


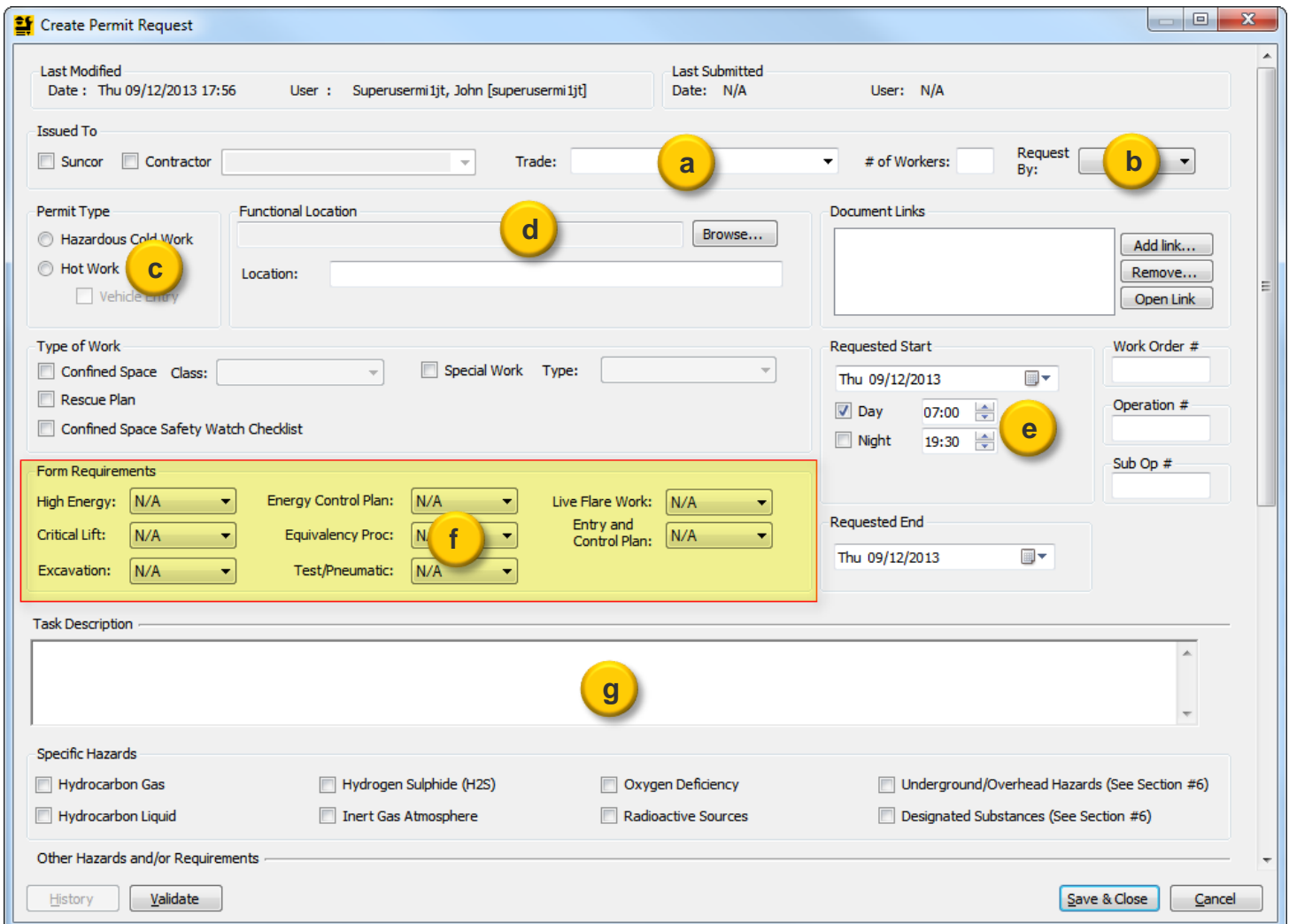


Helpful Hints

- **Permit Request** identifies any potential upcoming work that will require a safe work permit. Allows the Maintenance, Construction, and Turnaround groups to plan and prepare for the work.
- A **Permit Request** is considered incomplete until all required rescue plan, confined space, and forms have been obtained and approved. Once a **Permit Request** has been validated as complete it can be submitted as a **Safe Work Permit**.
- A **Permit Request** can span multiple days, with a new **Work Permit** being generated each day/shift.

Procedure

1. On the navigation pane, click on the **Safe Work Permit** icon  to navigate to the Permits screen.
2. Click on the **Permit Requests** tab  (located on the top of your screen) to select it.
3. Click on the **New** button  to open a new Permit Request. Complete the fields as required.



The screenshot shows the 'Create Permit Request' form with the following fields and callouts:

- a**: Trade dropdown menu
- b**: Request By dropdown menu
- c**: Permit Type radio buttons (Hazardous Cold Work, Hot Work, Vehicle Entry)
- d**: Functional Location text field
- e**: Requested Start date and time (Day/Night)
- f**: Form Requirements section (High Energy, Critical Lift, Excavation, Energy Control Plan, Equivalency Proc, Test/Pneumatic, Live Flare Work, Entry and Control Plan)
- g**: Task Description text area

Other visible fields include: Last Modified Date, User, Last Submitted Date, User, Issued To (Suncor/Contractor), # of Workers, Document Links, Type of Work (Confined Space, Rescue Plan, Confined Space Safety Watch Checklist), Requested End, Specific Hazards (Hydrocarbon Gas, Hydrocarbon Liquid, Hydrogen Sulphide, Inert Gas Atmosphere, Oxygen Deficiency, Radioactive Sources, Underground/Overhead Hazards, Designated Substances), and Other Hazards and/or Requirements.

- a) **Select** the **Trade** (i.e. occupation) that will be completing the work.
- b) **Select** who the work is **Requested By** (i.e. Maintenance, Construction, Turnaround, Outage). This will be used to help users categorize and filter what Permit Request/Work Permits to view in the grid.
- c) **Select** the **Permit Type** (i.e. Hazardous Cold Work, Hot Work, Vehicle Entry).
- d) **Click** the **Browse** button to select the **Functional Location** of where the work will be occurring.
- e) **Enter** the **Requested Start and End Date/Time** of the permit.



Permit Request can span multiple days with OLT generating a Work Permit each day.

Depending on which shift the Work Permit should be generated for, select either the Day and/or Night checkboxes. Selecting both will cause OLT to generate two Work Permits, one for each shift.



- f) For the **Form Requirements** section **Select** any forms that will need additional approvals (i.e. High Energy, Critical Lift, Excavation, etc.) prior to submission.



Any forms set to "**Required**" must be changed to "**Approved**" once the all approvals have been received otherwise the **Permit Request** cannot be submitted as a **Work Permit**.

- g) **Enter** the scope of work in the **Task Description** text box.
4. Click on the **Validate** button to verify the form to identify/address any error(s) or warning(s) found.



All **Errors**  must be correct before the **Permit Request** can be saved. Any **Warnings**  must be addressed before the form will be considered complete and ready for submission as a **Work Permit**.

5. Click on **Save & Close** to save your work and close the **Permit Request** window.