
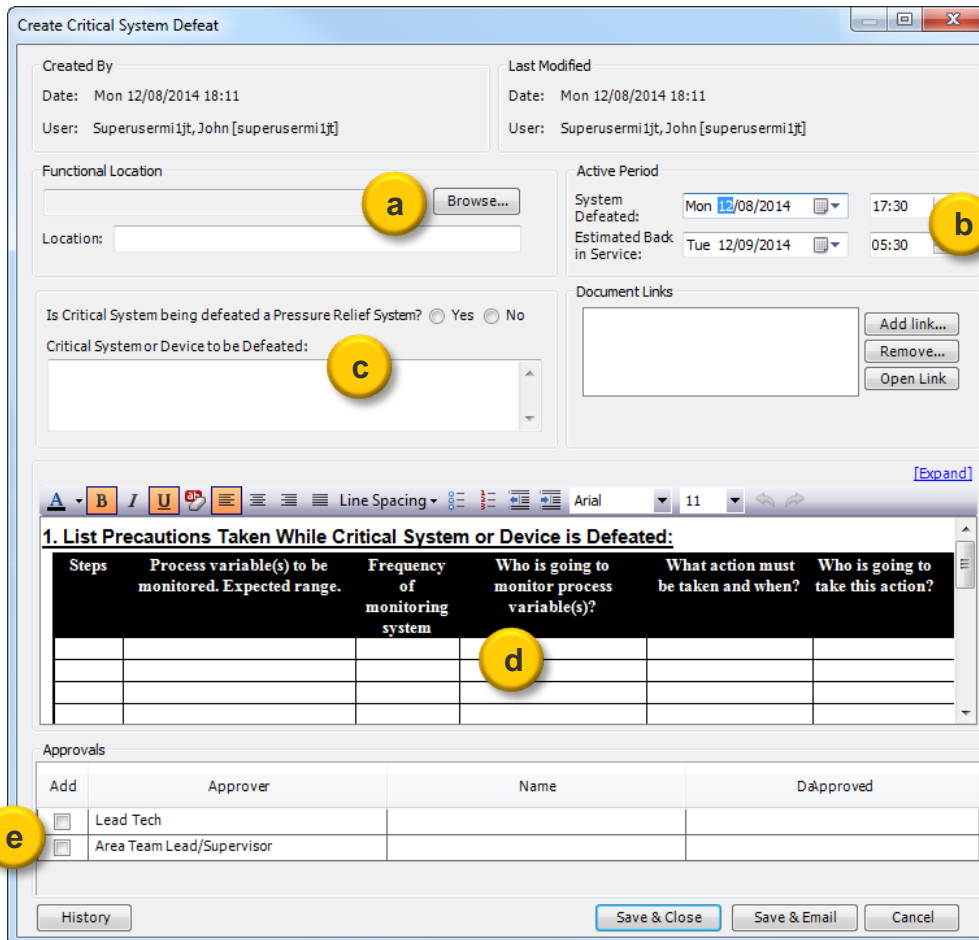


### Helpful Hints

- 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.



**Create Critical System Defeat**

Created By: Date: Mon 12/08/2014 18:11 User: Superusermi1jt, John [superusermi1jt]

Last Modified: Date: Mon 12/08/2014 18:11 User: Superusermi1jt, John [superusermi1jt]

Functional Location:  **a**

Location:

Active Period: System Defeated: Mon 12/08/2014 17:30 **b** Estimated Back in Service: Tue 12/09/2014 05:30

Is Critical System being defeated a Pressure Relief System? ☐ Yes ☐ No **c**

Critical System or Device to be Defeated:

Document Links:

**1. List Precautions Taken While Critical System or Device is Defeated:**

Steps	Process variable(s) to be monitored. Expected range.	Frequency of monitoring system	Who is going to monitor process variable(s)?	What action must be taken and when?	Who is going to take this action?
			<b>d</b>		

Approvals


Add	Approver	Name	DAApproved
<input type="checkbox"/>	Lead Tech		
<input type="checkbox"/>	Area Team Lead/Supervisor		

**e**

- 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 defeated and returned to service.
- Indicate if a Pressure Relief System** is being defeated.
- Fill out** the precautions and alternatives 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.