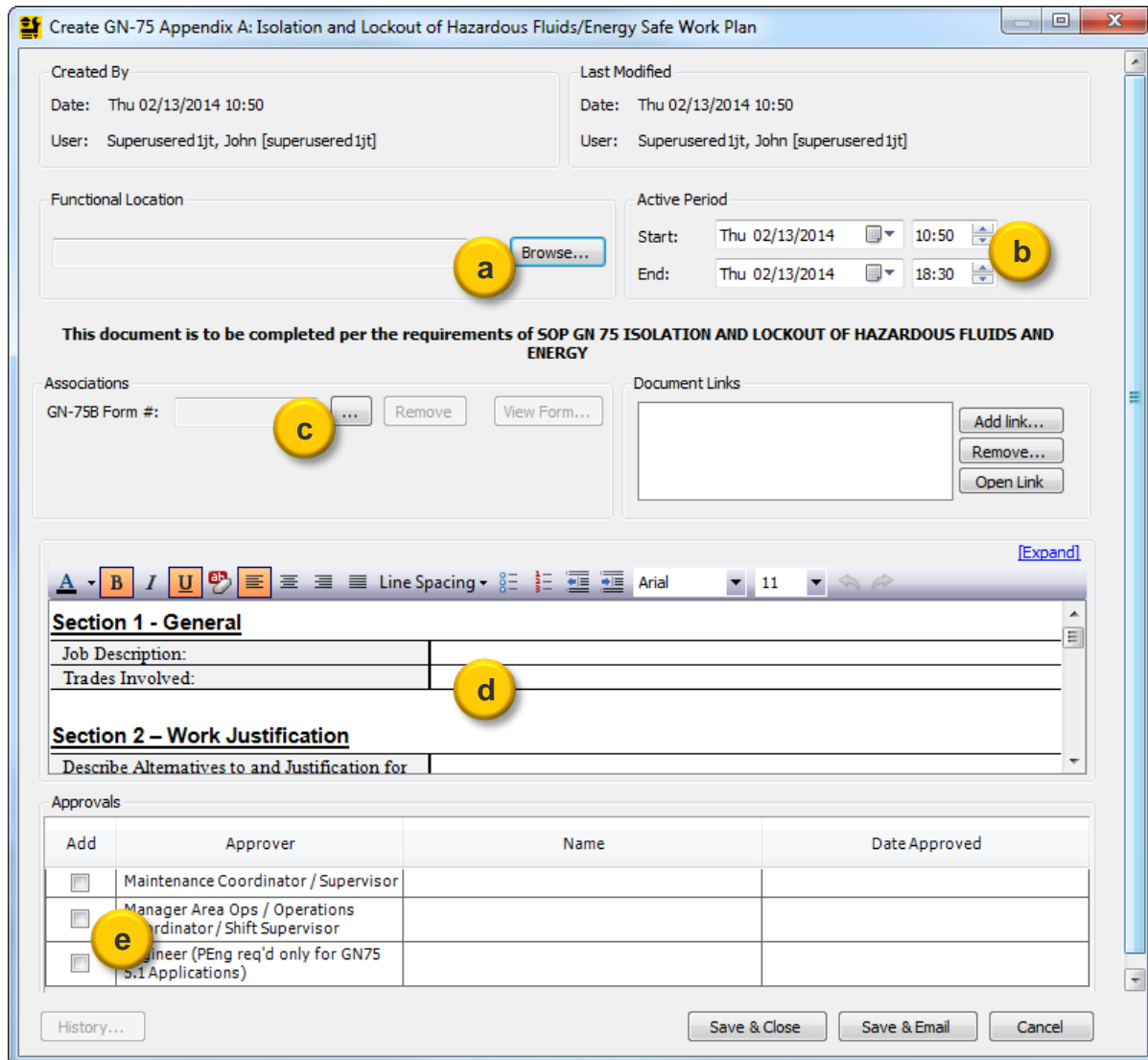


Helpful Hints

- A **GN-75 Appendix A** is meant to establish a minimum standard for isolation and lockout of hazardous energy and fluid associated with equipment prepared for maintenance or construction activities.
- The **GN-75 Appendix A** must be fully approved before a **Permit Request** can be submitted or a **Safe Work Permit** issued.
- Use the **Save & Email** button to notify people that a form is awaiting their approval in OLT.

Procedure

1. On the navigation pane, click on the **Forms** icon  to navigate to the Forms screen.
2. **Select** "GN-75 Appendix A: Isolation and Lockout of Hazardous Fluids/Energy Safe Work Plan" from the dropdown box (located beneath the Forms tab).
3. **Click** on the **New** button to open a new GN75 Appendix A. **Complete** the fields as required.



Create GN-75 Appendix A: Isolation and Lockout of Hazardous Fluids/Energy Safe Work Plan

Created By: Date: Thu 02/13/2014 10:50 User: Superusered1jt, John [superusered1jt]
 Last Modified: Date: Thu 02/13/2014 10:50 User: Superusered1jt, John [superusered1jt]

Functional Location: **a** Browse...
 Active Period: Start: Thu 02/13/2014 10:50 **b** End: Thu 02/13/2014 18:30

This document is to be completed per the requirements of SOP GN 75 ISOLATION AND LOCKOUT OF HAZARDOUS FLUIDS AND ENERGY

Associations: GN-75B Form #: **c** ... Remove View Form...
 Document Links: Add link... Remove... Open Link

Section 1 - General
 Job Description:
 Trades Involved: **d**


Section 2 - Work Justification
 Describe Alternatives to and Justification for:


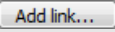
Approvals

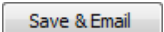
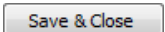
Add	Approver	Name	Date Approved
<input type="checkbox"/>	Maintenance Coordinator / Supervisor		
<input type="checkbox"/>	Manager Area Ops / Operations Coordinator / Shift Supervisor		
<input type="checkbox"/>	Engineer (PEng req'd only for GN75 S.1 Applications)		



e

History... Save & Close Save & Email Cancel

- a) **Select** the **Functional Location** that best represents the equipment/system that needs to be isolated and locked out.
- b) **Enter** the **Active Period** for when the isolation and lockout is expected to occur.
- c) **Select** an existing or create a new **GN-75B Form** to associate to the GN-75A by **clicking** on the  button.

 You can also link other types of documents to the GN-75A by clicking on the  button.

- d) **Fill** out the rest of the form including Sections 1 thru 6.
 - e) If applicable, **check** the approver that you wish to sign-off for. Your name and date approved will be recorded.
4. Click on either the  button or  button to verify and save the form.

 All **Errors**  must be correct before the form can be saved.

When using **Save & Email**, OLT will create a new message in MS Outlook to notify people that a form is awaiting their approval in OLT.