
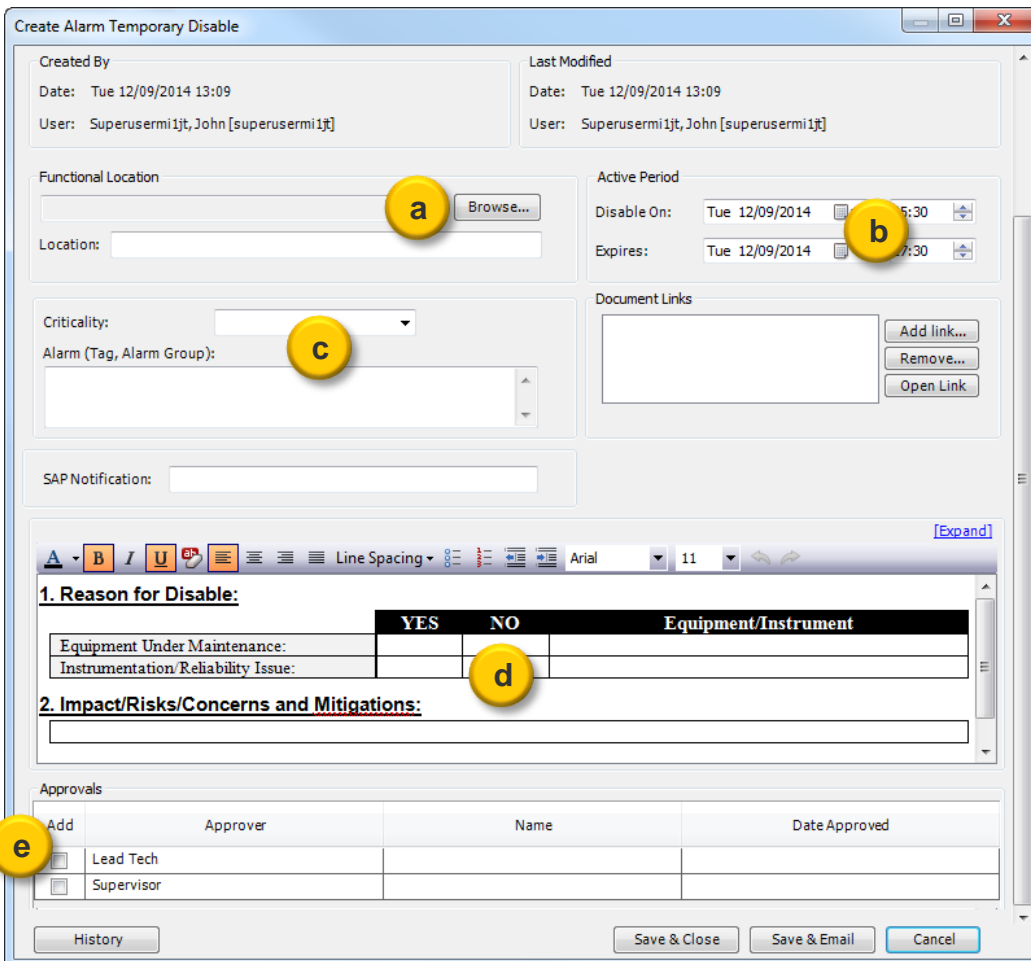


Helpful Hints

- Alarms provide an early warning to Operations that intervention is required to safeguard against conditions that may impact safety, health, environment, optimal unit performance. Under certain circumstances there may be a need to temporarily disable an alarm(s) to avoid unnecessary/nuisance alarming.
- Once all the approvers have been checked the electronic form will be set to "Approved".
- Any Alarm Temporary Disables with an Estimated Back in Service date that has since past will be identified as being expired.
- Any changes made to a partial or fully **approved** form (with the exception of certain users who have the ability to change **Expires** as needed) will require re-approval (all previous approvals will be cleared).
- Use the **Save & Email** button to notify people that a form is awaiting their approval in OLT.

Procedure

- On the navigation pane, click on the **Forms** icon  to navigate to the Forms screen.
- Select** "Alarm Temporary Disable" from the dropdown box (located beneath the Forms tab).
- Click** on the **New** button to open a new Alarm Temporary Disable form. **Complete** the fields as required.



The screenshot shows the 'Create Alarm Temporary Disable' form. Callouts are as follows:

- a**: Functional Location field
- b**: Active Period (Disable On/Expires) date and time fields
- c**: Criticality dropdown menu
- d**: Reason for Disable table
- e**: Approvals table

1. Reason for Disable:

	YES	NO	Equipment/Instrument
Equipment Under Maintenance:			
Instrumentation/Reliability Issue:			

2. Impact/Risks/Concerns and Mitigations:

Approvals:


Add	Approver	Name	Date Approved
<input type="checkbox"/>	Lead Tech		
<input type="checkbox"/>	Supervisor		

Buttons at the bottom: History, Save & Close, Save & Email, Cancel.

- Select the Functional Location** that best represents the equipment/system that needs to be defeated.
- Enter the Active Period** for when the system will be disabled and re-enabled.
- Indicate the Criticality**, describe the **Alarm** and provide **SAP Notification #** if known.
- Fill out the reasons, impact, risks and mitigations** considered. This area of the form is free text can be edited as needed.
- If you are an approver you can click on the checkbox ☒ next to the position you wish to approve for. OLT will record both your name and time of the approval.

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.