
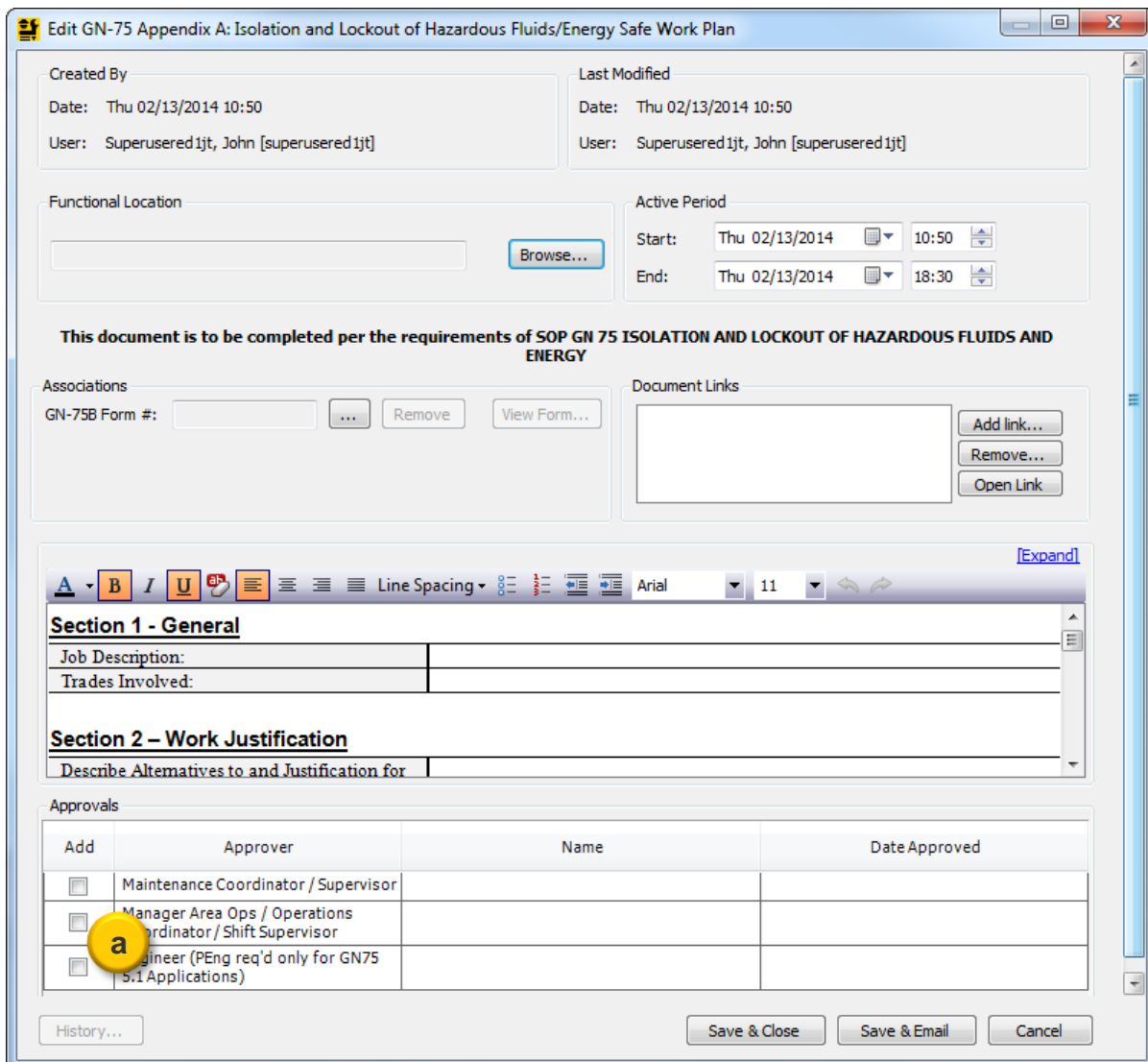


Helpful Hints

- The **GN-75 Appendix A** must be fully approved before a **Permit Request** can be submitted or a **Safe Work Permit** issued.
- All OLT users in Edmonton can approve form.
- All forms waiting for approvals can be found at the bottom of the **Priority Screen** in the **Forms** section or go to the **Forms** module via the **Navigation Pane**.

Procedure

1. On the navigation pane, click on the **Priorities** icon  and scroll to the bottom to view the **Forms** section.
2. Click on the **hyperlink** of the form you wish to review and approve.



Edit 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: Browse...
Active Period: Start: Thu 02/13/2014 10:50 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 #: ... Remove View Form...
Document Links: Add link... Remove... Open Link

Section 1 - General
Job Description:
Trades Involved:

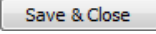
Section 2 - Work Justification
Describe Alternatives to and Justification for:

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)		

History... Save & Close Save & Email Cancel

- a) Click on the **checkbox** next to the Approver you wish to sign-off for.

3. Click on the  button to verify and save the form.



Any **changes** made to a form that is already **partially or fully approved** will require **re-approval**. OLT will warn the user when a re-approval is required upon saving. All previous approvals will be removed.

Only the **Coordinator or Area Team Leader** can change the **End Date/Time** without ever requiring re-approvals.