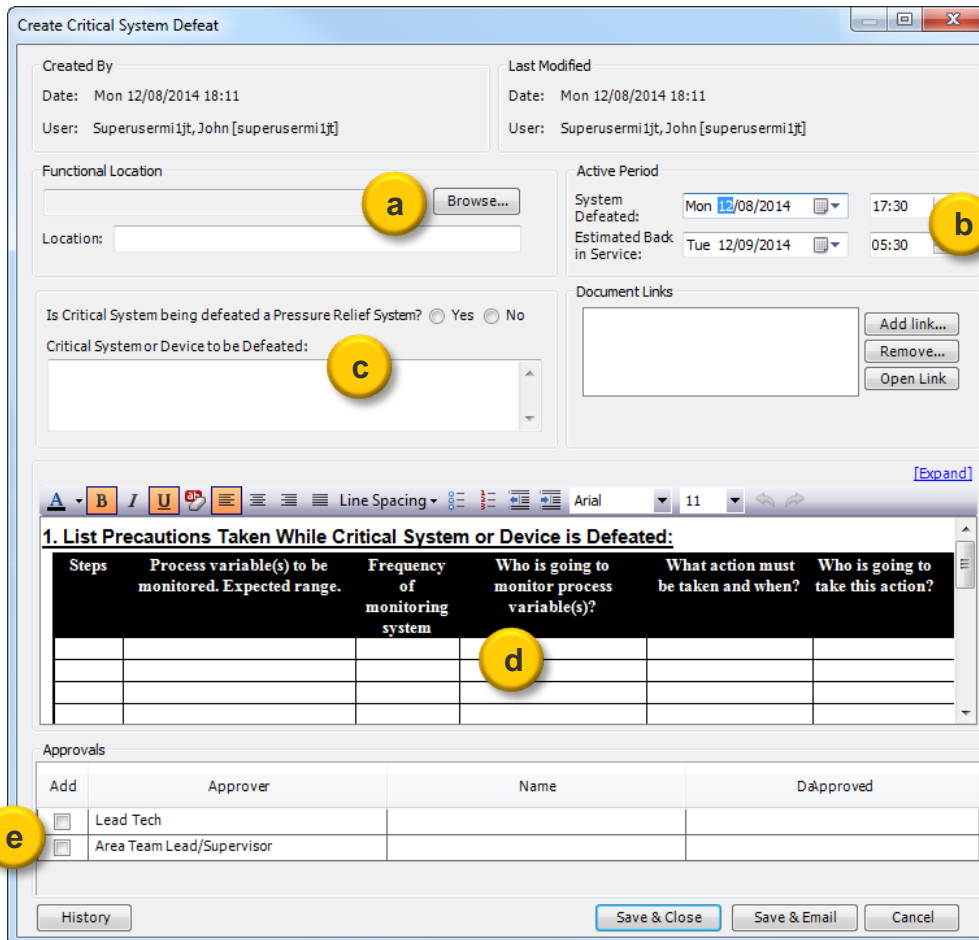## Helpful Hints

- Defeating a critical device or bypassing a shutdown system must be the last resort and should be done only after possible scenarios to avoid it have been evaluated. When executing a CSD all risks to personnel, equipment integrity, and the environment must be identified with appropriate precautions and mitigation strategies put in place.

- Once all the approvers have been checked the electronic form will be set to "Approved".

- Any CSDs 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 **Estimated Back in Service** 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

1. On the navigation pane, click on the **Forms** icon to navigate to the Forms screen.

2. **Select** "Critical System Defeat" from the dropdown box (located beneath the Forms tab).

3. **Click** on the New button to open a new CSD form. **Complete** the fields as required.

a) **Select** the **Functional Location** that best represents the equipment/system that needs to be defeated.

b) **Enter** the **Active Period** for when the system will be defeated and returned to service.

c) **Indicate** if a **Pressure Relief System** is being defeated.

d) **Fill out** the precautions and alternatives considered. This area of the form is free text can be edited as needed.

e) 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 **Save & Email** button or **Save & Close** 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.