


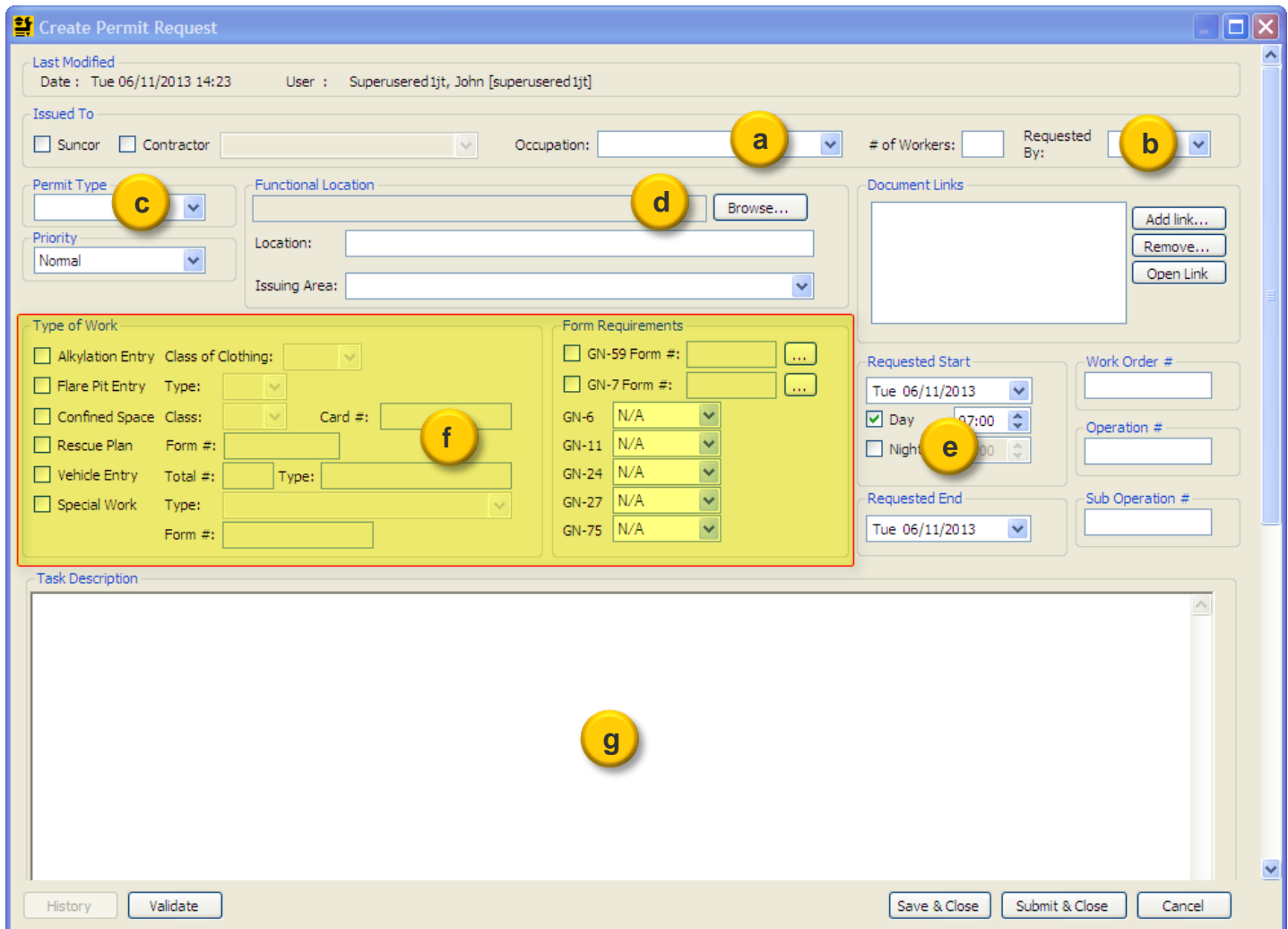


Helpful Hints

- **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 **Running Unit 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**: Occupation dropdown menu.
- b**: Requested By dropdown menu.
- c**: Permit Type dropdown menu.
- d**: Functional Location text field with a 'Browse...' button.
- e**: Requested Start date and time (Day/Night) selection.
- f**: Card # text field.
- g**: Task Description text area.

Other visible fields include: Last Modified (Date: Tue 06/11/2013 14:23, User: Superusered1jt, John [superusered1jt]), Issued To (Suncor/Contractor), Priority (Normal), Location, Issuing Area, Document Links (Add link..., Remove..., Open Link), Form Requirements (GN-59, GN-7, GN-6, GN-11, GN-24, GN-27, GN-75), Requested End, Work Order #, Operation #, Sub Operation #, and buttons for History, Validate, Save & Close, Submit & Close, and Cancel.

- a) **Select** the **Occupation** (i.e. Trade) that will be completing the work.
- b) **Select** who the work is **Requested By** (i.e. Maintenance, Construction, Turnaround, Shutdown). 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. Routine Maintenance, Cold Work, Normal Hot Work, High Energy Hot Work).
- 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 **Type of Work** and **Form Requirements** section **Select** any requirements that will need to be obtained and approved (i.e. Confined Space, Rescue Plan, GN-7, GN-59, GN-6, GN-11, GN-24, GN-27, GN-75, BT-1) prior to submission.
 - 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.