
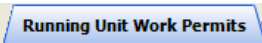

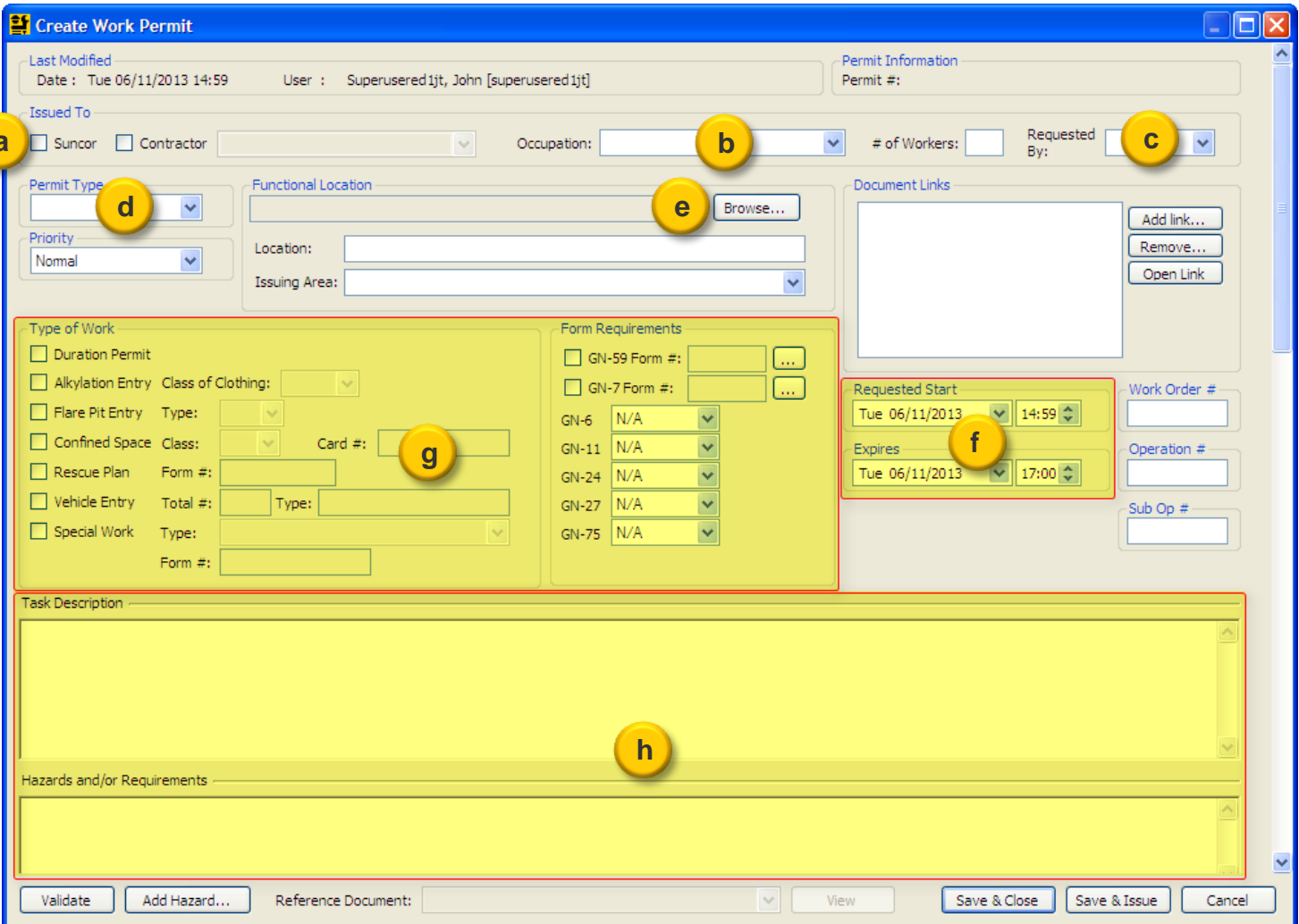


Helpful Hints

- The **Safe Work Permit** is a document that describes the work to be performed, the associated hazards, and precautionary measures. It is a legal document that authorizes a specific job.
- A **Safe Work Permit** can be created from a **Permit Request** or created manually from scratch.

Procedure

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



The screenshot shows the 'Create Work Permit' form with the following callouts:

- a**: Issued To dropdown menu (Suncor/Contractor).
- b**: Occupation dropdown menu.
- c**: Requested By dropdown menu.
- d**: Permit Type dropdown menu.
- e**: Functional Location text field with a 'Browse...' button.
- f**: Requested Start date and time fields.
- g**: Card # text field.
- h**: Task Description text area.

Other visible fields include: Date (Tue 06/11/2013 14:59), User (Superusered1jt, John), Priority (Normal), Location, Issuing Area, Document Links, Form Requirements (GN-59, GN-7, GN-6, GN-11, GN-24, GN-27, GN-75), Expires, Work Order #, Operation #, Sub Op #, and buttons for Validate, Add Hazard..., Reference Document, View, Save & Close, Save & Issue, and Cancel.

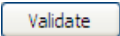
- Select** who the permit is being **Issued To**. If it is a contractor, type the contractor name or select from the list.
- Select** the **Occupation** (i.e. Trade) that will be completing the work.
- Select** the **Group** that will be requesting the permit (i.e. Maintenance, Construction, Turnaround, Outage). This will help users categorize and filter Work Permits in the grid.
- Select** the **Permit Type** (i.e. Routine Maintenance, Cold Work, Normal Hot Work, High Energy Hot Work).

- e) Click the **Browse** button to select the Functional Location for where the work will be occurring.
- f) Enter the **Requested Start, Issued, and Expired Date/Time** of the permit.





A **Work Permit** cannot expire more than 2 hours after the end of the shift in which it is issued.

Select **Duration Permit** whenever a safe work permit must span longer than one shift.

- g) For the **Type of Work** and **Form Requirements** sections, **select** any requirements that will need to be obtained and approved (e.g. Confined Space, Rescue Plan, GN-7, GN-59, GN-6) prior to submission.
 - h) Enter the scope of work in the **Task Description** text box. Enter any safety hazards or requirements in the **Hazards and/or Requirements** text box.
4. Scroll down to continue completing the rest of the Safe Work Permit form.
 5. 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 **Work Permit** can be saved. Any **Warnings**  must be addressed before the form can be issued or printed.

6. Click on **Save & Close** or **Save & Issue** button to save your work and close the **Safe Work Permit** window.