AVEVA™ Operational Safety Management

11.2.3

Contents

Welcome to Operational Safety Management 11.2.3

With AVEVA™ Operational Safety Management, you can plan and perform safe, compliant working on complex engineering assets.

- Work permit management
- Work activity plotting
- Isolation planning and execution
- Risk assessment
- Safe job analysis

The intended audiences for this documentation are the various users of AVEVA™ Operational Safety Management Web Application, including:

- Field personnel
- Operators
- Supervisors

Legal information

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OSM Web User Guide

AVEVA™ Operational Safety Management

Plan and perform safe, compliant work on complex engineering assets. AVEVA™ Operational Safety Management enables asset operators to eliminate, minimize, or mitigate operational risk while optimizing asset performance.

Reduced risk

- Consistent, compliant, best-practice execution of invasive tasks eliminates, minimizes, or mitigates risks to personnel, to the asset, and to the environment.
- Enforced use of validated procedures minimizes the risks associated with shutdown and restart.
- Verification of sustained regulatory compliance avoids the risk of fines or loss of operating licenses.

Reduced operating costs

- Efficient deployment and use of valuable skilled resources saves direct labor costs.
- Efficient, rapid execution of engineering tasks minimizes loss of production.
- Robust control and audit trails reduce the costs of demonstrating regulatory compliance.

What's new in Operational Safety Management?

What's new in this release of AVEVA™ Operational Safety Management.

- OSM Web 11.2.3 Release Notes
- OSM Web 11.2.2 Release Notes
- OSM Web 11.2.1 Release Notes
- OSM Web 11.2 Release Notes

2024 Releases

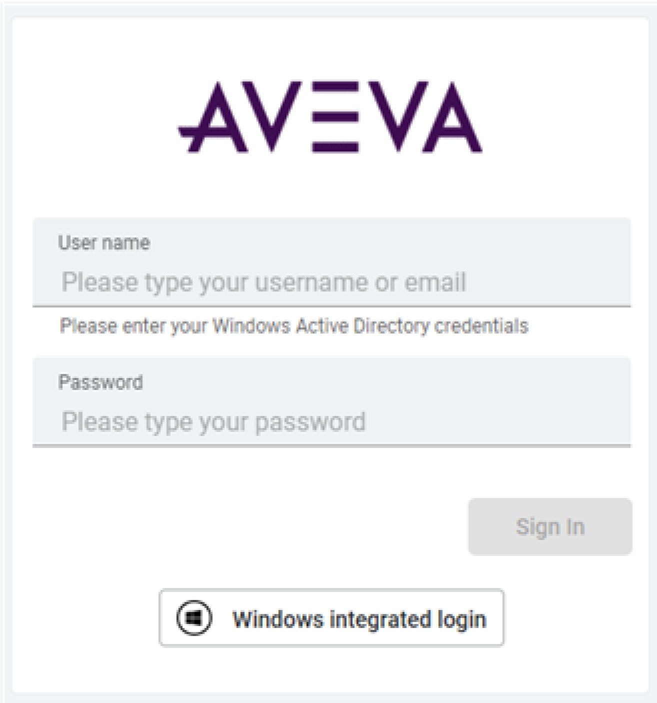
OSM Web 11.2.3 Release Notes

New features

These features are new in AVEVA™ Operational Safety Management 11.2.3 web application.

Sign in to web application with email

It's now possible to sign in to OSM web application with either Windows Active Directory username (domain\ username) or email address.



Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.

Log entries for deleted read-only references

When you delete a link to read-only reference, there is now a log entry for this action. This has been implemented for following work items: work permit, isolation plan, isolation list, risk assessment, safe job analysis, and supplementary form. OSM only makes a log entry if the work item is in a non-editable state (such as after approval). Before approval, there is no log entry.

For more information, see Manage references for work permits.

Deprecated features in OSM Web Application

Functionality is marked as deprecated when a feature is still supported in the current release, but might be removed in a future release. We advise that you phase these features out of your projects and begin to use alternative features.

- None

Discontinued features in OSM Web Application

Discontinued features have been removed from the product.

- The setting named *Limit content in some fields for an SJA according to selected work permits* has been removed.

Software fixes in this release

The following software defects have been resolved in AVEVA™ Operational Safety Management 11.2.3.

2864844 - Attachment could not be added to Lesson Learned when status was read-only

Adding an attachment to a lesson learned failed if status was read-only. This issue is now fixed.

3065039 - Printout of isolation points with locks did not show correct person

Printout of an isolation list with points did not show correct name of person when a lock was added "On behalf of". This issue has now been resolved.

3187404 - Duplication of a work permit also copied the form attachment from the original work permit

When duplicating a work permit that had an attachment of the work permit form (generated automatically by OSM), then that specific attachment was also incorrectly copied to the new work permit. This issue has now been resolved.

3196798 - Could not delete an isolation list in New status if isolation list had attachments

Attempting to delete an isolation list with attachments from an isolation plan caused an error and failure to delete isolation list. This issue has now been resolved.

3198471 - Duplication of work permit had wrong "Valid to" date

Duplication of a work permit did not use the correct value in "Number of periods" field when calculating the "Valid to" date—which resulted in an incorrect "Valid to" date. This issue has now been resolved.

3609429 - Printing work permit form with deleted references

Printout of work permit form was displaying an isolation list number, even if isolation list was deleted. This was occurring when deleting the last isolation list reference on a work permit. This issue has now been resolved.

3612581 - When adding a work permit the "Valid to" field was populated with wrong date

When a work permit type had different values in the "Number of periods" and "Maximum periods" fields, this caused the "Valid to" field to not show the correct date. This occurred when adding a new work permit. This issue has now been resolved.

3645965 - Printout of schematics showed toolbar

In the printout of a schematic, the toolbar for annotation was showing and under certain circumstances, the toolbar was obscuring some information. This issue has now been resolved.

Known issues in this release

This release of AVEVA™ Operational Safety Management contains the following known issues. Whenever possible, we will provide a workaround.

1726488 - Job schedules and Daylight Savings Time (DST)

When the OSM database resides in a region with Daylight Savings Time (DST), the job schedule times may not reflect the current DST time. This applies to jobs that are run frequently (multiple times per day) on an hourly or minute interval. Although database jobs are still running on schedule, the time values for *Last run* and *Next schedule* may appear incorrect.

Workaround: Restart the jobs after a change in DST.

Applies to OSM versions: 11.2, 11.2.1, 11.2.2, 11.2.3

1727562 - Schematics cannot contain negative coordinates

Schematics do not allow negative coordinates. This is a requirement built into the system and a current limitation.

Work around: None

Applies to OSM versions: 11.1, 11.2, 11.2.1, 11.2.2, 11.2.3

3620549 - Adding isolation point and reordering

When a user adds a new isolation point, and then reorders the sequence of the points before saving, this will lead to an error message.

When a user adds a new isolation point, and then deletes a different point before saving the first point, this will also lead to an error message.

Workaround: Do not reorder isolation points or delete an isolation point when new points are added, before saving the newly-added point.

Applies to OSM Versions: 11.2.3

3627816 - Printing more than 25 schematics for an isolation list

If a user wants to print all schematics on an isolation list and the number of schematics is more than 25, a user message is displayed informing that maximum number of schematics that can be printed is 25.

Workaround: Print each schematics individually using the print icon on the schematic card in the left panel.

Applies to OSM Versions: 11.2.3

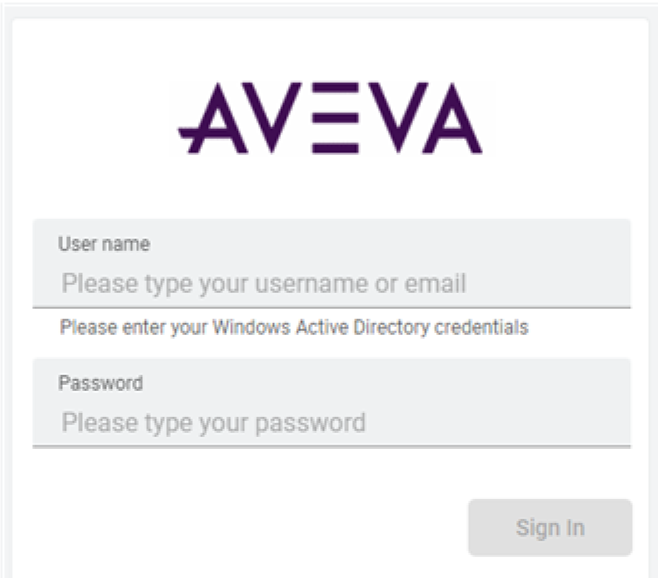
OSM Mobile 3.0 Release Notes

New features

These features are new in AVEVA™ Operational Safety Management Mobile 3.0 application.

Sign in to mobile application with email

It's now possible to sign in to OSM mobile application with either Windows Active Directory username (domain\username) or email address.



Isolation Lists

- Search for and look at details of an isolation list.
- Add isolation lists to your My work list.
- Process the workflow of an isolation list.
- Add and view attachments.
- Work with isolation points, such as:
  - View and add signatures for a point
  - View and change comments
  - View and change locks
  - View and change the state of isolation points

Software fixes

The following software defects have been resolved in AVEVA™ Operational Safety Management Mobile 3.0.

None.

Known issues

This release of AVEVA™ Operational Safety Management Mobile contains the following known issues. Whenever possible, we will provide a workaround.

3651614 - List of "Equipment to be isolated" appears in duplicate

When a user performs a workflow for an isolation list, occasionally the list of "Equipment to be isolated" can be appear duplicated. This is just a visual error.

Workaround: To see the correct list, refresh the isolation list.

Applies to OSM Mobile Versions: 3.0

2023 Releases

OSM Web 11.2.2 Release Notes

These features are new in AVEVA™ Operational Safety Management 11.2.2 web application.

Operational Safety Management Mobile 2.0

With OSM Mobile 2.0, you can access most of the same work permit information that exists in the OSM web application from your mobile device.

- Search for and look at details of a work permit.
- Add work permits to your My work list.
- Process the workflow of a work permit.
- Add and view attachments.

PDF attachments of work permit forms

The mobile app does not display the work permit form. However, there is a way to view the work permit form when it is an attachment to the work permit. This is the only way to view the work permit form in the mobile app.

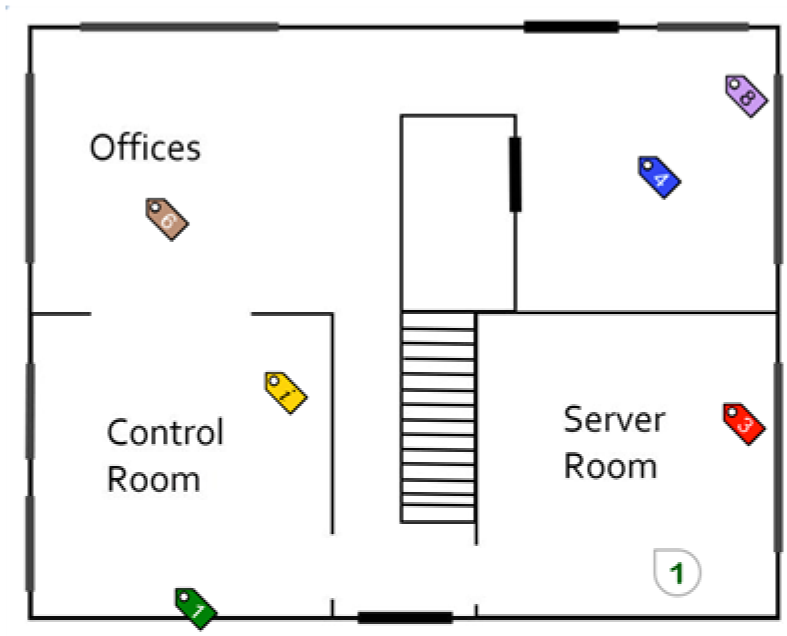
There is a new feature to automatically create a PDF of the work permit form and attach to the work permit. Depending on configuration, this can happen when workflow action is performed.

Dates will automatically copy from work order to isolation plans

There is a new feature for copying dates from work orders to associated isolation plans. If configured, work order dates will be automatically copied into the isolation plans that are associated with a work order.

Info point types on plot plans

Info points on plot plans now have a mandatory info point **type** and associated **icon** from the supplied icon library. Each icon has a predefined color and displays a number.



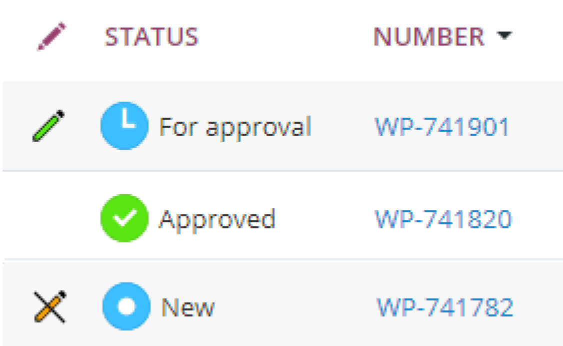
Unsupported file types for attachments

MSI and EXE file types are not supported as attachments.

Signature pen icon

The icons for the signature pen have changed. The icons display on both the work permit library page and the work permit details page information header.

- The green pen indicates that all required signatures have been added.
- The crossed-out yellow pen indicates that signing process has started, but is not complete.



Deprecated features in OSM Web Application

Functionality is marked as deprecated when a feature is still supported in the current release, but might be removed in a future release. We advise that you phase these features out of your projects and begin to use alternative features.

- None

Discontinued features in OSM Web Application

Discontinued features have been removed from the product.

- HTTP is no longer a supported protocol.

OSM Web 11.2.1 Release Notes

New features in OSM web application

These features are new in AVEVA™ Operational Safety Management 11.2.1 web application.

AVEVA™ Identity Manager for authentication

AVEVA™ Operational Safety Management now uses only AVEVA™ Identity Manager for authentication, which requires you to enter your Windows credentials.

Note: It's no longer possible to enter an e-mail address or OSM user account for authentication.

See Sign in to Operational Safety Management.

Maximum number of periods

The Work Permit Create page has a new maximum limit value on **Number of periods** that a work permit is valid for. The maximum number is independent from the default number of periods. For example, the default number may be 7 periods, but the maximum number is 14 periods.

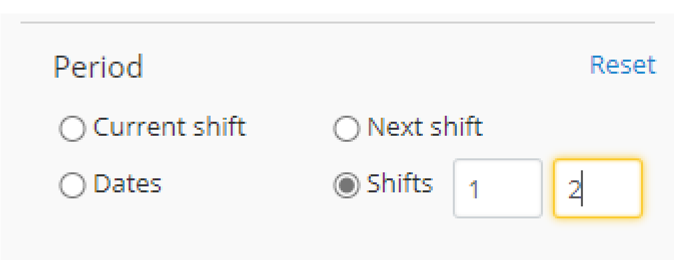
See Fields on Create New Work Permit page.

Work Permit search for shifts

There is a new option in the Work Permits search panel when searching for shifts. It is now possible to isolate which future shifts to query.

Enter numeric values in the **From** and **To** fields. Values can be from 1 to 28, where 28 is 14 days work length.

See Work permit search parameters.

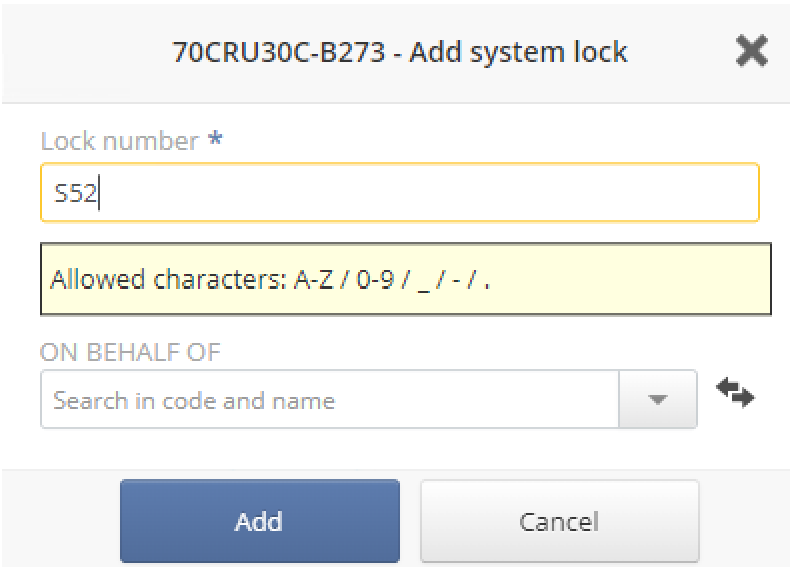


View Plot Plan view

We have repositioned the work permit yellow note in View Plot Plan in both Normal view and Spread view so that the note appears off to the side of the view and does not cover the plot plan.

On behalf of for system locks and personal locks

System locks and Add personal locks to isolation points on isolation points now have added the ability to sign *on behalf of* another user.



Support for Portuguese-Brazilian

We have added Portuguese-Brazilian as a supported language.

Deprecated features in OSM Web Application

Functionality is marked as deprecated when a feature is still supported in the current release, but might be removed in a future release. We advise that you phase these features out of your projects and begin to use alternative features.

- None

Discontinued features in OSM Web Application

Discontinued features have been removed from the product.

- HTTP is no longer a supported protocol.

2022 Releases

OSM Web 11.2 Release Notes

What's new in AVEVA™ Operational Safety Management 11.2 web application.

New Features

AVEVA™ Identity Manager for authentication

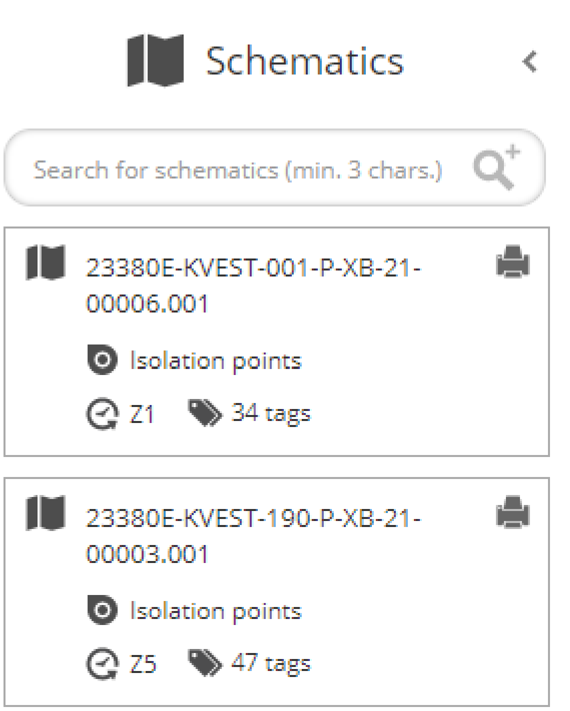
We have introduced AVEVA™ Identity Manager for client authentication. In response to cybersecurity issues in today's networked world, it was necessary to integrate an identity manager. Sign in through AVEVA Identity Manager requires a user to enter Windows credentials or an OSM user name.

Identity Manager is only for web application authentication. See Sign in to Operational Safety Management.

Enhancements to the Isolations module

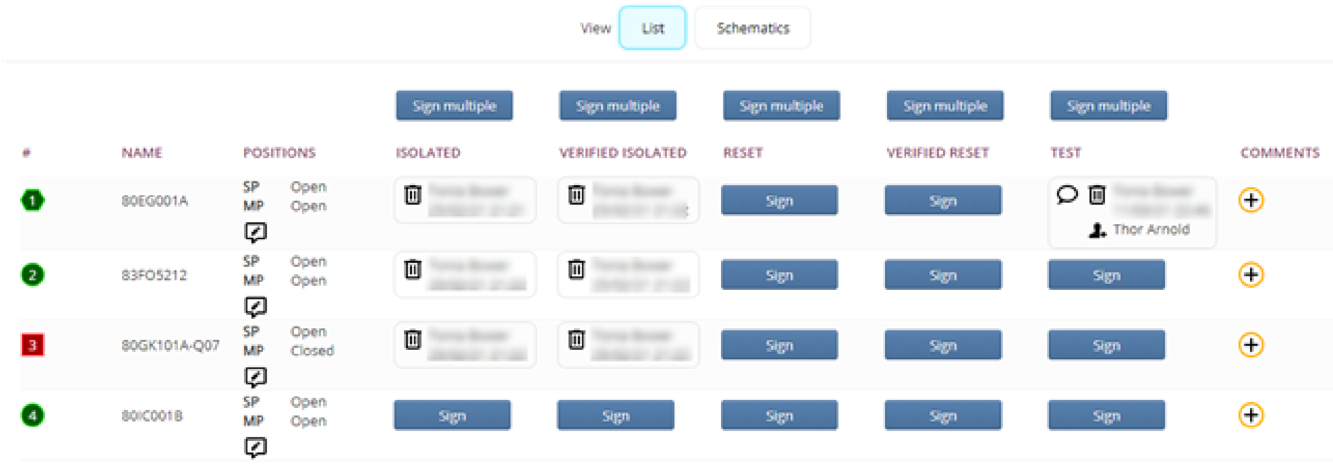
The Isolations module underwent a major technical upgrade.

- We made changes to Isolation lists and how they work. We added a new Isolation list type that is based on either a *mechanical* template or an *electrical* template.
- P&ID have been renamed to schematics.
- Electrical list types can now have schematics.



Dynamic Functionality

The new Dynamic Functionality feature offers great flexibility in configuring how different Isolation types work. Columns in isolation lists will appear and work as configured for your business needs.

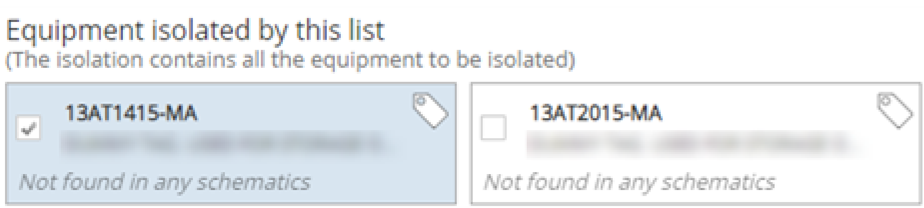


User interface enhancements in Isolations module

These are some of the user interface enhancements to Isolation lists and Isolation points.

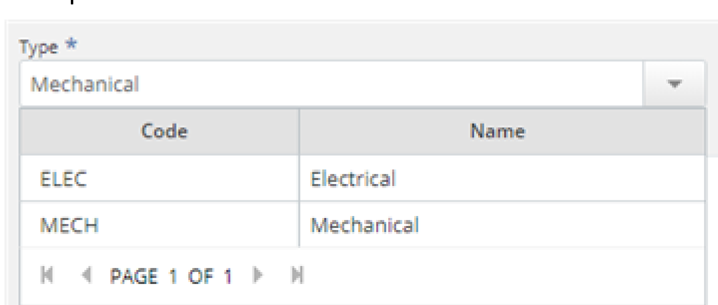
Overview tab

- New Overview tab – Displays as first tab and gives the ability to change description and shows Equipment cards. You can change card selections on this tab.



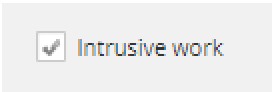
Create new isolation list

- A dropdown menu now shows all created custom Isolation types.



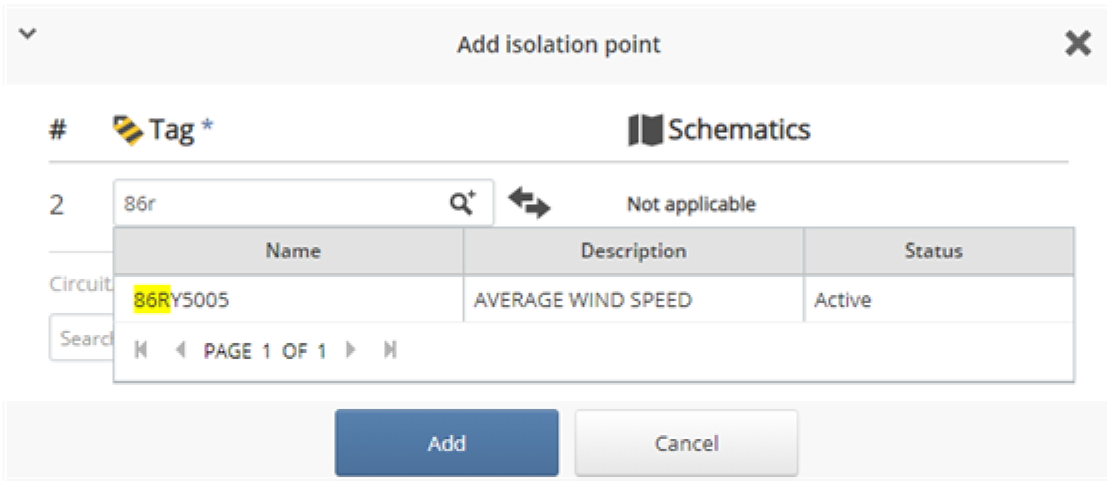
- You can now select equipment to be isolated from displayed cards. See Create an isolation list.
- The isolation list has a new **Intrusive work** checkbox. Intrusive work is classified as any work that disturbs the

production in a site.



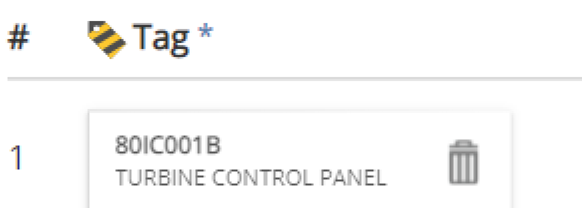
Search for tags

Search functionality has moved inside the *Add isolation point* dialog box. See Add Isolation Points to isolation list.



Tag cards

You can delete tags and add new tags. You also have the ability to change a searched tag to a manual freetext tag.



Comments

- Comments have moved. They now appear in the Isolation Point list as Comments functionality. See Edit comments on isolation points.

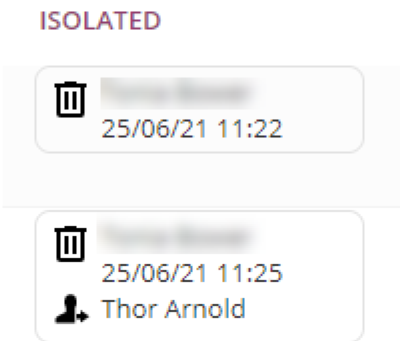
Search panel

The Isolations search panel has been improved.

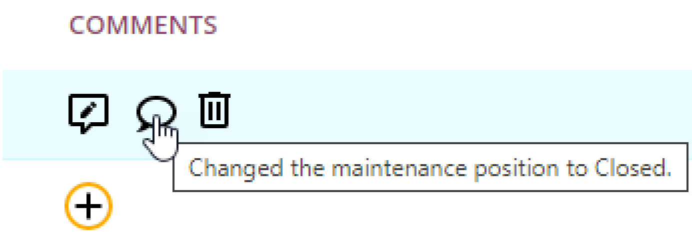
Isolation Points List

We made a few changes to the appearance and function of the Isolation Points list.

- You can now drag and drop to reorder Isolation points.
- The names of some columns have changed. For example, the *Setting* column has changed to *Isolated*.
- There is a new **Delete** icon to delete signatures.



- There is a new Edit comments on isolation points functionality in the list.



Sort Isolation points

It is now possible to sort on many of the column headers in the list of isolation points. When you click the column header, a small arrow appears next to the header. See Sort isolation points.

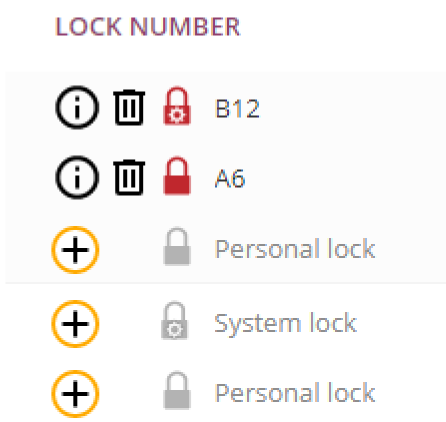
Change Maintenance Position

The term *Proposed Maintenance Position* has been changed to *New Maintenance Position*. See Change maintenance position on points.

System Locks

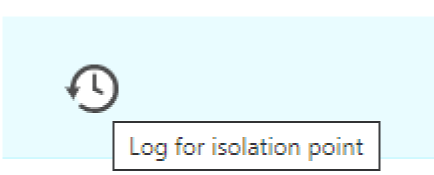
We made some changes to System Locks and Personal Locks.

- Add system locks to isolation points
- Add personal locks to isolation points



Log for Isolation Point

There is a new log on isolation points to view the history of changes to the point.



Isolation point label printing

The ability to print Isolation Labels is now determined by a dynamic functionality. By default, the functionality to print labels is set to off. Isolation Point labels can only be printed if a template has been uploaded.

Printing Isolation schematics

It is now possible to print all schematics for an Isolation list at one time, instead of printing the schematics individually. This feature is determined by a dynamic functionality.

Work Permit module

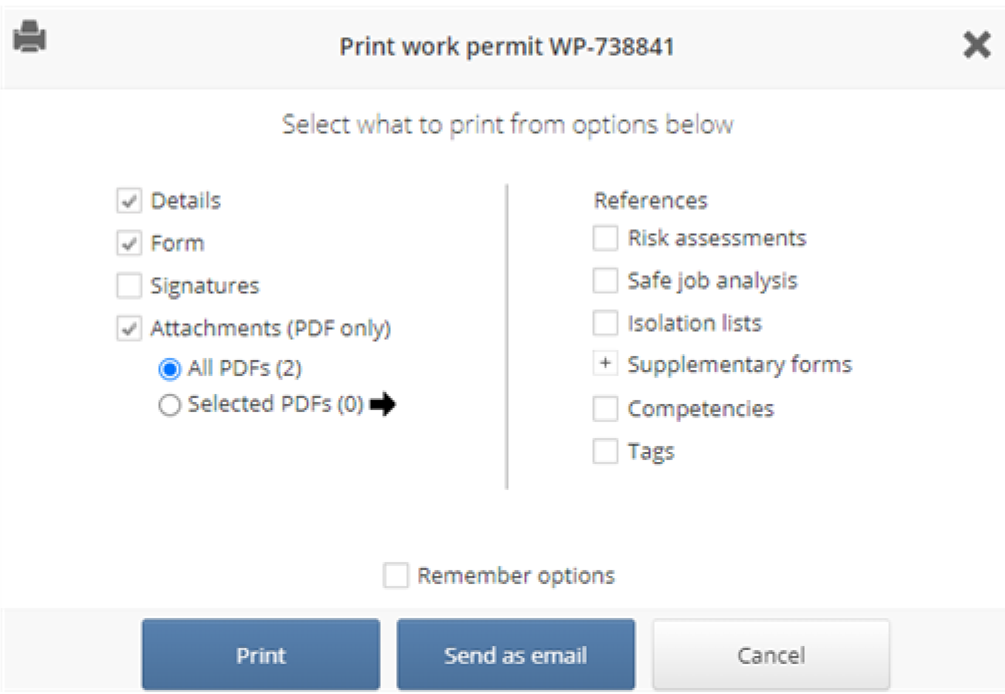
Work Permit Monitoring tab

The criteria for which work permits display in the Monitoring tab for current shift has changed. Previously, work permits that were scheduled with a valid date for current shift would display in the Monitoring tab. In version 11.2, this has changed so that work permit status must also match one of the configured statuses.

All Modules

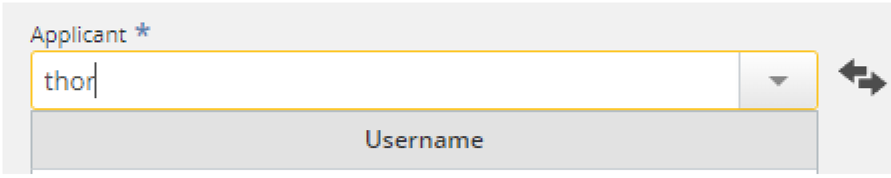
Select which attachments to print when printing work items

When printing a work item, you are given the option to select which attachments to print, instead of printing all attachments. See Print work permits.



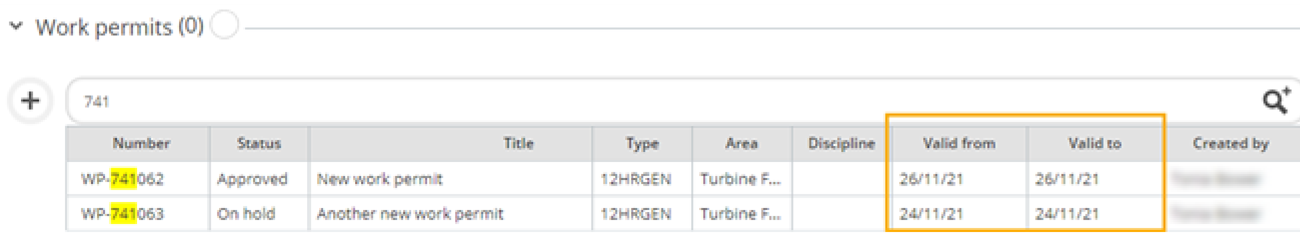
Search for User functionality

We have added search functionality to drop down lists where you have to choose a user. You no longer need to advance through multiple pages to find the user.



Searching for work permits shows Valid from and Valid to dates

When searching for work permits in a reference tab, the drop down list now shows the two fields *Valid from* and *Valid to*.



Support for Spanish (Mexican) language

- We have added Spanish (Mexican) as a supported language.

Changes to installation requirements

There are the following changes to installation requirements.

- Oracle 19c required
- .NET 4.8 required
- Connection to AVEVA™ Identity Manager Server is required

Deprecated features in OSM Web Application

Functionality is marked as deprecated when a feature is still supported in the current release, but might be removed in a future release. We advise that you phase these features out of your projects and begin to use alternative features.

- None

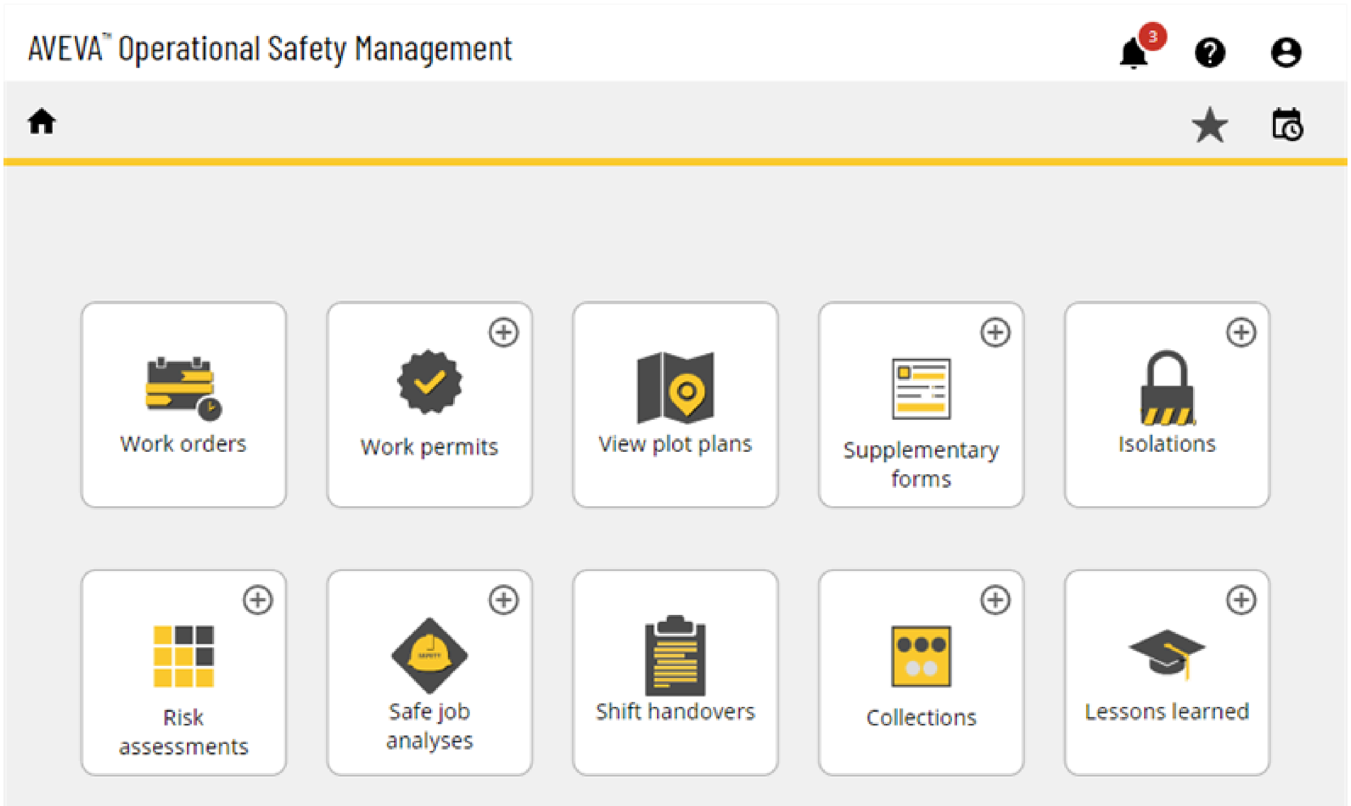
Discontinued features in OSM Web Application

Discontinued features have been removed from the product.

- Internet Explorer is no longer a supported browser.

Introduction

- Sign in to Operational Safety Management
- OSM Home page
- Settings



Sign in to Operational Safety Management

AVEVA™ Identity Manager for authentication

AVEVA™ Operational Safety Management now uses only AVEVA™ Identity Manager for authentication, which requires you to enter your Windows Active Directory credentials.

Note: It's no longer possible to enter an OSM user account for authentication.

Windows domain authentication

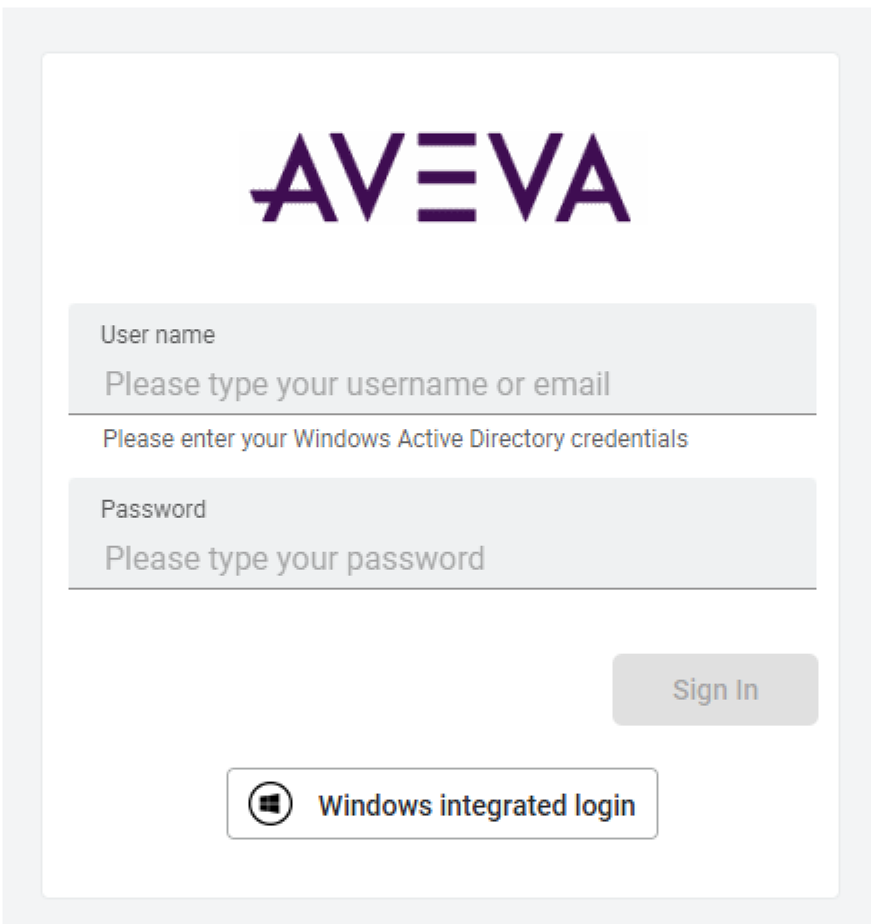
A Windows domain authentication will be validated against Windows Active Directory.

- domain\username or email address
- domain password

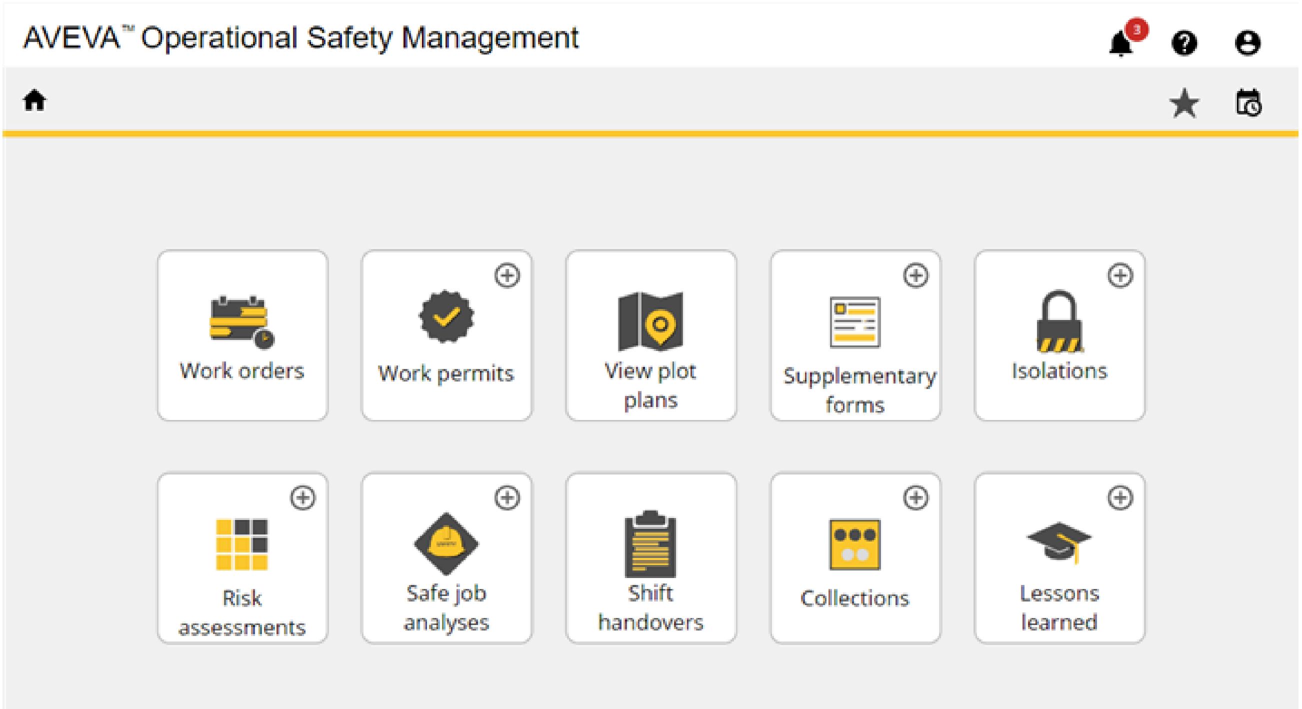
Sign in to OSM Web application

1. Open a browser window and enter the OSM Web application URL.
   For example: *http://machine.company.com/sitename*
2. Click **Sign in**.

3. In the AVEVA™ Identity Manager sign-in box, enter your Windows Active Directory credentials, then click **Sign In**.
   -or-
   Click the **Windows Integrated Login** button on the AVEVA™ Identity Manager sign-in box. This function picks up the Windows user credentials that are currently signed in to the computer.



The OSM Home page displays.



Automatic sign out

If the web client has been idle for 20 minutes or longer, you will be Automatically Signed out.

Automatic Sign out

Automatic Sign out

When the web client has been idle for 20 minutes or longer, you may get automatically signed out.

Why have I been signed out?

The default automatic sign out time is 20 minutes of inactivity. Unless you have tab with a refresh page open, you could be signed out.

The *activity timeout* value can be set your OSM System Administrator.

Pages with automatic refresh

The following pages will stop automatic sign out:

- Work Permit Library if user has turned on automatically refresh of library.
- View Plot Plan if user has turned on automatically refresh of plot plans.

Scenarios

Explanation of scenarios where user will or will not be signed out.

Scenario 1 - Only one tab with a refresh page

User opens OSM Web Application in a browser with only one (1) tab containing an OSM page.

- Page supports automatically refresh.
- User *will not* be automatically signed out.
- Example: Work Permit Library page

Scenario 2 - Only one tab with a non-refresh page

User opens OSM Web Application in a browser with only one (1) tab containing an OSM page.

- Page does not support refresh.
- User *will be* automatically signed out according to *activity timeout* value set in OSM Administration.
- Example: Supplementary Library page or Work Permit Details page.

Scenario 3 - Several tabs with one refresh page

User opens OSM Web Application in a browser with several tabs all containing OSM pages.

- One of the tabs has a page that supports automatically refresh. The page does not need to be the active tab (tab with focus).
- User *will not* be automatically signed out.
- Example: Four (4) tabs with following pages:
  - Work Permit Details page
  - View Plot Plan page
  - Supplementary Form Library page
  - SJA Details page

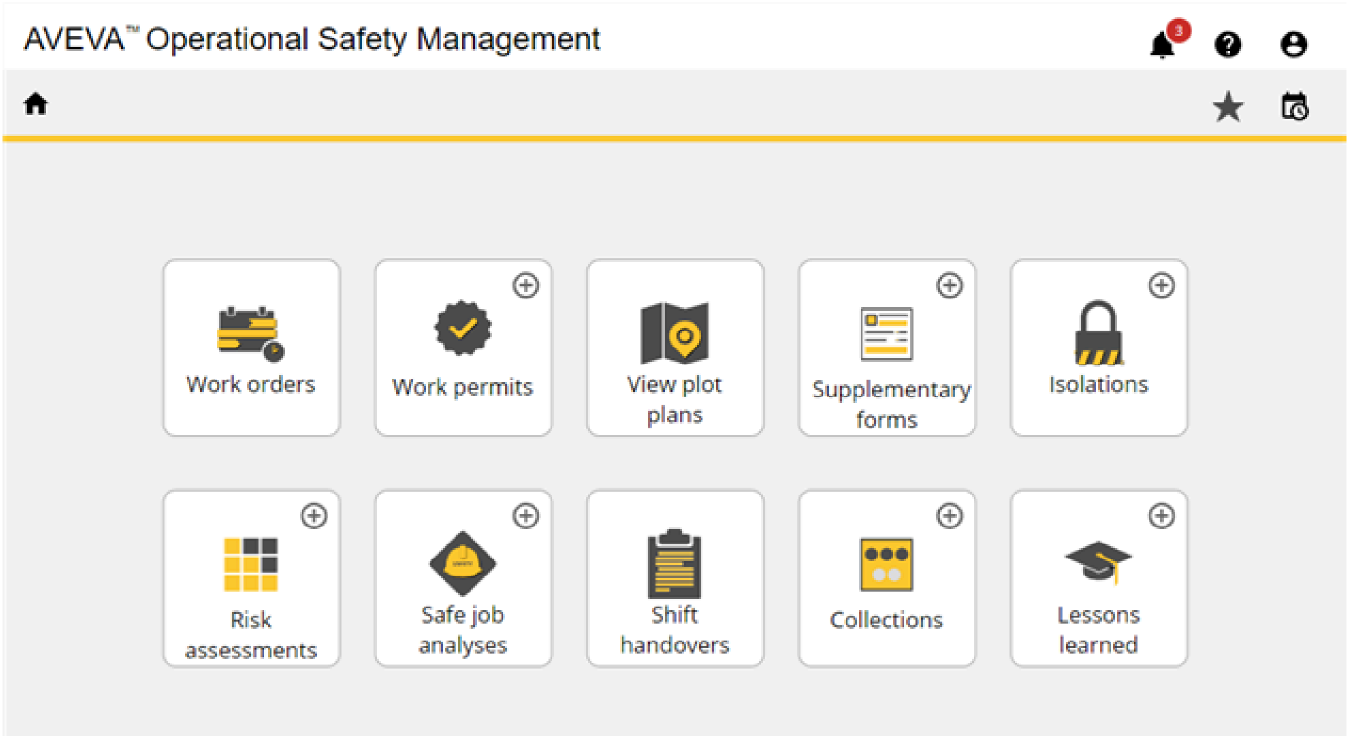
Scenario 4 - Several tabs with only non-refresh pages

User opens OSM Web Application in a browser with several tabs all containing OSM pages.

- None of the pages support refresh.
- User *will be* automatically signed out from all tabs according to *activity timeout* value set in OSM Administration.
- Example: Four (4) tabs with following pages:
  - Work Permit Details page
  - Work Order Library page
  - Supplementary Form Library page
  - SJA Details page

OSM Home page

When you have signed in successfully, you will be presented with the OSM Home page.



Operational Safety Management modules

The Home page gives you access to the following module tiles.

- Work Orders
- Work Permits
- Risk Assessments
- Isolations
- Collections
- Safe Job Analyses
- Lessons Learned
- Plot Plans
- Shift Handover

Features

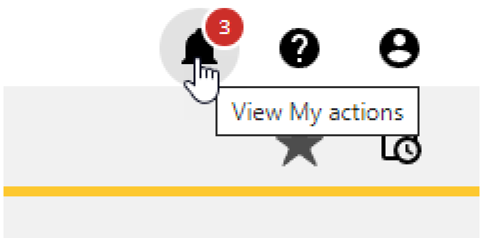
From the Home page, you can access the following features.

- My Actions
- My Work
- Browse History
- Settings
- About Screen

My Actions

Your Action items

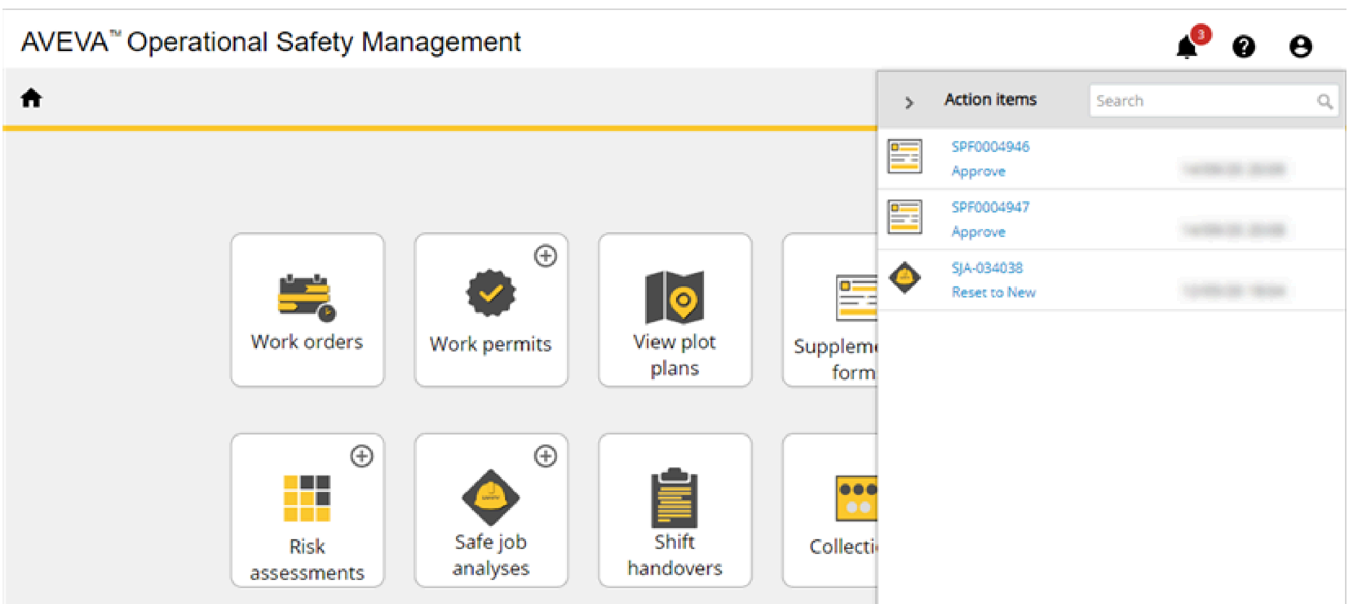
In the upper-right corner of the OSM Home page there are some icons, including icons for **My actions** and My Work.



My Actions panel

The **My Actions** panel displays all items that are awaiting action by the currently logged in user. When there are any waiting actions, a red circle displays the number of waiting items.

The panel quickly summarizes needed actions for the current user. You can search and also remove items from the list.

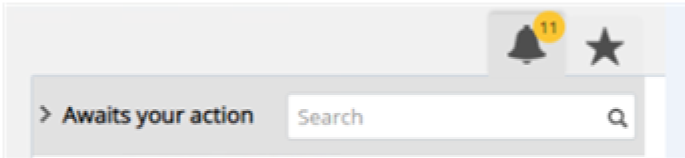


My Work

My Work panel

In the upper-right corner of the OSM Home page there are icons for My Actions and **My Work** .

Your **My Work** list contains any items that you add for quick access.

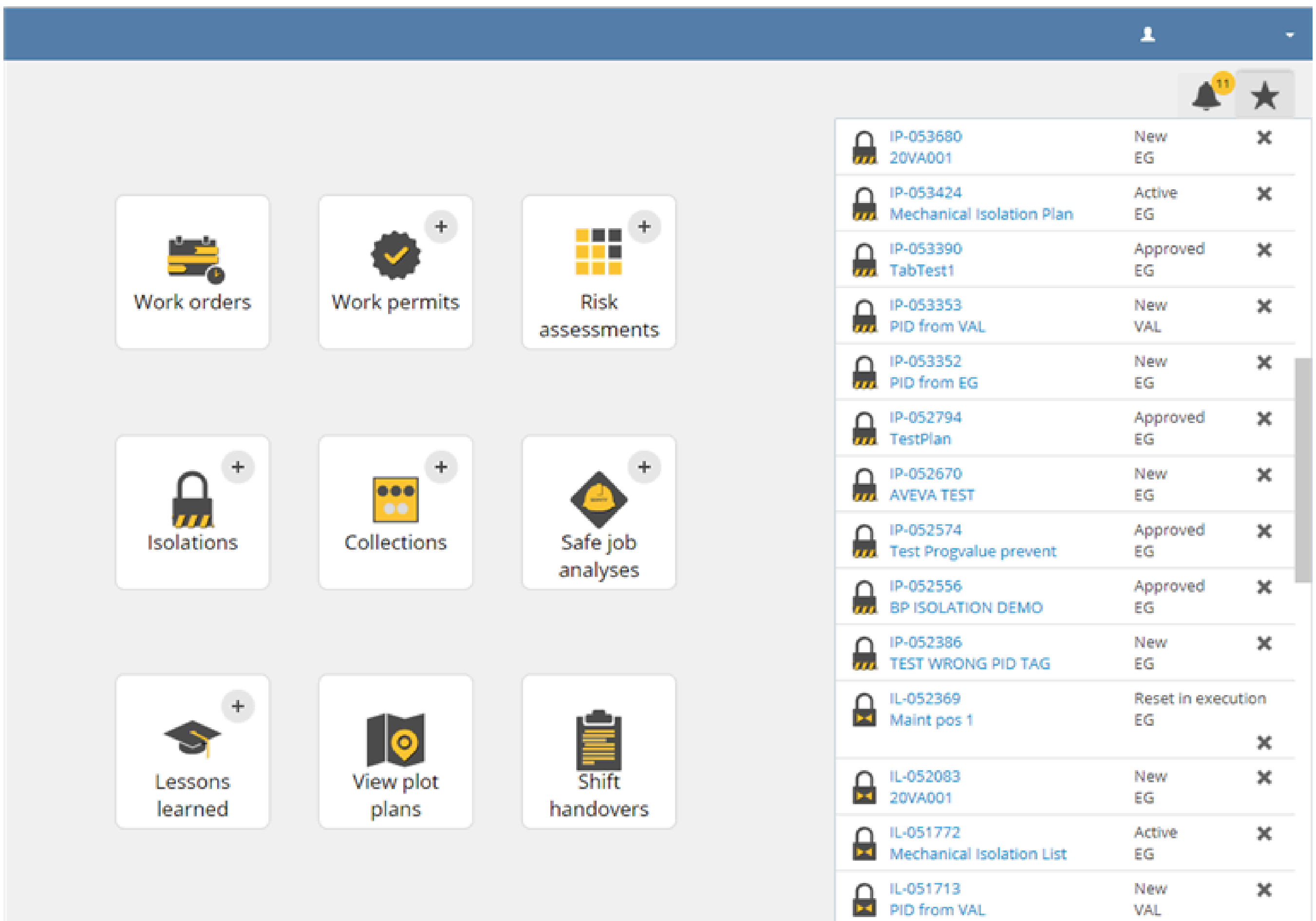


Add an item to My Work

- On a Library page, click next to an item to add the item to **My Work**. When added, the star icon will change to .

Remove an item from My Work

- Click to remove the item from My Work.



My Work panel from the Home page

The Home page My Work panel contains My Work items from all entities – work order, work permit, isolation plan, lessons learned, and safe job analysis.

You can click any item in the list to be directly navigated to the relevant item details page.
You can search and also remove items from the list.

My Work tab on a Library page

You can add any entity to My Work tab for a library.

All the items that are added to My Work will display on the My Work tab on Library page.

Note: If a module is disabled, then all My Work references to the disabled module will be automatically removed.

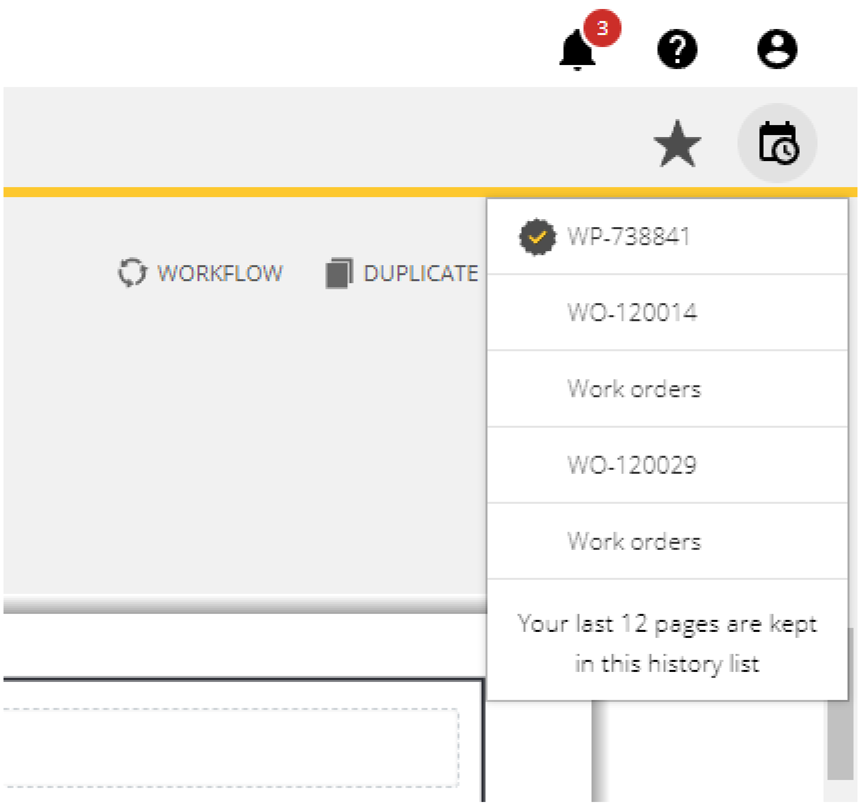
Browse History

The upper-left corner of the OSM Home page shows an arrow icon for navigating your browse history.

History List

You can browse a history list of last 12 entities that you visited.

You can go to any of these entities by clicking the history link. This history is per entity and not per page.



Disabled modules

It is now possible to enable and disable individual modules in Operational Safety Management. When one or more modules has been disabled, the tiles on the Home page of Operational Safety Management will dynamically rearrange.

Note: Enabling and disabling modules can only be done by an administrator.

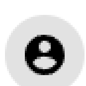
Guidelines

When a module is disabled, you will no longer be able to perform operations against that module.

- When a module is disabled, it is not possible to duplicate any entities in that module. The duplication button will not be there.
- When a module is disabled, it will not be possible to create objects for the disabled module. For example, if the Risk Assessment module is disabled, it will be still visible in other pages, but it will not be possible to create a new risk assessment.
- Duplication of entities that belong to enabled modules will not contain any references to entities that belong to disabled modules. The Duplication form will still contain options to duplicate disabled modules (entities), but existing disabled modules (entities) will not be copied. For example, duplicating of an old work permit with reference to disabled modules, will not to duplicate any disabled entities, so that the new work permit contains only references to entities that belong to modules that are enabled.
- When a module is disabled, the corresponding libraries will appear empty, so that user cannot see any lists. If library is accessed by other possibilities except from home page and the module is disabled, then a standard message will appear on the library. No records will be listed in the library.
- When a module is deactivated, the settings for that module on the Settings page will appear inactive. Inactive means that they are visible, but greyed out.
- If a module is disabled, it will not be possible to perform workflow for that entity.
- When a module is disabled, then all My Work references to the disabled module will be automatically removed.

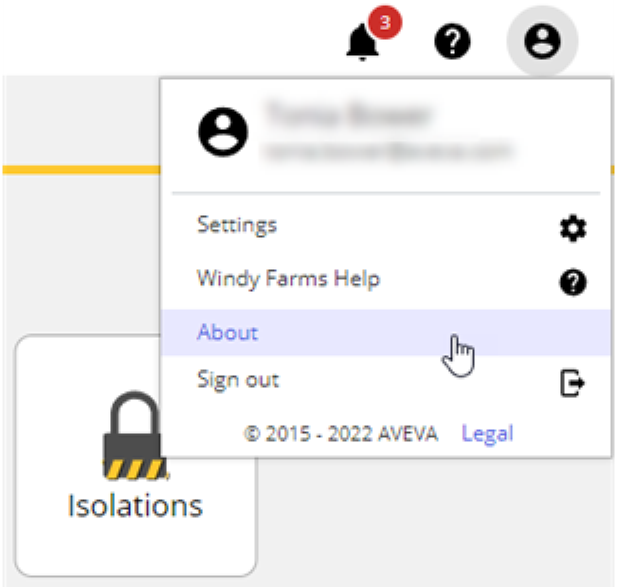
About Screen

In the upper-right corner of the OSM Home page is your **User profile** icon.

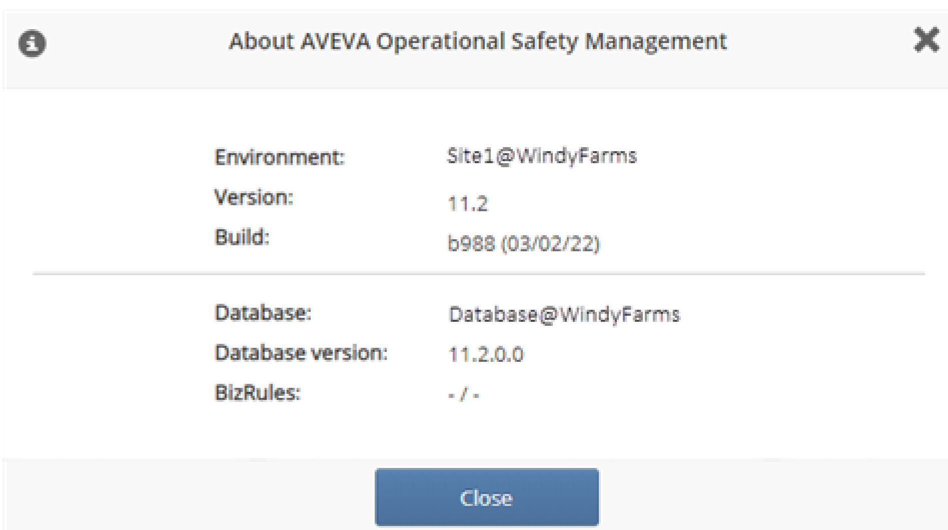


Open the About screen

1. Click the **User profile** icon.
2. On the drop-down menu, click **About**.



The About screen

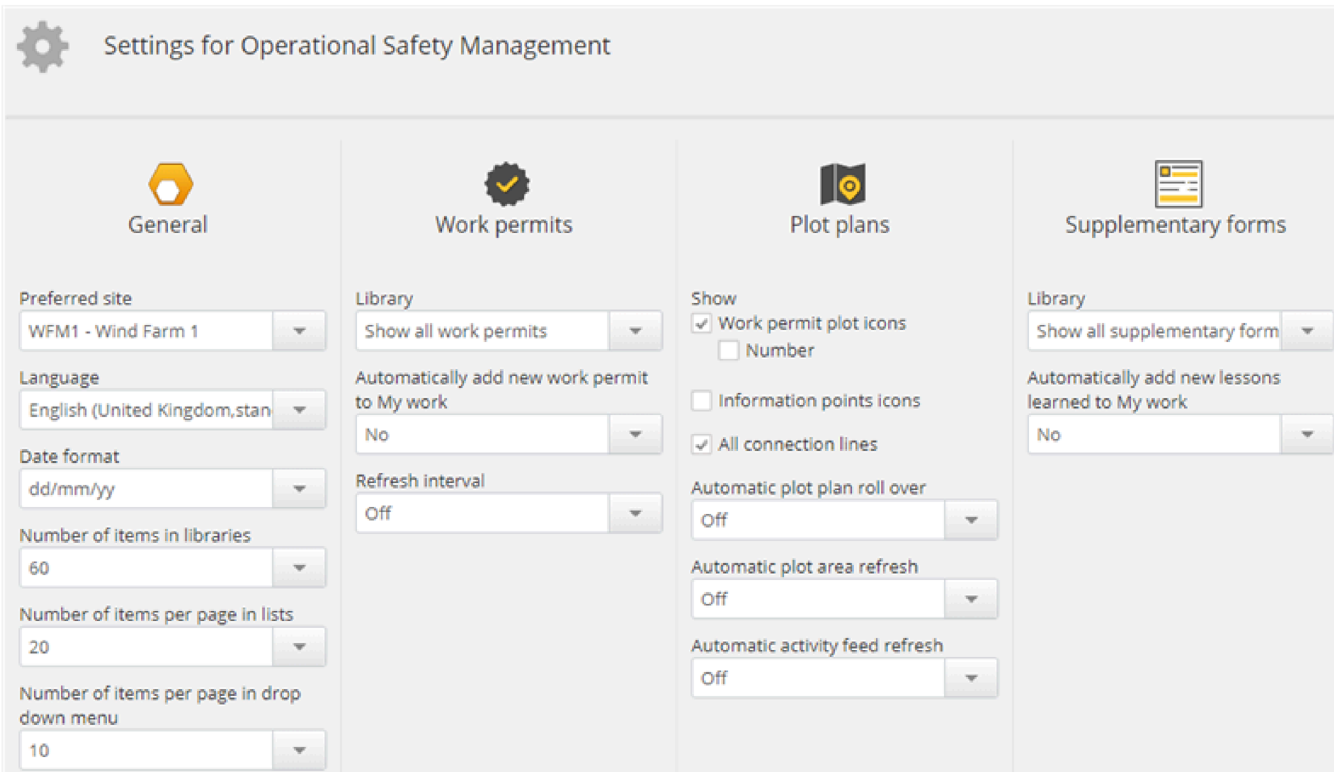


Settings

The Settings page contains your user settings for general settings and module settings. These settings apply to your user account only.

- General settings
- Work Permit settings
- Plot Plans settings
- Supplementary forms settings
- Isolation settings

- Risk Assessment settings
- Safe Job Analysis settings
- Collection settings
- Lessons Learned settings



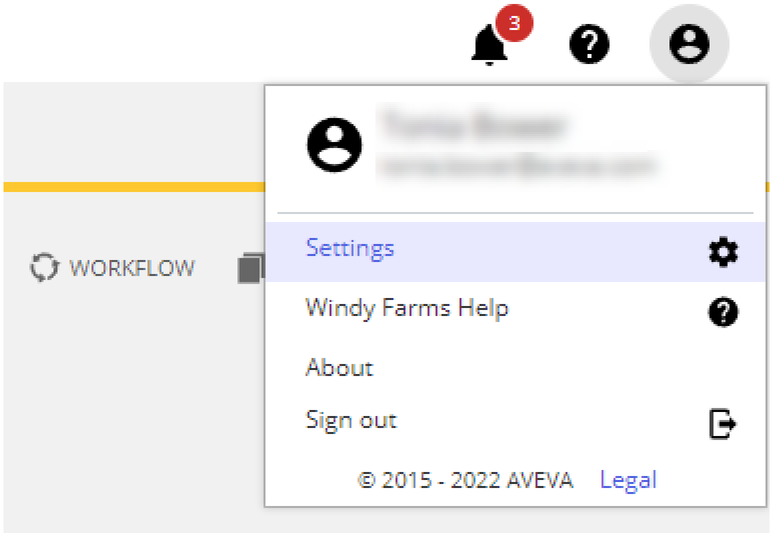
Settings page

Open the Settings window

In the upper-right corner of the OSM Home page is your **User profile** icon. You can access **Settings** to configure different settings in the application.

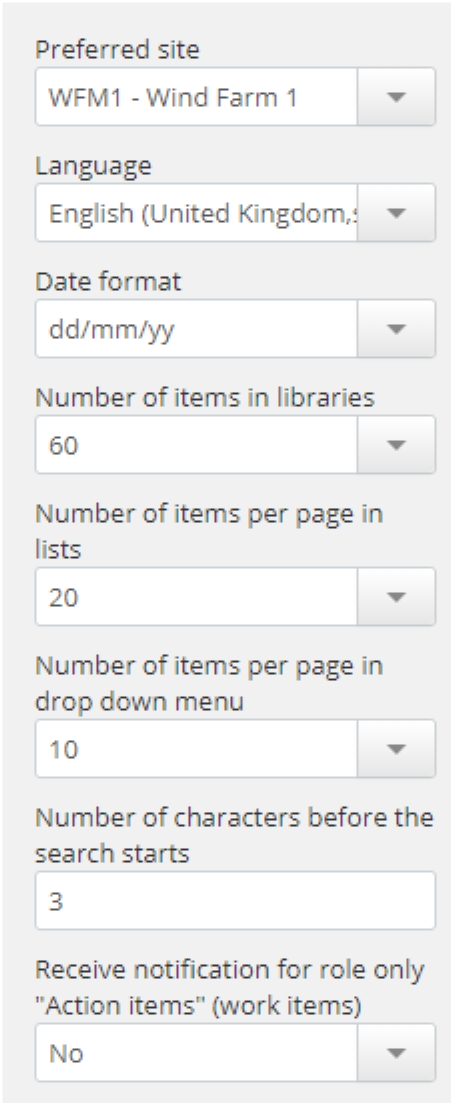
Open Settings window

1. Click the **User profile** icon.
2. On the drop-down menu, click **Settings**. The Settings page displays.



General settings

The **General** settings apply to all entities in application, regardless of module.

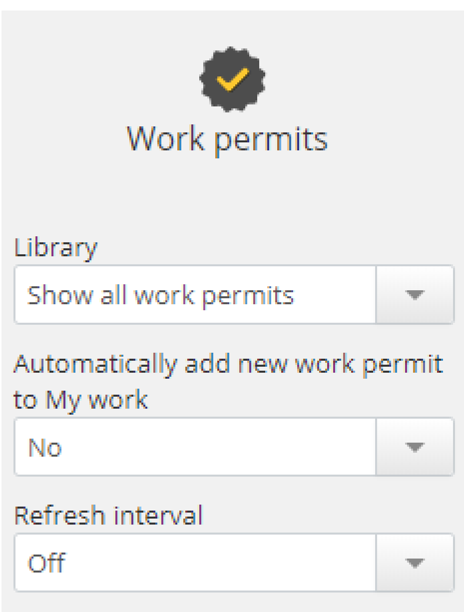


General settings	Description
• Preferred site	You can set your preferred site. This is the default site location (formerly asset) when searching and when creating new entities. After clicking **Save changes**, you will be returned to the Home Page.
• Language	You can set your preferred language from the available Language options for the OSM application. If you change the display language, after clicking **Save changes**, you will be returned to the Home Page.
• Date format	Your preferred date format to display in the web application. **Note:** Printouts for all modules will not use your personal date format, but will use the global date format as configured by administrator.

General settings	Description
• Number of items in libraries	The number of allowed items per library.
• Number of items per page in lists	This setting refers to number of items shown in Library lists. When there are more items available, you will get the option to select the next page with the next list of items.
• Number of items per page in drop down menu	This setting refers to number of items in drop down menus. When there are more items available, you will get the option of selecting the next page with the next list of items.
• Number of characters before the search starts	The number of minimum number of characters to enter before search function can perform. The value can be between 3-99. The value entered here will be visible as minimum characters to enter in all search bars.
• Receive notification for role only Action items (work items)	Select Yes for the system to notify you when a work item is sent to all people in a Role.

Work Permit settings

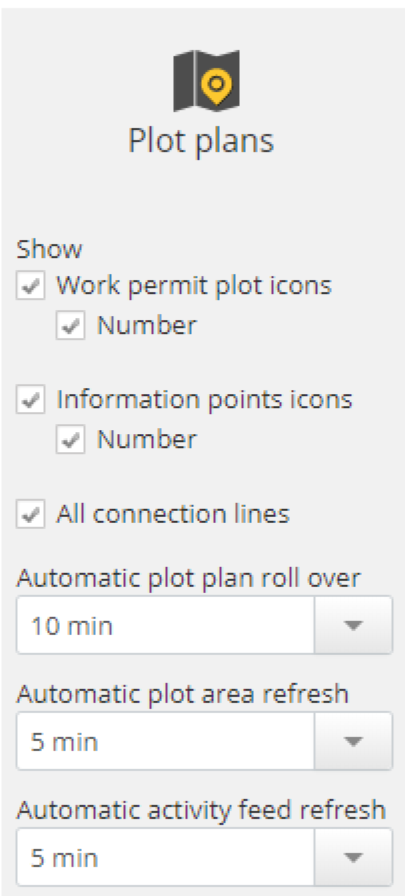
These settings apply to the Work Permit module.



Work Permit settings	Description
• Library	Select either *Show My work* or *Show all work permits* as the default when you open the Work Permit Library.
• Automatically add new work permit to My work	Select *Yes* to add any new work permit you create to your My Work automatically.
• Refresh interval	All tabs in the Work Permit library will automatically refresh at the rate you set here. You can select *Off, 1 min, 3 min, 5 min, 10 min*.

Plot Plans settings

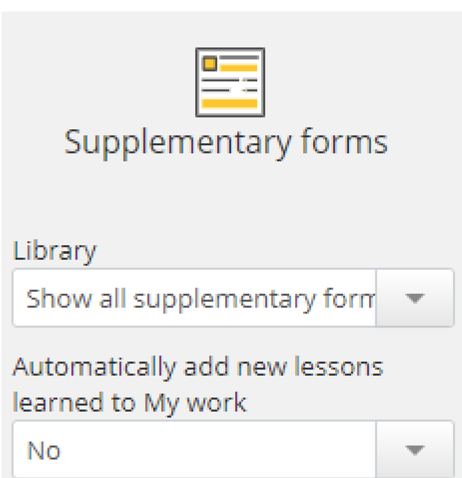
These settings apply to Plot Plans.



Plot Plan settings	Description
• Show work permit plot icons	Enables display of work permit plot icons.
• Show number	Enables display of work permit numbers.
• Show information point icons	Enables display of information point icons.
• Show number	Enables display of information point numbers.
• Show all connection lines	Enables display of connection lines.
• Automatic plot plan rollover	Enables automatic rotation of the plot plans at the rate you set here. You can select *Off, 1 min, 3 min, 5 min, 10 min*.
• Automatic plot area refresh	The plot area will automatically refresh at the rate you set here. You can select *Off, 1 min, 3 min, 5 min, 10 min*.
• Automatic activity feed refresh	The activity feed will automatically refresh at the rate you set here. You can select *Off, 1 min, 3 min, 5 min, 10 min*.

Supplementary forms settings

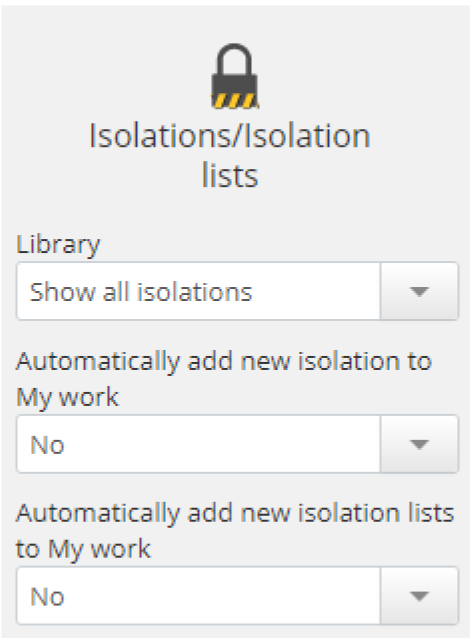
These settings apply to the Supplementary Forms module.



Supplementary Forms settings	Description
• Library	Select either *Show My work* or *Show all supplementary forms* as the default when you open the Supplementary Forms Library.
• Automatically add new supplementary forms to My work	Select *Yes* to add any new supplementary form you create to your My Work automatically.

Isolation settings

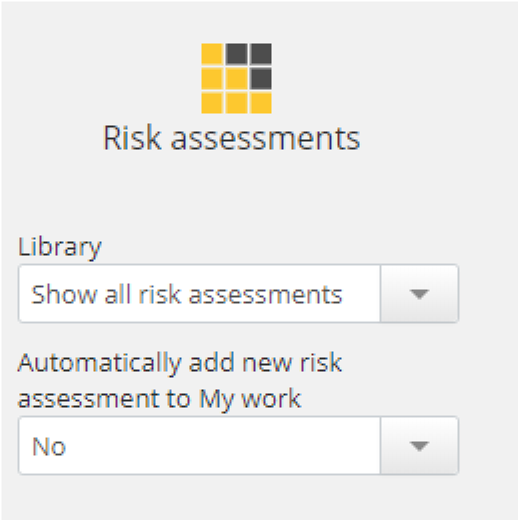
These settings are applicable to the Isolation module.



Isolation settings	Description
• Library	Select either *Show My work* or *Show all isolations* as the default when you open the Isolations Library.
• Automatically add new isolation to My work	Select *Yes* to add any new Isolation you create to your My Work automatically.
• Automatically add new isolation lists to My work	Select *Yes* to add any new isolation list you create to your My Work automatically.

Risk Assessment settings

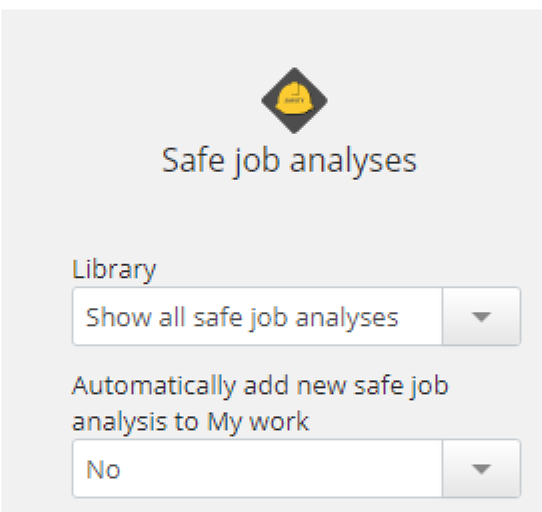
These settings apply to the Risk Assessment module.



Risk Assessment settings	Description
• Library	Select either *Show My work* or *Show all risk assessments* as the default when you open the Risk Assessment Library.
• Automatically add new risk assessment to My work	Select *Yes* to add any new Risk Assessment you create to your My Work automatically.

Safe Job Analysis settings

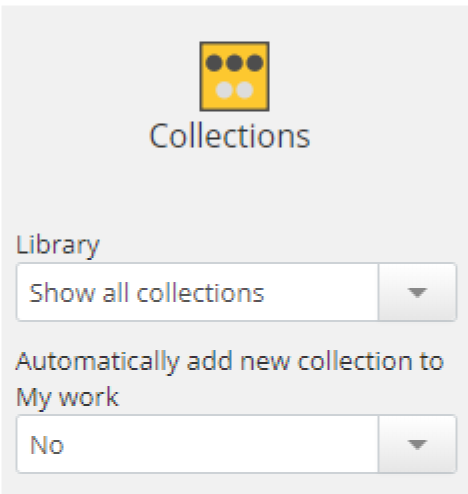
These settings apply to the Safe Job Analysis module.



Safe Job Analysis settings	Description
• Library	Select either *Show My work* or *Show all safe job analysis* as the default when you open the SJA Library.
• Automatically add new safe job analysis to My work	Select *Yes* to add any new safe job analysis you create to your My Work automatically.

Collection settings

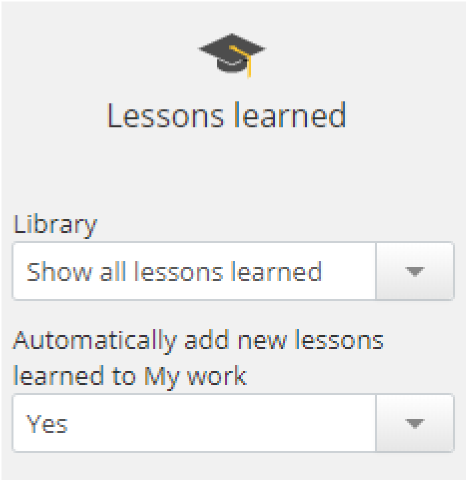
These settings apply to the Collections module.



Collection settings	Description
• Library	Select either *Show My work* or *Show all collections* as the default when you open the Collections Library.
• Automatically add new collection to My work	Select *Yes* to add any new collection you create to your My Work automatically.

Lessons Learned settings

These settings apply to Lessons Learned module.



Learned Lesson settings	Description
• Library	Select either *Show My work* or *Show all lessons learned* as the default when you open the Lessons Learned library.
• Automatically add new lessons learned to My work	Select *Yes* to add any new Lessons Learned you create to your My Work automatically.

Libraries

A Library in AVEVA™ Operational Safety Management contains all the entities that belong to the same module. For example, the Work Permit library contains all work permits.

Library features

- Library icons
- Signature icons
- Status Indicator icons
- Information header
- Search panel
- Quick filters

Library icons

These icons are common across modules and appear on the Library page.

Icon	Name	Description
	My Work icon	Click the star icon to add the item to My Work.
	Signature icon	Indicates whether the item is in signing process. If signatures are complete, the icon is green.
	Status icon	Indicates the current status of the item.
	Process Workflow icon	Click the Workflow icon to show all the available processes for the current item.

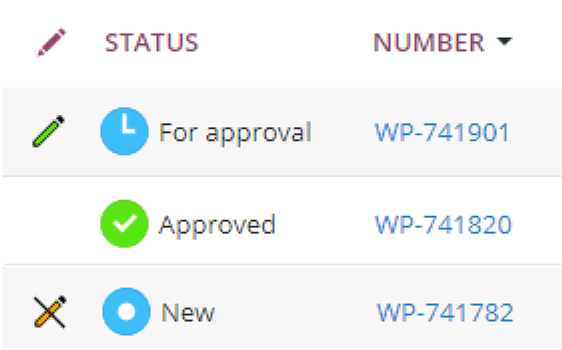
Other icons

- Signature icons
- Status Indicator icons
- Tag criticality

Signature icons

The signature pen icons display on both the work permit library page and the work permit details page.

- The crossed-out yellow pen indicates that signing process has started, but is not complete.
- The green pen indicates that all required signatures have been added.



Tag criticality

Tag criticality

The color of the tag icon indicates whether the criticality of the main object has been evaluated.

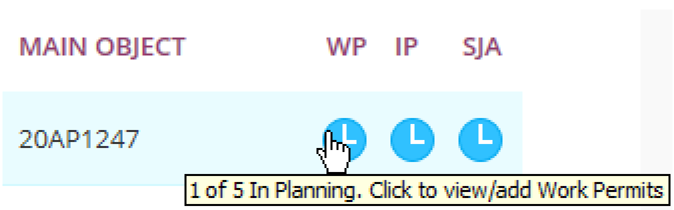
Tag color	Level of criticality
Blue	Non criticality
Green	Low criticality
Yellow	Medium criticality
Red	High criticality
Red with "S"	Safety critical element
White	No criticality, means criticality has not been evaluated

Status Indicator icons

You can get a quick overview of status of entity or entities within, by viewing the status indicator symbols.

Tooltips

Hover over the status indicator symbol to see the tooltip.



Status indicator icons

There are seven key phases, shared by all entities, that are identified and will be given the relevant color symbol.

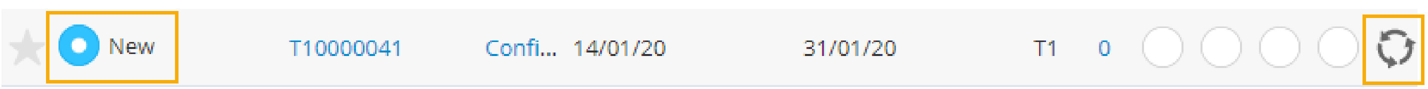
Icon	Phase	Examples of statuses
	New	*New*
	In planning	*For approval*
	Approved	*Approved, In execution*

Icon	Phase	Examples of statuses
	Active	*Active, Active extended*
	Inactive	*On hold, Expired*
	Closed/Completed	*Completed, Closed*
	Canceled	*Canceled*

Process icon

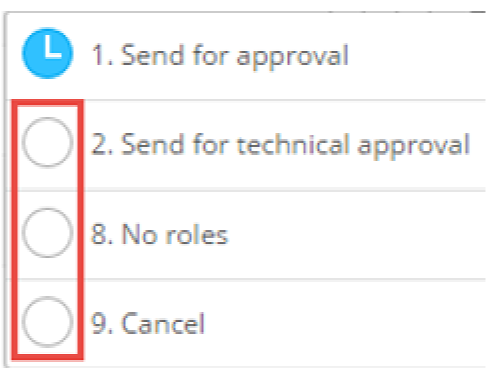
Click the **Process** icon to process the status of a row and move it to the next status in the defined workflow.

Note: This does not update the status of linked entities, which have an independent status.



Blank Icons

When no status has been defined, it's a blank icon. This is default.



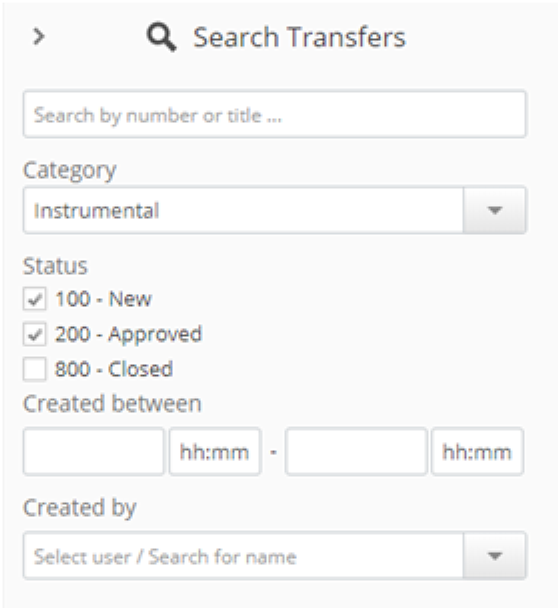
Search panel

Search for an entity

The Library page for each type of entity contains a Search panel.

Open the Search panel

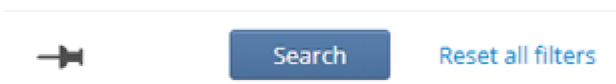
1. Click the < icon on right side of the screen. The Search panel expands with different parameters, depending on the type on entity.



2. Select the search details and click **Search** to search the current tab with the given parameters.

Reset the search query

- Click **Reset** to reset the query values.

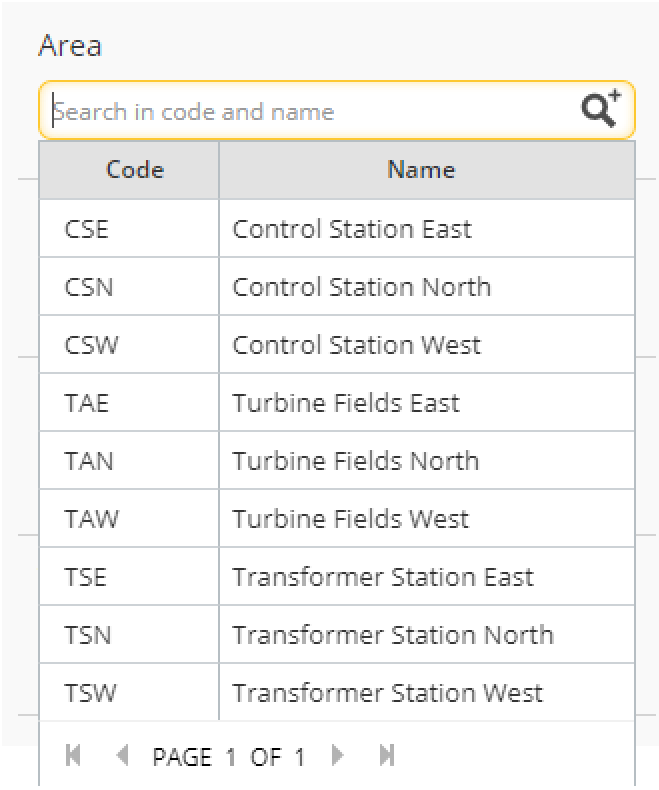


Search default filters

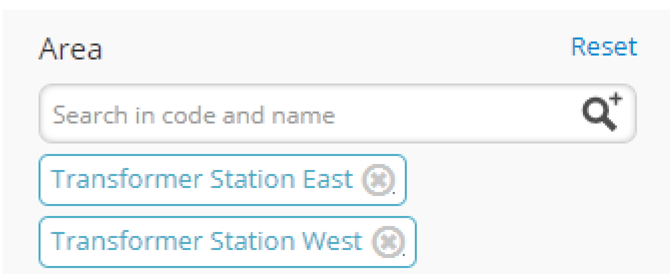
The Search panel has a default configuration. If you change this, an icon  appears in the upper-left corner. The added filters are saved for the user and will be used until you click **Reset all filters**.

Area

Enter three characters to search for an Area, or choose an Area from the drop-down list.

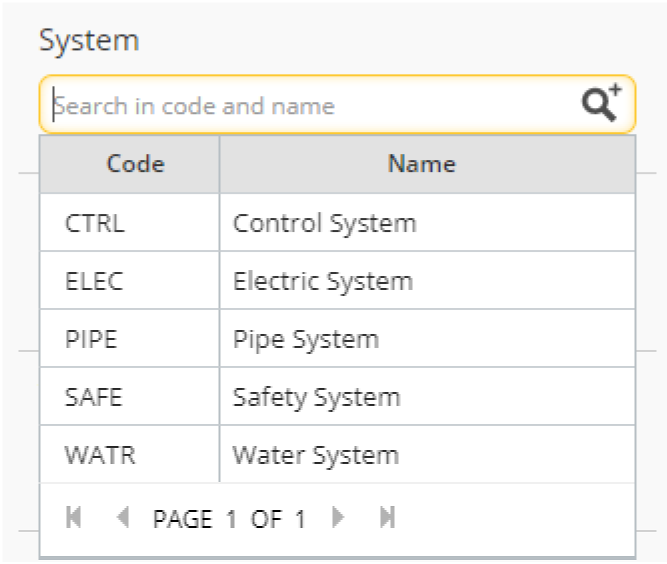


You can choose multiple Areas.

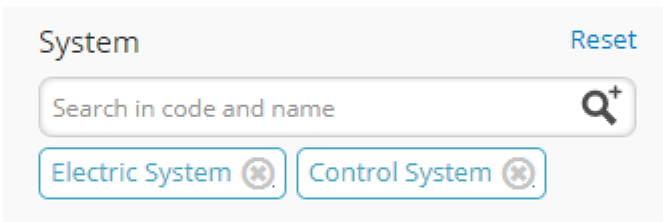


System

Enter three characters to search for the relevant system, or choose a system from the drop-down list.

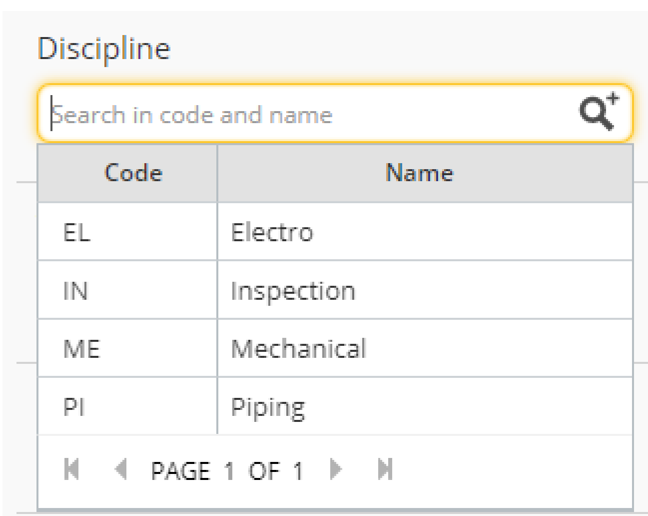


You can choose multiple systems.

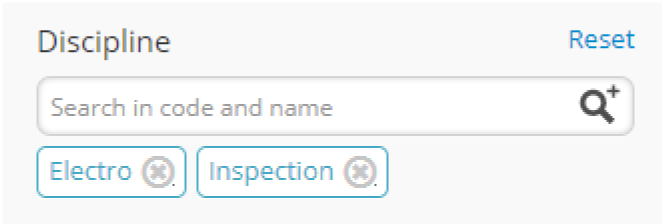


Discipline

Enter three characters to search for the relevant discipline, or choose a discipline from the drop-down list.

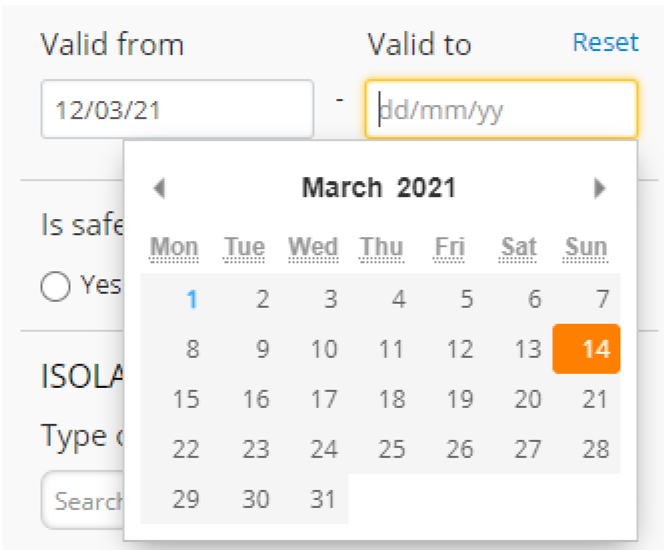


You can choose multiple disciplines.



Valid From and Valid To

Select the start date and end date in the date range you are searching for.

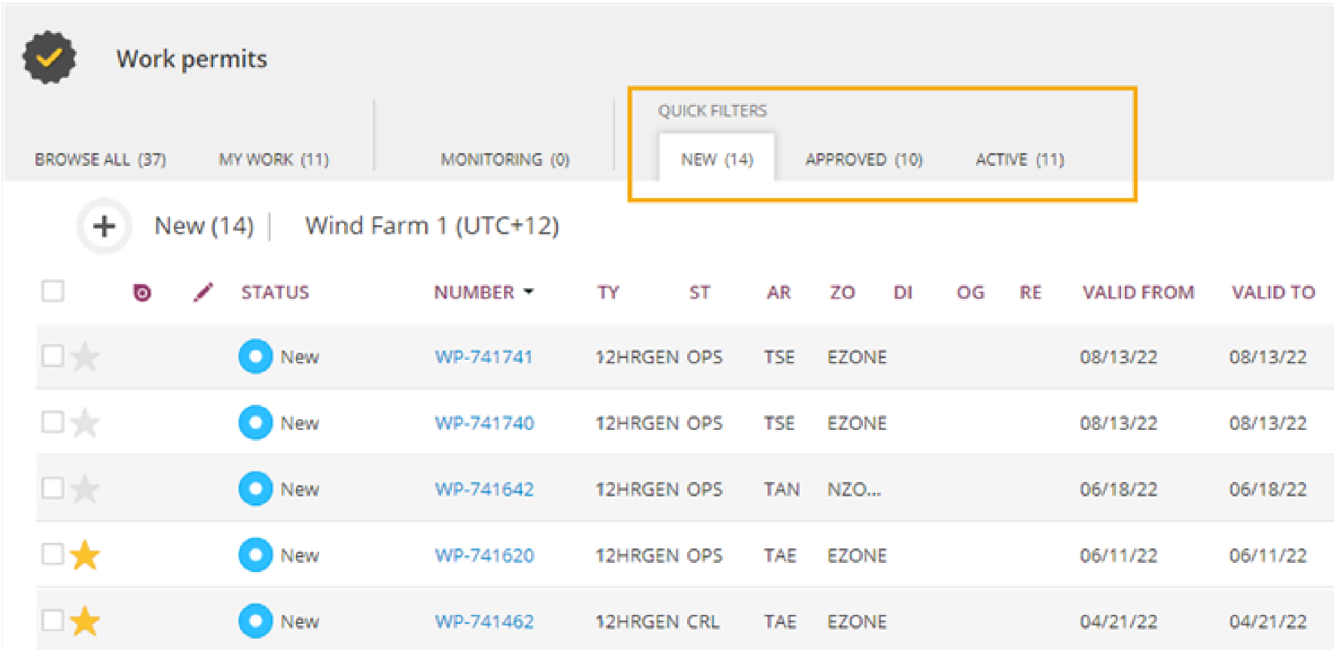


Quick filters

The **Quick Filter** tabs provide easy access to entities that have the same specified status. The statuses that display as tabs in AVEVA™ Operational Safety Management Web Application are configured by the administrator for each module.

In this example, the Work Permit module displays Quick Filter tabs for these statuses:

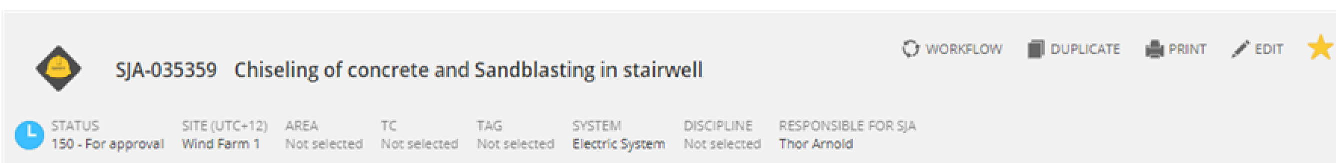
- *New*
- *Approved*
- *Active*



Information header

When you click on any item in a Library list, you will be navigated to the details tabs of the item. At the top of the page there is an information header with details about the item. This includes number, title, description, status, site, and other important information for the entity.

Below this header, the details of the entity are distributed on different tabs.



Action buttons on header

The information header contains some possible action buttons.

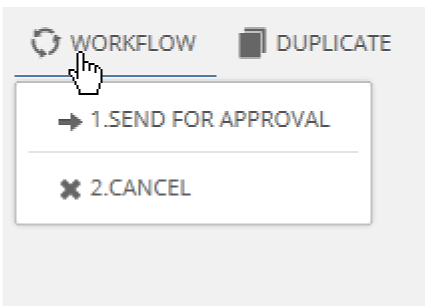
- Workflow: Shows the available processes for the item as per current status. These processes are configurable by the administrator.
- Duplicate: The **Duplicate** button creates a copy of an item.
- Print: The **Print** button generates a report in PDF format.
- Edit: Navigates to the **Edit** page where you can edit the details of the item.
- My Work: Adds the item to your **My Work** list.

Workflow

Process the entity workflow

Each entity features a **Workflow** button on the details page. The Workflow button enables you to process the entity.

If you click on any workflow, all the available processes for the current entity in current status will be shown.



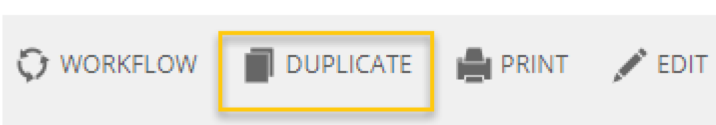
Workflow icons

	The forward arrow represents forward process.
	The backward arrow represents backward process.
	The pause icon represents hold process.
	The cancel icon represents canceling process.

For more information on processing workflow, see Processing a Workflow.

Duplicate

The **Duplicate** button will make a copy of that entity where the purpose is to reuse what has been added.



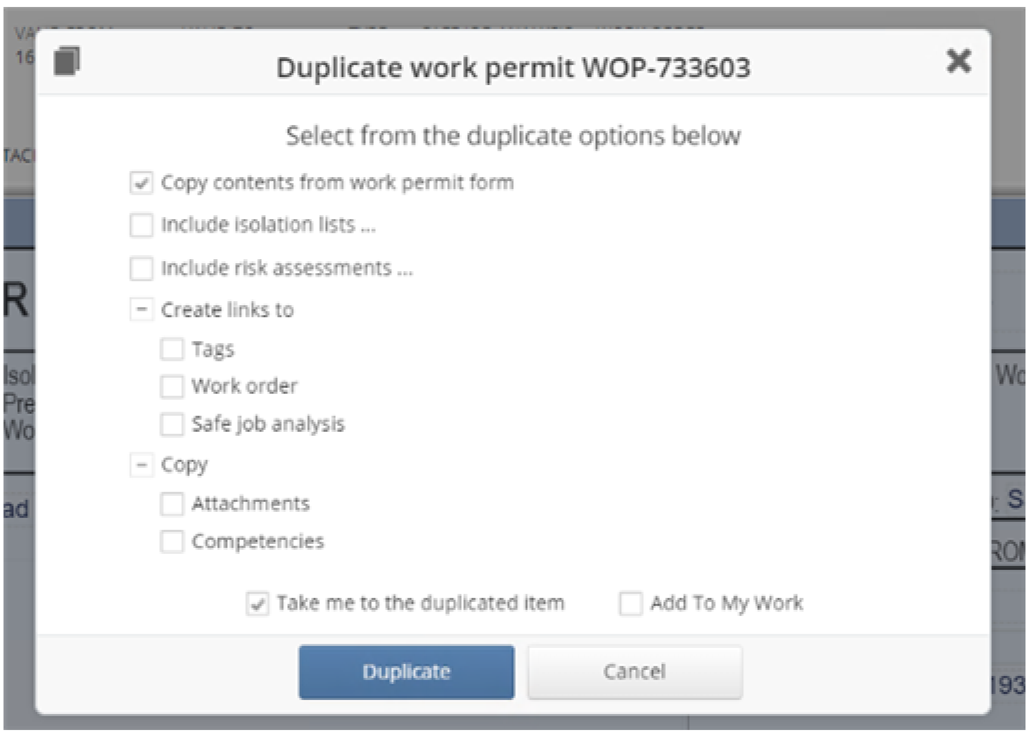
Duplicate an item

1. Select an item.
2. Click **Duplicate**.

Linked objects

For a work permit, safe job analysis, isolation plan, and isolation list, you can specify which linked objects should be duplicated and which references should be copied.

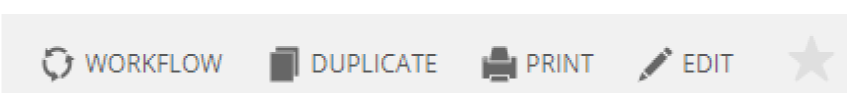
- Duplicate a work permit
- Duplicate a safe job analysis
- Duplicate an isolation plan
- Duplicate an isolation list



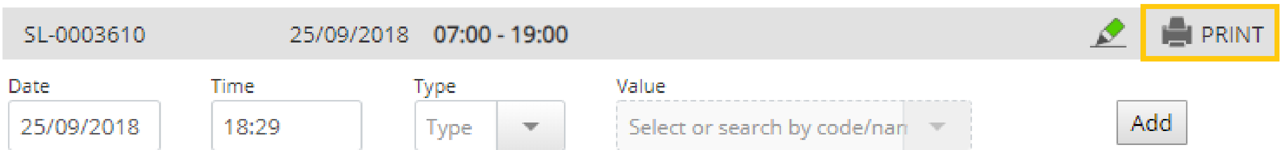
Print

Print an entity

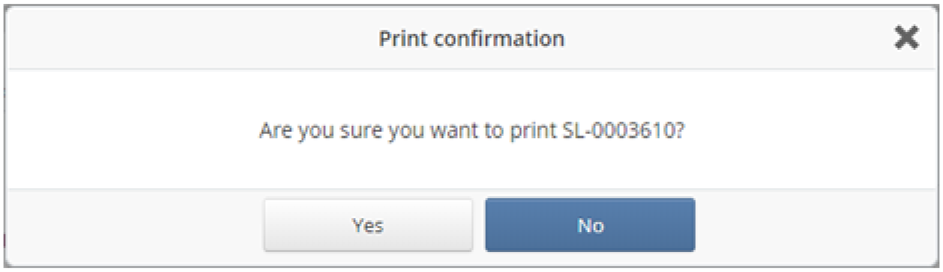
The **Print** button generates a report in PDF format.



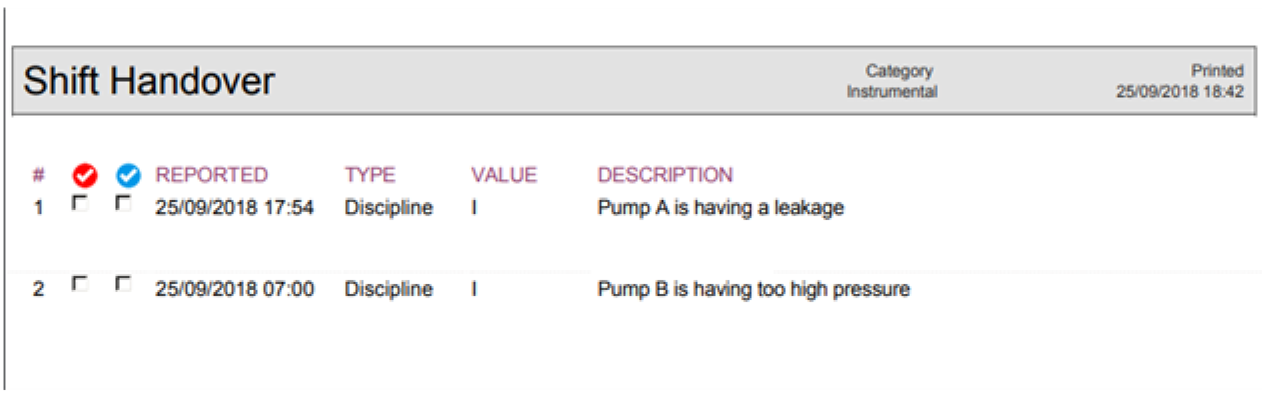
1. Click the **Print** icon next to the relevant item. A default report will be generated.



2. You will be prompted to confirm that you want to generate a printout. Click **Yes**.



A default report is then generated and displays as a PDF in the browser.

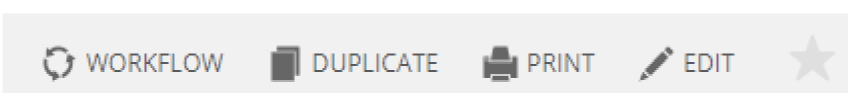


Edit

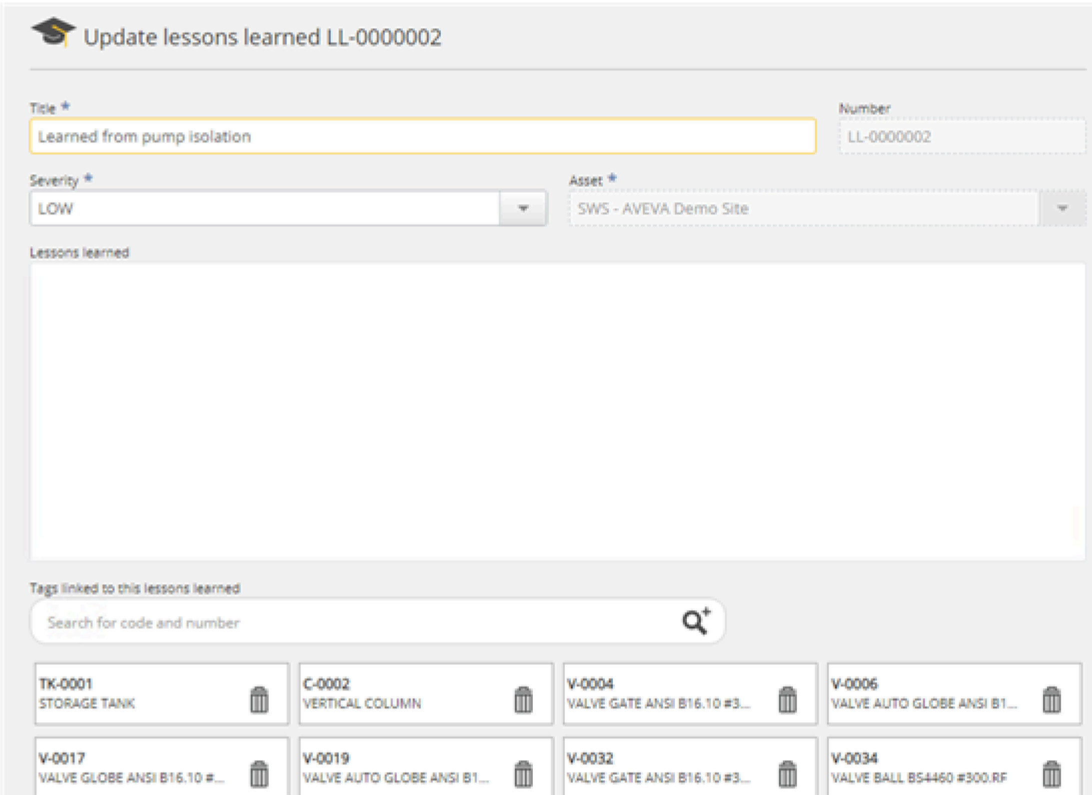
The **Edit** button enables you to edit the details of an entity. Edit will be disabled once an entity is approved.

Edit an item

- Click **Edit** on the information header.



The Edit panel appears. The Edit panel will be different depending on module entity.



Concepts

Tags

About tags

Tags are used to identity pieces of equipment. There is a tag hierarchy, which means there can be a tag for an entire machine as a whole, but the individual parts of the machine can also have tags.

- Tag numbers are unique within a site.
- A tag is always imported into AVEVA™ Operational Safety Management from an external system.

Values

Each tag has associated values.

- Values are imported along with tag.
- These values cannot be changed in AVEVA™ Operational Safety Management.

Value	Comments
Title	Assigned in the external system.
Number	Assigned by the external system.
Criticality flag	Specifies criticality of equipment. This is an optional value; the value can be empty. A *safety critical* element means the item of equipment is critical to human safety. Example: smoke detector or gas detector
Barrier flag	Specifies whether the equipment is a barrier. This is an optional value; the value can be empty. A barrier tag identifies a piece of equipment that is a physical safety mechanism. Example: A stop valve for a system

Safety warnings

The work order can have a safety warning.

- **Safety Warning:** Appears if work order is safety critical.
- **Barrier Warning:** Appears if main tag or any of the sub items linked to work order have barriers.

Tag criticality

The color of the tag icon indicates whether the criticality of the main object has been evaluated.

Tag color	Level of criticality
Blue	Non criticality
Green	Low criticality
Yellow	Medium criticality
Red	High criticality
Red with "S"	Safety critical element
White	No criticality, means criticality has not been evaluated

Workflow

Dynamic workflows

The topics in this section describe the dynamic workflow for different entities and how to configure them in AVEVA™ Operational Safety Management Administration. A workflow is based on customizable statuses and processes that are defined in OSM Administration.

Customizable workflows

The workflow for an entity is highly-customizable and configurable; hence the name dynamic.

Each type of entity, such as Work Permits or Risk Assessments, can have its own customized process workflow.

The work item has a life cycle, which is presented by a set of statuses. The path between the statuses are processes.

Entity life cycle

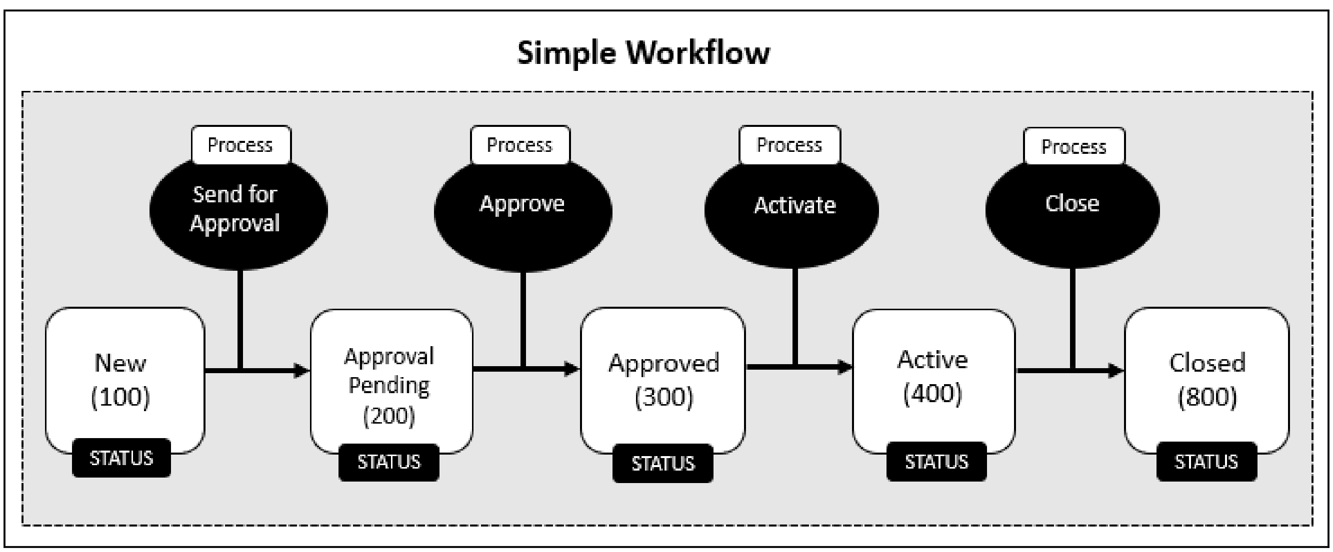
During the workflow, a work item, such as a work permit, moves from one status to the next by means of performing a process.

The entity life cycle always has a starting point and one or more ending points.

- The starting point is always represented by the status *New*.
- The ending point must be either *Closed* or *Canceled*.

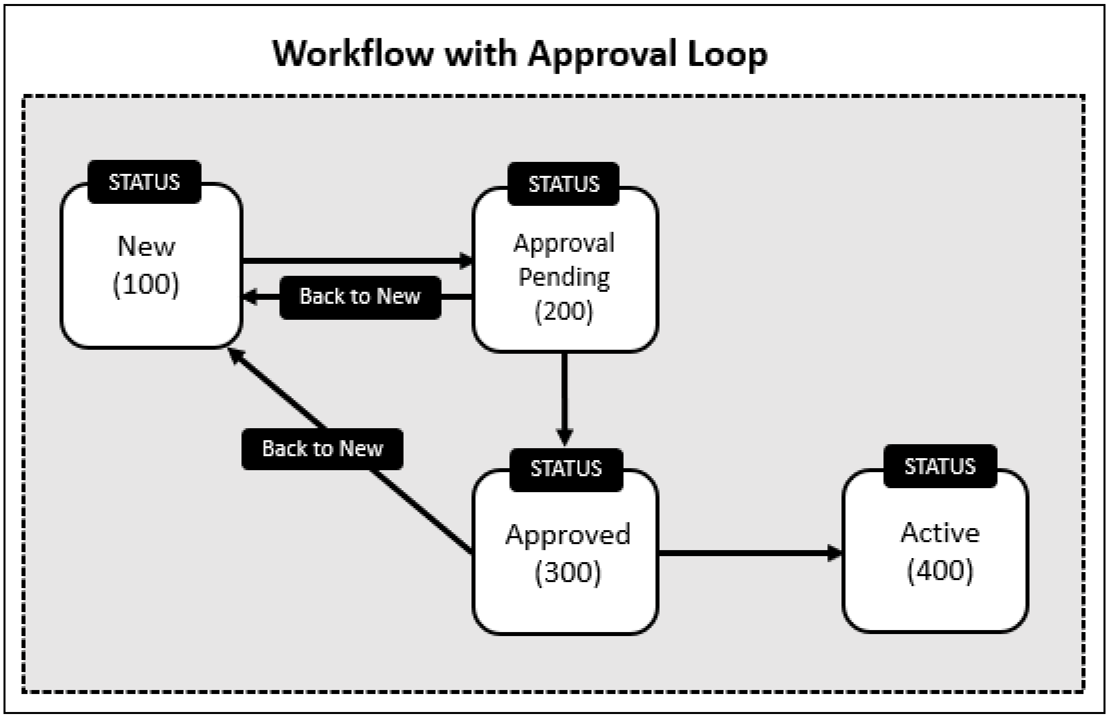
Simple workflow

An example of a simple linear workflow.



Workflow with an approval loop

An example of a workflow with an approval loop.

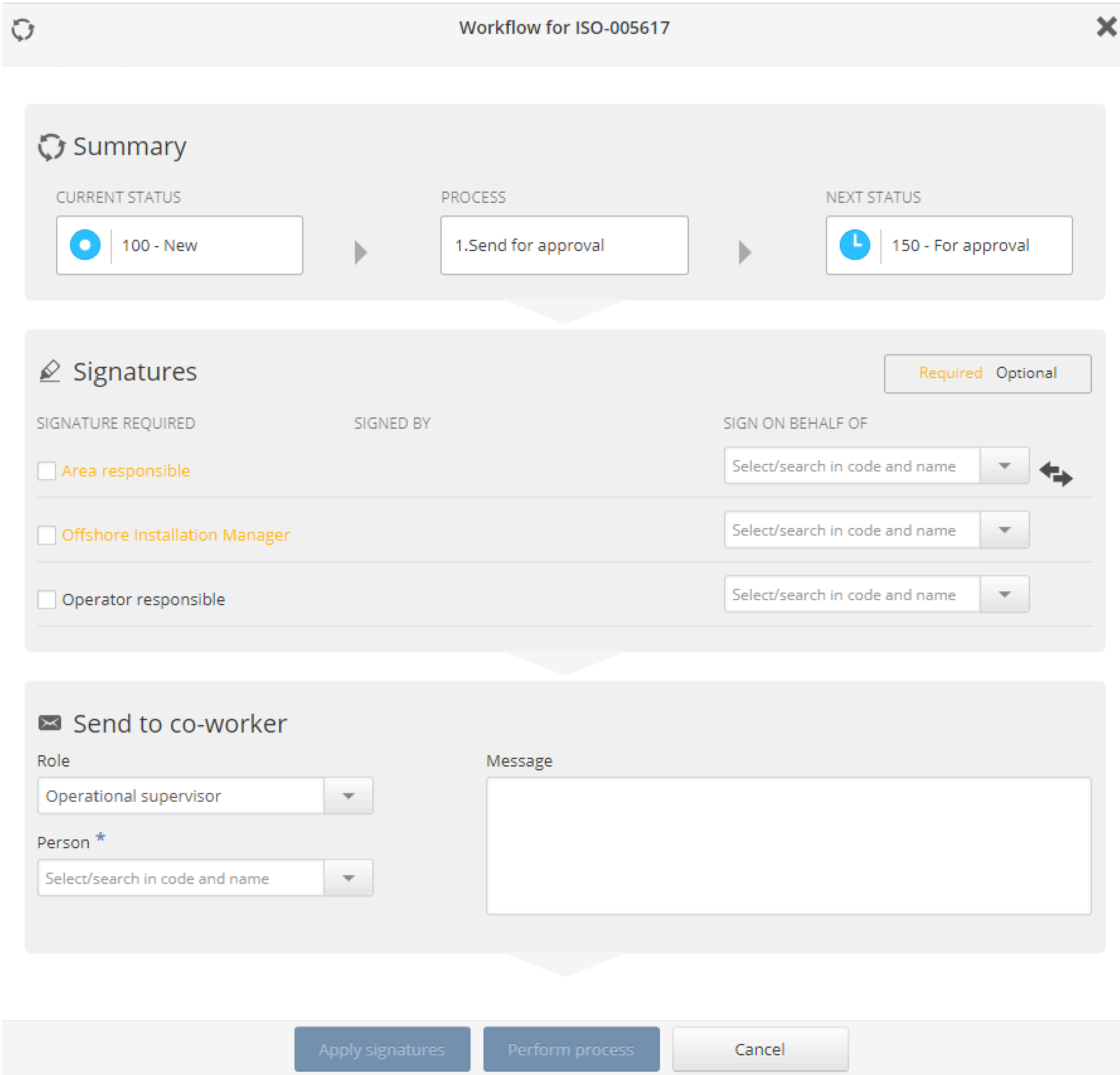


Processing a Workflow

When you click the process icon, the *Workflow* window opens.

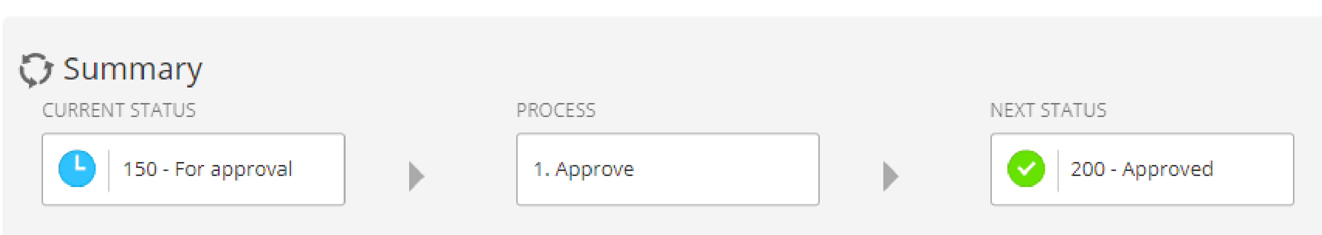
If all configured, there can be three sections to review or complete before performing the process.

- Summary
- Signatures
- Send to Co-worker



Summary

The Summary section displays the **Current Status**, the **Process** to be performed, and the **Next Status** of the entity.



Signatures

The Signatures section is optional and is configurable by the administrator. Not all processes will require sign-off, but some processes in the workflow will require signatures. For example, a signature is usually needed to sign off on a work item that is moving from *Approved* status to *Active* status.

Note: It is possible for the administrator to disable signatures for each process. If signatures are disabled, the **Apply Signatures** button will be disabled and only **Perform Process** will be enabled.

List of signatures

If configured a list of signatures displays. Signatures that appeared in orange are required.

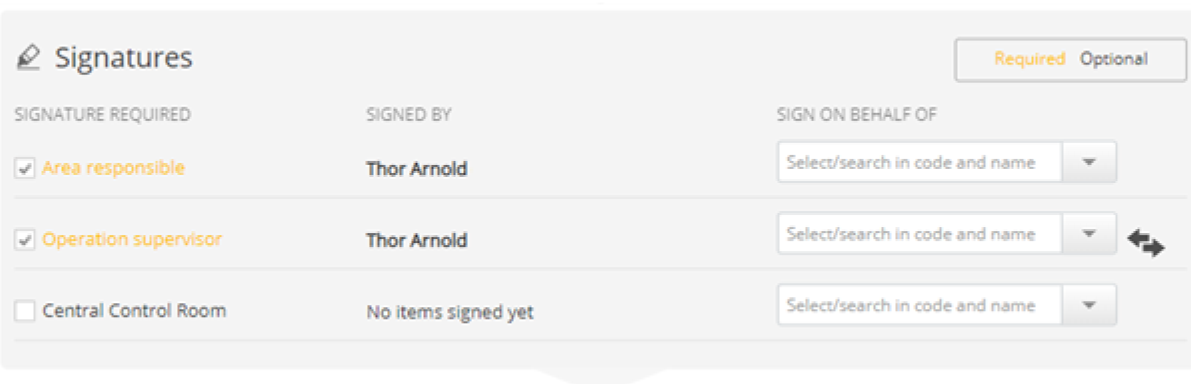
Required signatures *must* be signed in order to process the entity.

Sign on behalf of

Sometimes, you can select a different user and sign on behalf of that user. Whether you can **Sign on behalf of** is a configurable feature.

When **Sign on behalf of** is enabled, you can choose the name of another person who you are signing for from the drop-down list. This might be used when, for example, you need to sign on behalf of a contractor.

If enabled, it will be possible to click **Switch** to enter name manually. You can enter anything into this field; there is no validation on what is entered manually. The ability to use free text is configurable by administrator.



Apply signatures only (without performing process)

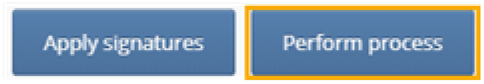
In some cases, several signatures are needed before executing the process.

1. Select the checkbox next to the roles you are signing for. Your name appears.
2. If signing on behalf of, select a person to sign for.
3. Click the **Apply signatures** button. This action applies signatures only. It does not perform the process.

Perform process (including applying signatures)

1. Select the checkbox next to the roles you are signing for. Your name appears.

2. If signing on behalf of, select a person to sign for.
3. Click the **Perform process** button. This action includes applying signatures only.



View history of signatures

You can see a history of signatures on the Signatures page of an entity.

Send to Co-worker

If configured, the **Send to co-worker** section displays in the *Workflow* window. This is an optional section and is configurable by the administrator.

You can select a role, such as supervisor, to receive a message about the changing status of this work item.

Purpose

There are cases when you perform a process that someone needs to be notified of this action. Perhaps, the action triggers a need for an action on their part.

Sending to co-worker is the equivalent of sending someone a notification. They will receive a new item in their My Actions list.

For example, that the work item needs to be approved to advance to the next status.

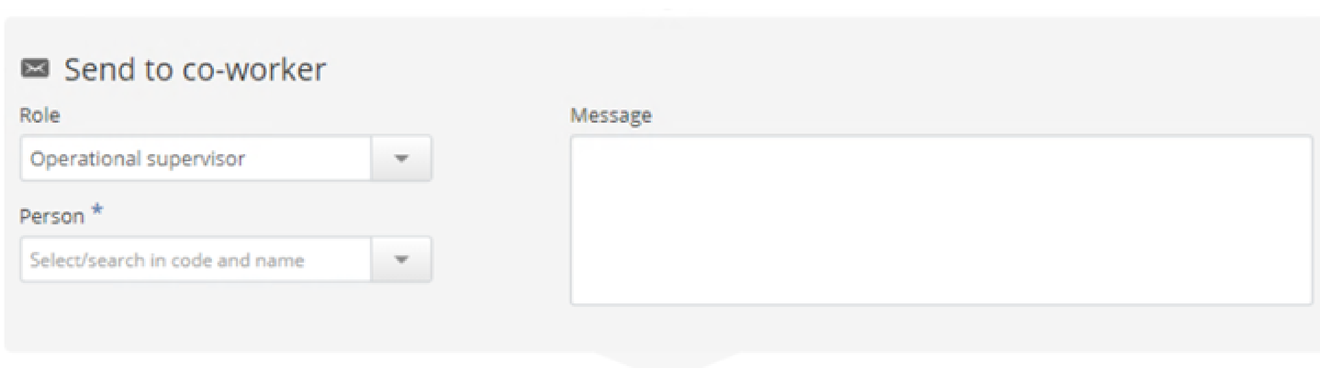
Role

There is always a configured default value in the system for who to notify. Usually the default is set to a specific a role, so that any person in that role can take action on the work item.

If configured, you may be able to select the role and also select the person within that role.

Message

The message text is what you write in the message window. The recipient of the message is the person responsible for taking the next action, such as approving a work item.



Note: Any message that you add is a public message and will become part of the log history.

Send to co-worker

1. Select a role from the drop-down list.
2. If needed, select a specific person from the list of people.
3. Write a notification message that will be sent to the selected person. The recipient will receive an item in their My Actions list with the attached message.

Perform process

After all signatures have been applied, you can perform the process. This action will process the entity to take it to the next status.

Perform process

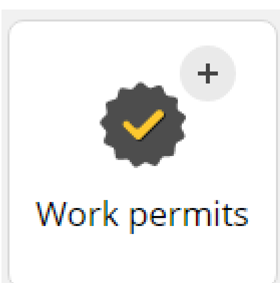
- Click the **Perform Process** button. If there are any business rules that are not allowing entity to process to next state, then those will be shown in an alert box.

If everything is in order, the entity will be processed to next status and this will reflect in the entity header.

Note: A record is kept of all process that are performed on a work item, which you can view in the Logs for the work items.

Work Permits

This section contains topics that relate to work permits.



Work Permit Library

The Work Permit Library holds all of the work permits for the current location.

What is a work permit?

A *Work Permit* is a document that gives a worker the permission to carry out a job within a specific time frame. Work Permits are needed to perform a restricted activity, such as entering a restricted area, or using a restricted piece of equipment. There can be many types of Work Permits.

Library tabs

Work Permit library page has these tabs.

• Browse All	The **Browse All** tab lists all the Work Permits for a particular site.
• My Work	The **My Work** tab shows only those Work Permits that are added to current user's My Work.
• Monitoring	The **Monitoring** tab shows work permits that are in a status that has been configured to satisfy the monitoring criteria.
• Quick filters	The **Quick Filters** are pre-configured filters that show only items that are in a particular status.

Browse all work permits

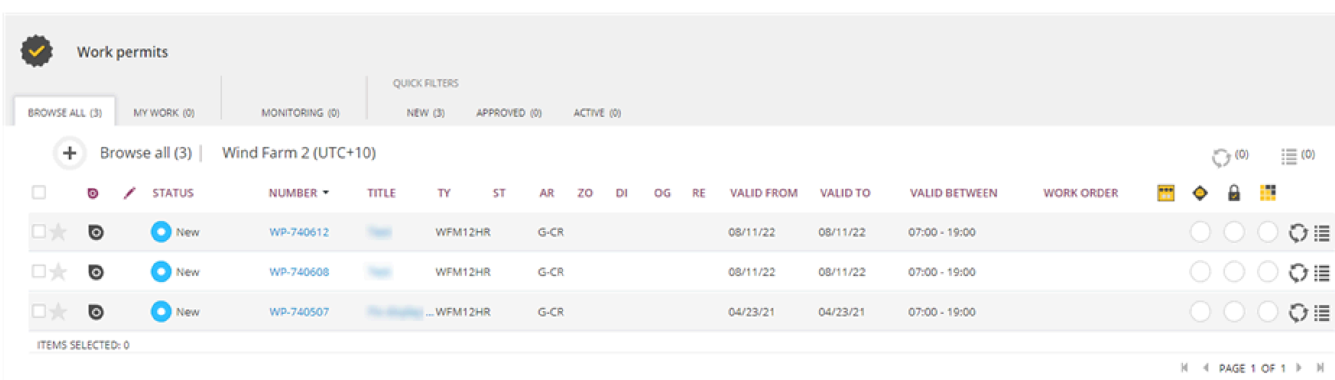
The **Browse All** tab displays work permits in the Work Permit library, according to last used search filter. Unlike other modules, work permits module remembers your last search query and reloads the same query next time you open work permits.

View details of a work permit

- Click a work permit number or description to open the details tabs for the work permit.

Create a new work permit

- Click the **Add** icon to create new work permit.



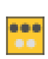
Library icons

These icons appear on the Library page.

Icon	Name	Description
	Add	Click **Add** icon to add a work permit.
	Select	Select the checkbox to select item.
	My Work	Click the star icon to add the item to My Work.
	Plotted	Indicates the work permit has been plotted.
	Signature	Indicates whether the item is in signing process. If signatures are complete, the icon is green.
	Status	Indicates the current status of the item.
	Process Workflow	Click the Workflow icon to show the available processes for the current item and select the next status.
	Options	Opens a menu of options.

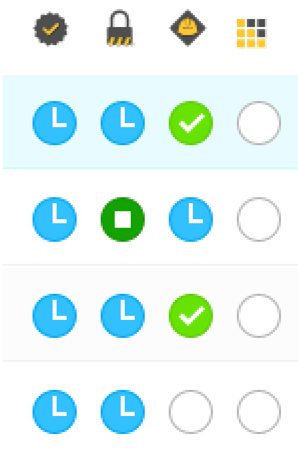
Linked Entities

The icons in the right-most columns represents the linked entities to a work permit.

Icon	Description
	Linked collections
	Linked safe job analysis
	Linked isolation lists
	Linked risk assessments

Status Indicators

The displayed status icon represents the lowest status among the linked entities. For more information, see Status Indicator icons.



My Work

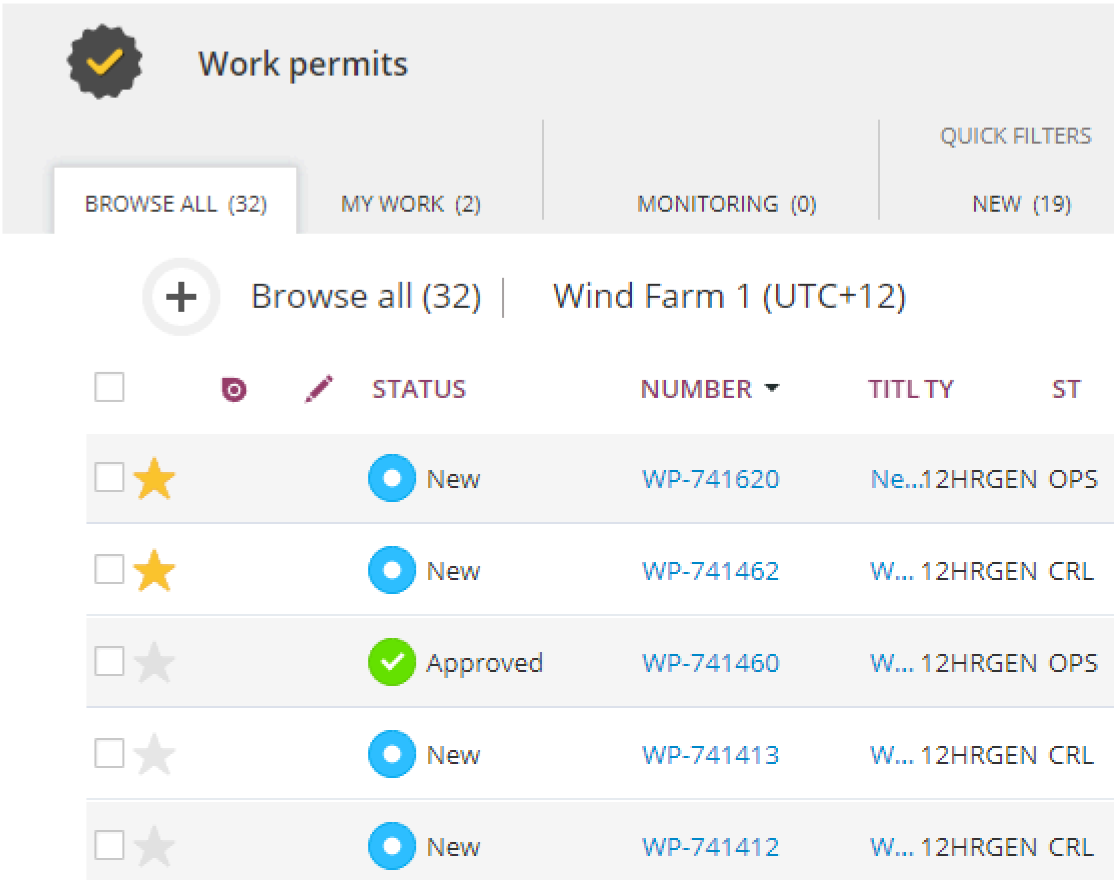
Add a work permit to My Work

- Click the **Star** icon to add the work permit to My Work. Click the star again to remove it from My Work.

Items with a yellow star will appear in your My Work list .

Filtering in My Work

It's possible to further refine search criteria, but this query will not be restored next time you open My Work.



Monitoring work permits

Work permits for monitoring

On the **Monitoring** tab, you can view a filtered list of work permits that include:

- Work permits that are scheduled and a portion of the validity period falls inside the current shift.
- Work permits in certain active statuses.

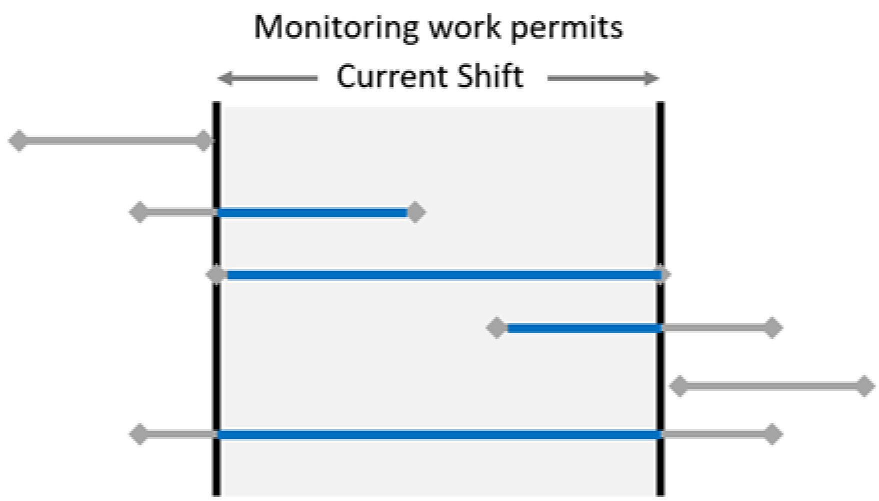
Validity period dates and times

For a work permit to show in the Monitoring tab, some portion of the validity period must fall inside the current shift.

There are two dates and two times: a *Valid from* time and date, and a *Valid to* time and date. The times and dates are independent of each other.

A work permit may be valid for the current day, but the time has expired. If the date of validity period is extended, the work permit will show again in the next day, during the validity times.

At end of a shift, work permits that were visible during that shift will no longer be visible, if the end time of the validity period has expired.

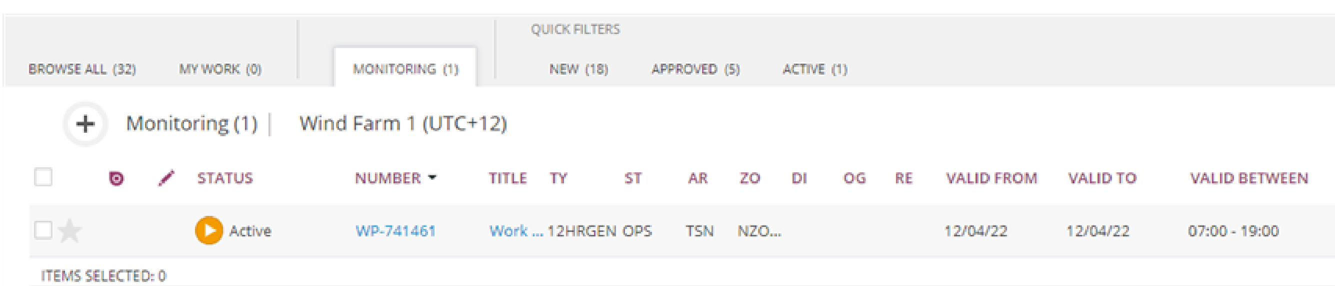


Filters

These filters are applied in the Monitoring view.

Filter	Description
Period	Shows permits when a portion of the validity period falls inside current shift.
Statuses	Configured statuses will be included.

Note: Any changes you make to the filter *will not* be saved.



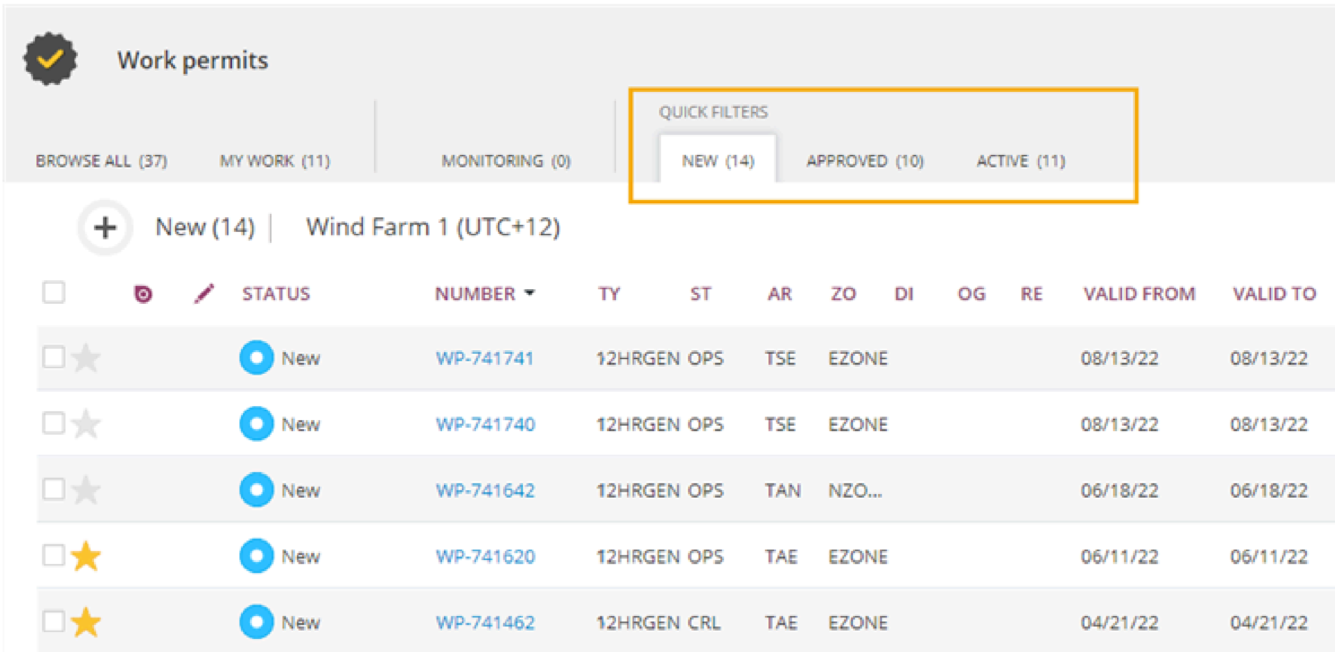
Quick filters

The **Quick Filter** tabs provide easy access to entities that have the same specified status. The statuses that display as tabs in AVEVA™ Operational Safety Management Web Application are configured by the administrator for each module.

In this example, Quick Filter tabs display for these statuses:

- *New*
- *Approved*

- *Active*



Work with work permits in Library

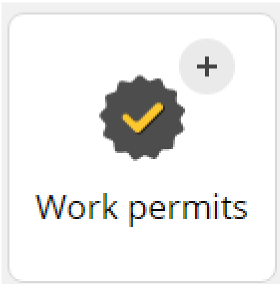
Setting up work permits

Use this list as a basic guideline for setting up your work permits.

• Create new work permit	Create a new work permit.
• Fields on Create New Work Permit page	Enter the required fields on the *Create new work permit* page.
• Fill in the work permit form	Fill in the details on the form itself and save the form.
• Plot the Work Permit	Add a plot location for the work permit.
• Add a reference to a work permit	Attach any relevant work items to the work permit.
• Perform workflow on a work permit	Perform the workflow process to change the status of the work permit.

Create new work permit

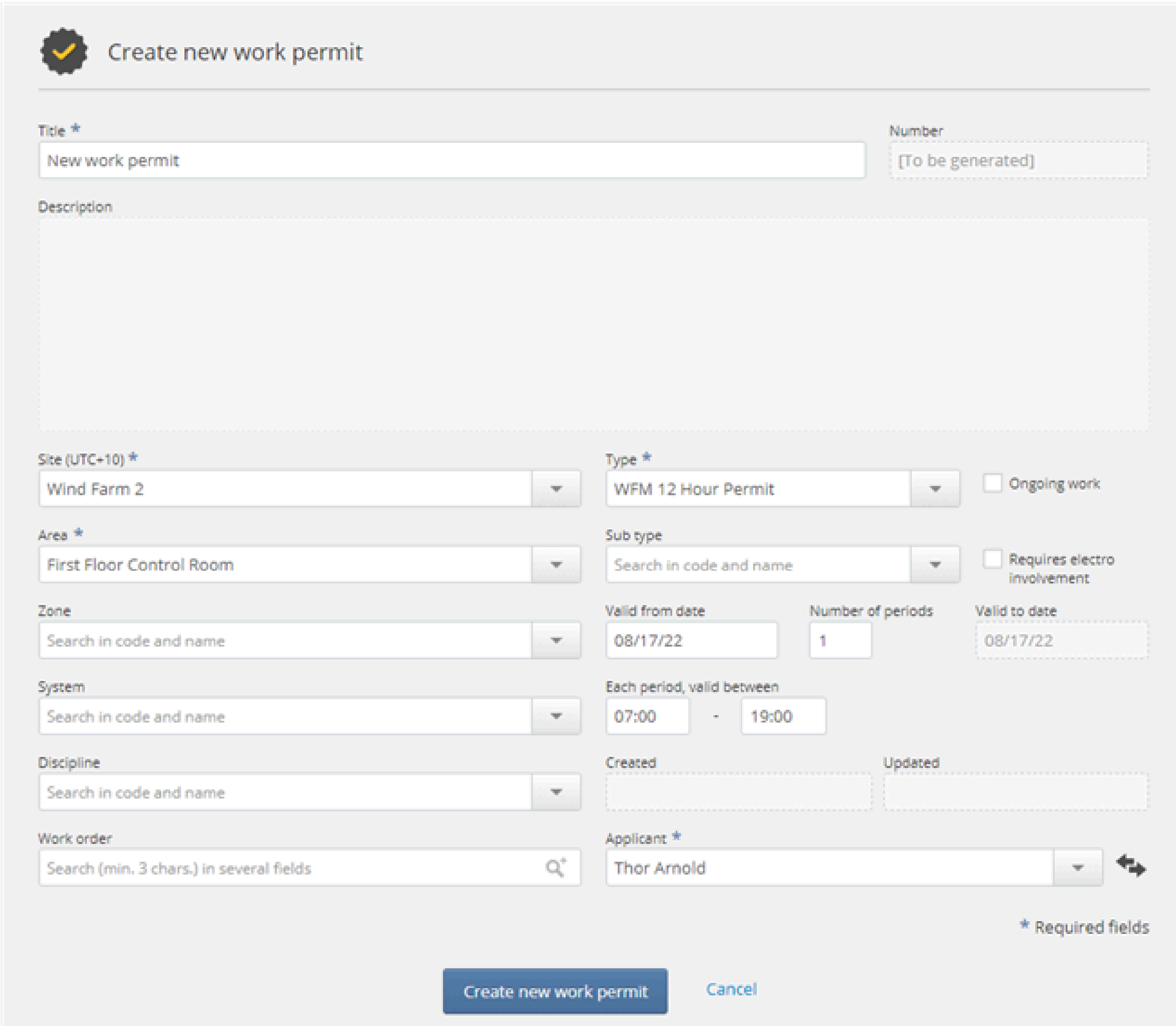
You can create a new work permit from the OSM Home page or from the library page.



Create from Library page

1. On the Work Permit Library page, click the **Add**  button.
2. On the Create new work permit screen, enter the details. The fields with a blue star indicated required information.

   For more information, see Fields on Create New Work Permit page.



3. Click **Create new work permit**. You are returned to the details page of the work permit, not to the library.

Fields on Create New Work Permit page

These are the fields for a work permit item on the Create page. Fields with an asterisk are required.

Field	Description
• *Title**	A short title for the work permit.
• *Number*	The number will be auto-generated.
• *Description*	The Description field is always read-only. You can change what appears in the Description field only in

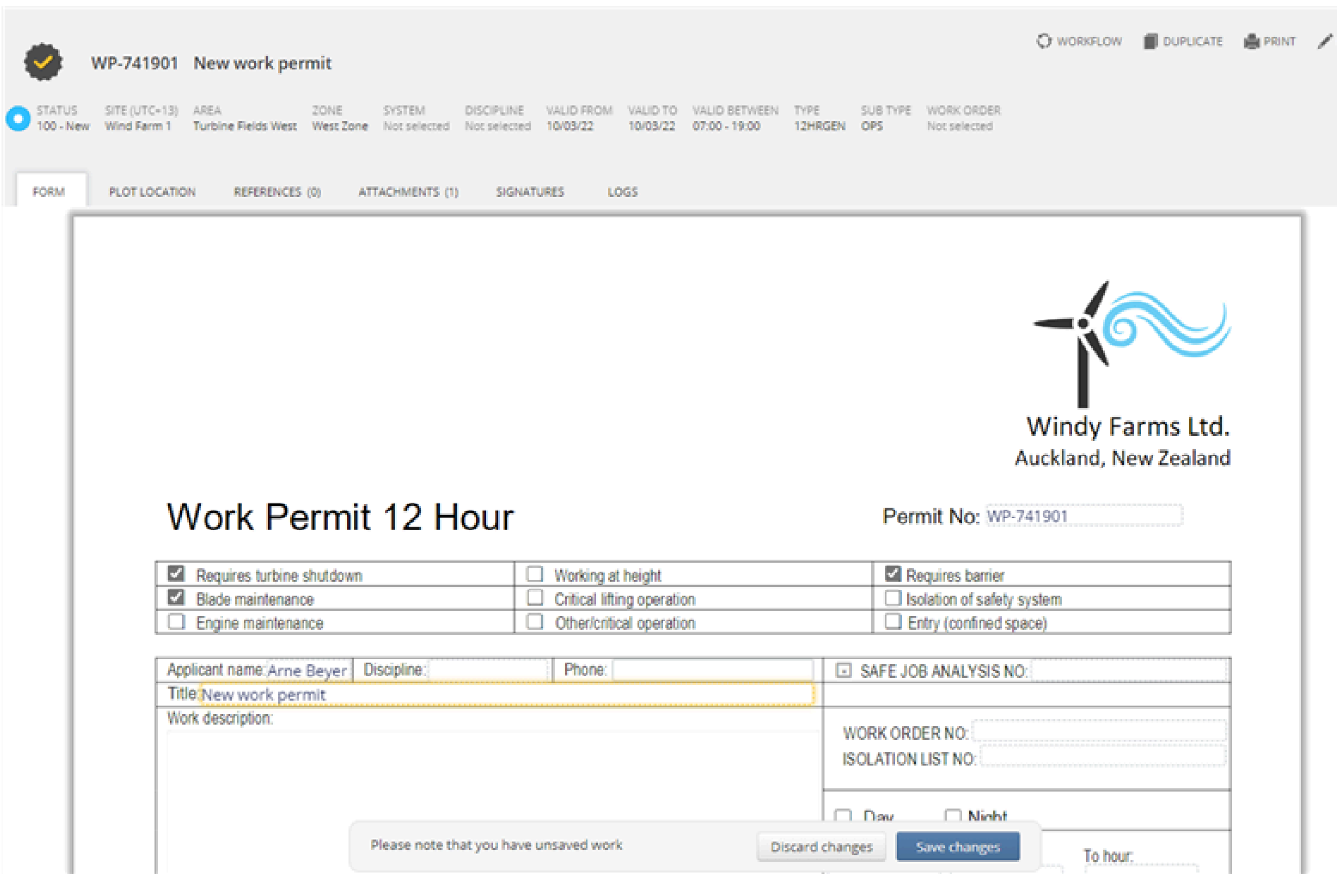
Field	Description
	the form itself.
• *Site**	The site for the work permit. This value is populated by your preferred site, but can be edited when creating work permit.
• *Area**	The area where the work permit is valid.
• *Zone*	The zone where the work permit is valid.
• *System*	The type of system that applies to the work permit.
• *Discipline*	The type of discipline that applies to the work permit.
• *Work order*	The work order number that applies to the work permit.
• *Type**	The type of work permit from available types.
• *Subtype*	The work permit subtype. If the type has subtypes, this field is required.
• *Ongoing work*	Used to flag when work is ongoing work. This value is searchable.
• *Requires electro involvement*	Used to flag a work permit as needing involvement of the electro discipline. This value is searchable.
• *Valid from date*	The first day that the work permit is valid.
• *Number of periods*	How many periods the work permit will be valid for. This field is prefilled with the default value. However, it can also have a maximum value that is larger than the default value.
• *Each period, valid between*	The times that the period is valid between.
• *Created*	Date and time the work permit was created.

Field	Description
• *Updated*	Date and time the work permit was last updated. If you update details, form values, or attach a reference to work permit, this value will be updated.
• *Applicant**	The applicant for the work permit. By default, this value is populated with your name, but you can change to another person. Select from the drop-down list, or click **Switch** to enter a name in free text.

Fill in the work permit form

When you create a new work permit, the first page you will see is the Form page.

You need to make selections on the form and click **Save changes**.



Search for a work permit

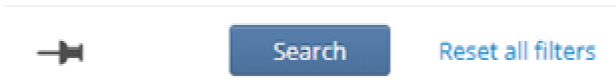
You can search work permits by supplying search query parameters.

Open the Search panel

1. Click the icon on right side of the screen. The Search panel expands.
2. Select the search details and click **Search** to search for work permits with the given parameters.
   The search panel closes and the library list refreshes to show only work permits that meet the search filter.

Reset the search query

- Click **Reset all filters** to reset the search query values.



Close the Search panel

- Click to close the Search panel.

Pin the search panel

- Pin the search panel to have it always open.

See also Work permit search parameters

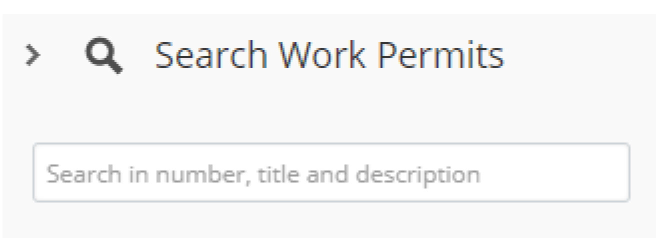
Work permit search parameters

Using the Search panel

This topic describes using search parameters in the search panel.

Search for a work permit

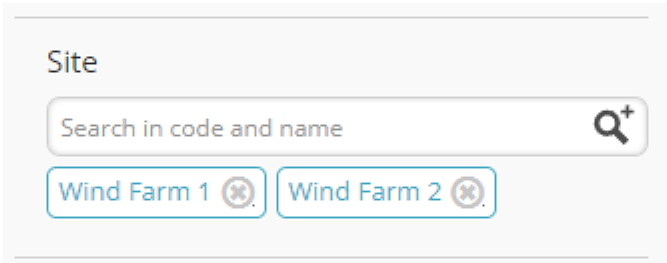
Search for a specific work order by typing in some characters of a number, title, or description.



Site

Click the **Search** icon to display drop-down menu of available sites. You can select multiple sites.

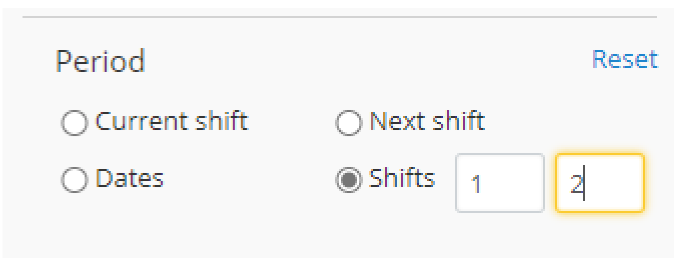
Click **Reset** to return the filter to empty.



Period

Select current shift or next shift. You can also specify dates or specify a range of shifts.

- If you select **Date**, enter the dates to search between.
- If you select **Shifts**, you can specify a range of shifts that the work permits should be valid for. This gives the possibility to search for an isolated range of shifts in the future. Enter numeric values in the **From** and **To** fields. Values can be from 1 to 28, where 28 is 14 days work length.



Example of possible results.

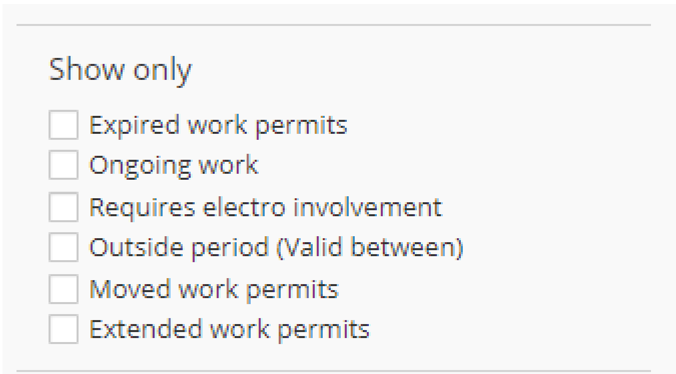
From	To	Result
1	Empty	Current shift
2	Empty	Next shift
1	2	Current and next shift
3	Empty	Only shift number 3 counting from current shift
3	4	Shift number 3 and 4
3	5	Shift number 3, 4, and 5
Empty	Empty	Error message
Empty	Any value	Error message
3	1	Error message since From is greater than To

Click **Reset** to return the filter to empty.

Show only

Select a category to filter on work permits.

Click **Reset** to return the filter to empty.



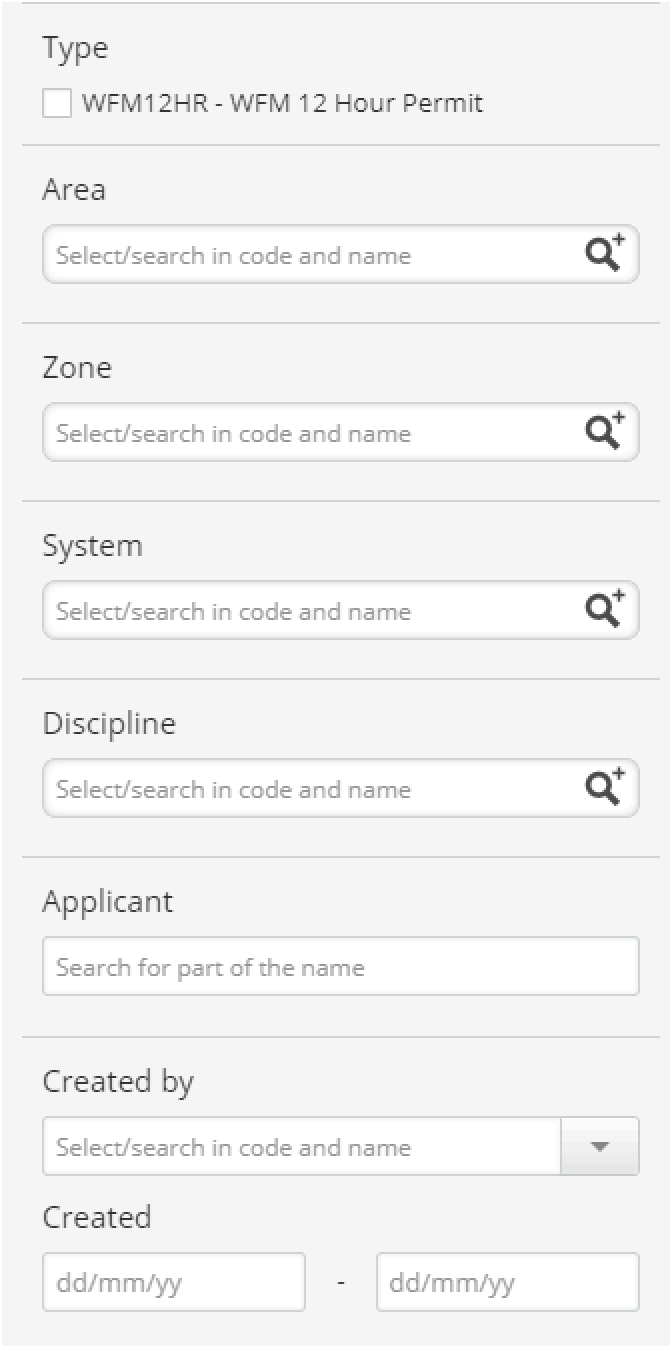
Status

Select the relevant statuses to include in the search filter.

Click **Reset** to return the filter to its default state. Some statuses are configured as default by the administrator.

Other parameters

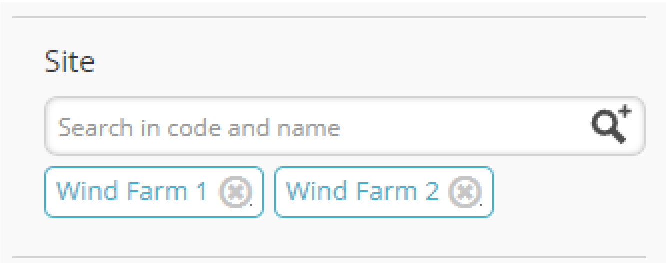
Select other query parameters. It is possible to select multiple values.



Select multiple sites in search panel

It is possible to select multiple sites in the Site field and search across sites.

Note: Removing the original site will change your setting for preferred site to the new site you added. This is the first new site you added, if you add multiple new sites. If you create a new work permit now, the new site will be used for the work permit.



Remove additional sites

You can remove an additional site by clicking the X icon next to the Site.

Unavailable fields

When multiple sites are added, the following fields are not available to search and filter against because they can be different for each Site.

- Type
- Area
- Zone
- System
- Discipline

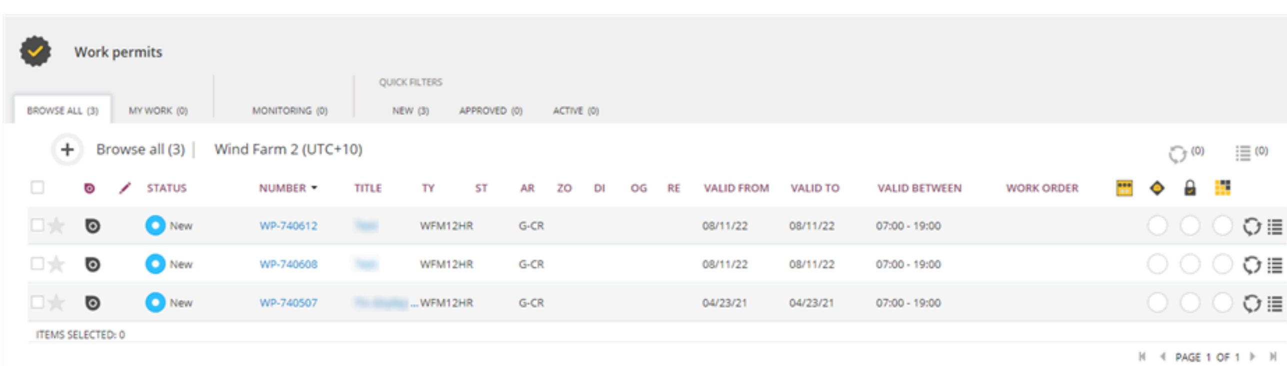
Perform workflow on a work permit

Process a work permit to the next status

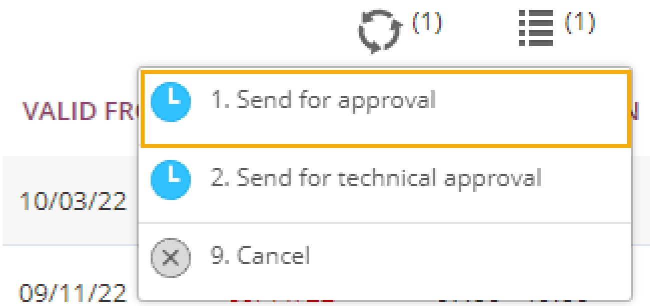
In Work Permit library, you can select a single work permit and process the workflow on it. You can also Process multiple work permits at one time (batch processing).

Perform workflow on a work permit

1. In the Work Permit library, find a work permit band select the **Workflow** icon at the end of the row.

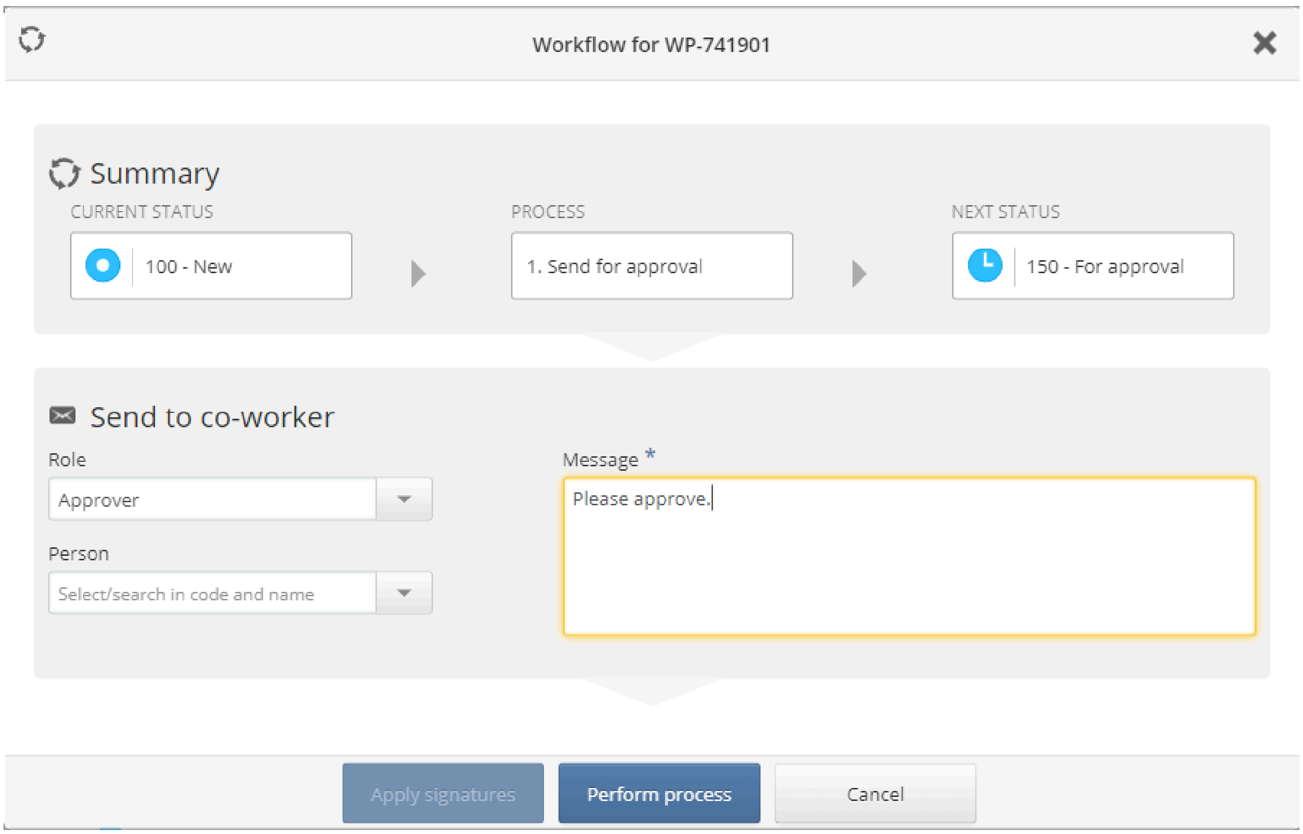


2. Select the next status for the work permit.



The Workflow dialog box appears.

3. Make the appropriate selections and click **Perform process**.



Process multiple work permits at one time (batch processing)

Process multiple work permits at one time (batch)

In Work Permit library, you can process several work permits at the same time.

Prerequisites

There are some prerequisites before you can process multiple work permits. These are:

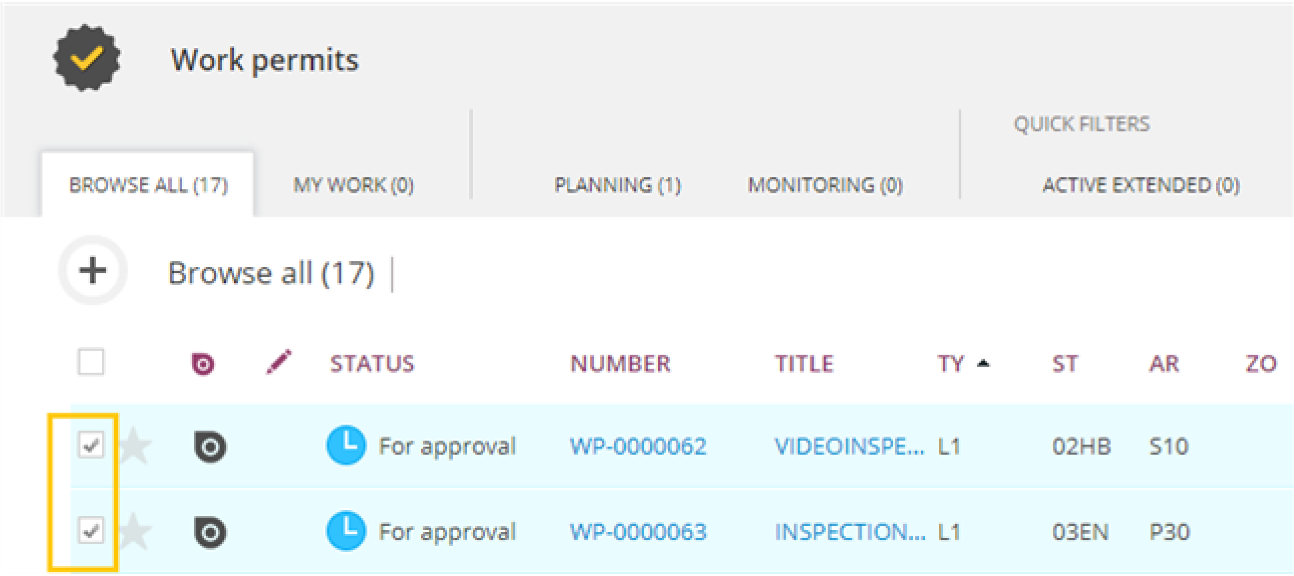
- All permits must have the same type.
- All permits must be in the same status.

Processing of multiple work permits

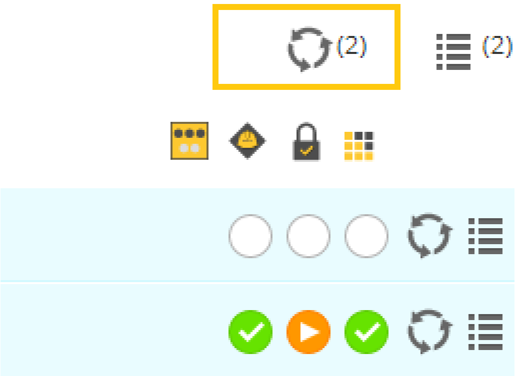
- Any signatures applied already, will not be overwritten.
- If some of the permits cannot be processed due to business rules, you will get a list of errors.
- All permits that can be processed, will be processed.
- Be aware that any permits that are no longer part of the current filter, will be removed from the list after the processing.

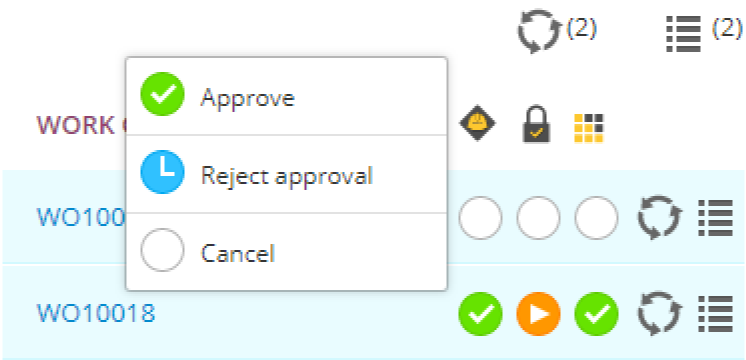
Process multiple work permits

1. In the Work Permit Library, select the work permits by selecting the check boxes to the left.



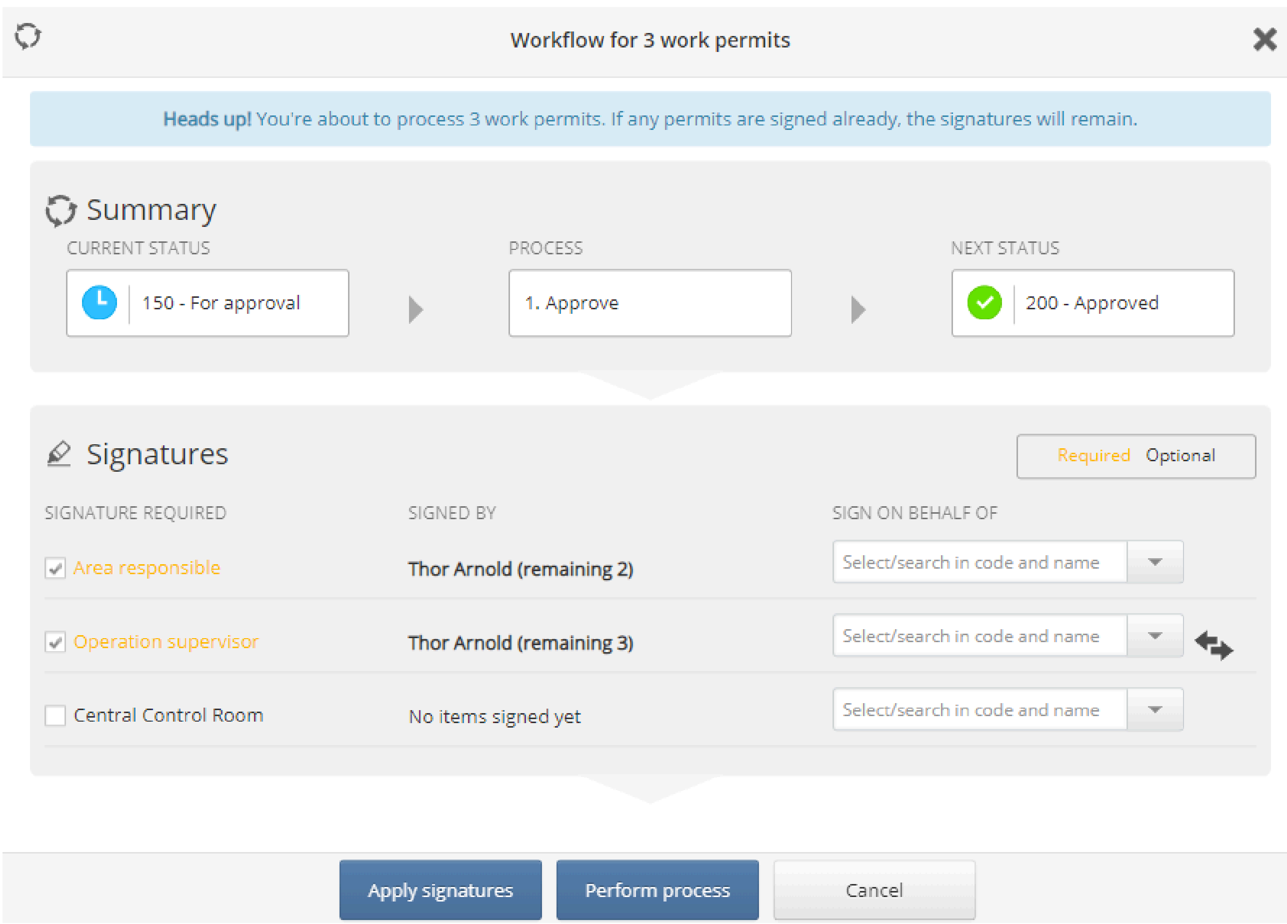
2. Click **Process selected** in the upper right corner. Select the next status.





The *Workflow* dialog box appears, but with a blue bar on top with a message that you're about to process X number of permits.

3. Make the appropriate selections and click **Perform Process**.



Change validity period for work permits

Change validity period

In the Work Permit library, you can select one or several permits and move the start date.

Moving the validity period of work permits

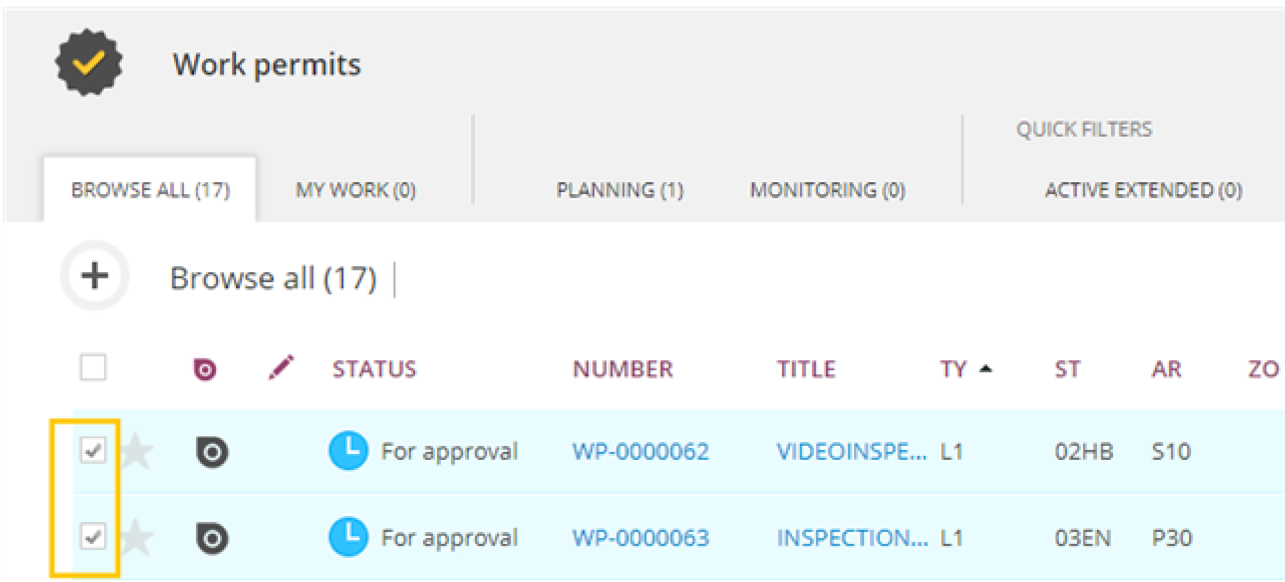
You can move the validity period of a single work permit or multiple work permits by pushing the start time forward in time.

Plot plan icon for moved work permits

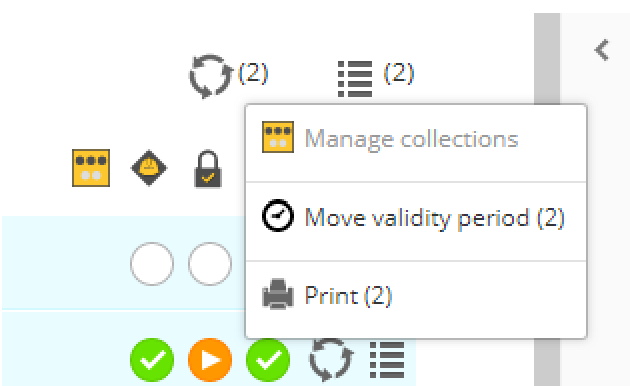
Work permits that have been plotted and had their validity time moved will display an orange icon on the plot plan—until the status of the work permit changes.

Change validity period for multiple work permits

1. In the Work Permit Library, select the work permits by selecting the check boxes to the left.



2. Click the **Options** menu in the upper right corner. Select **Move validity period**.

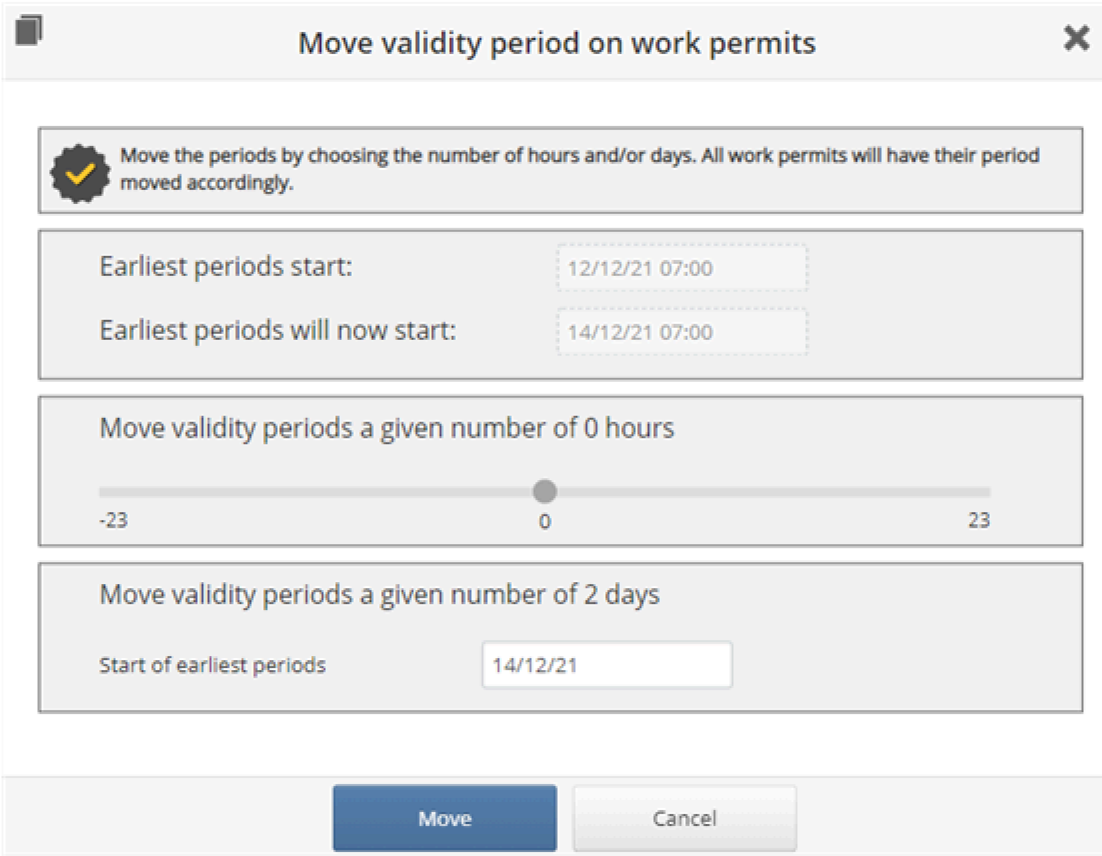


The Move validity period on work permits dialog box appears.

3. On the dialog box, use the slidebar to move the validity period by a given number of hours, or use the date

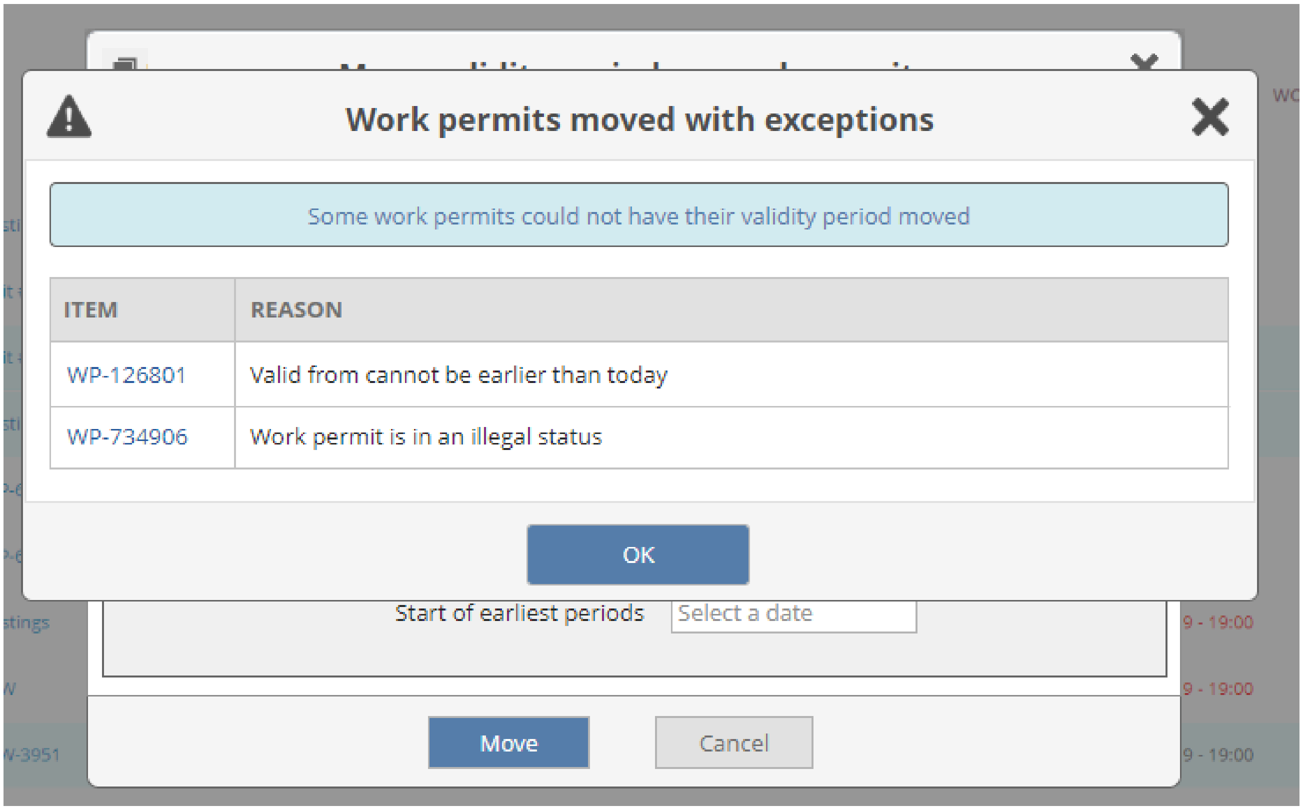
picker to change the validity period by a given number of days.

All the selected permits will be moved the same number of days/hours and the permit with the earliest start period and new calculated earliest start period is shown in the two upper fields.



4. Click **Move**.

   If anything prevents one or more of the permits from having their validity period changed, a message box displays with a description of the reason.



Details for work permits

Details tabs for work permits

When you click on a Work permit in the Work Permit Library, you can access an overview of the details for that specific Work permit.

Open the work permit

- Click a Work permit in the Library.

Work permit tabs

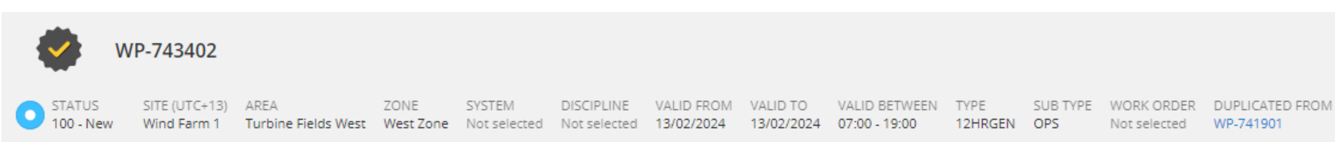
Each work permit has several tabs containing the details about the work permit.

• Form	View a work permit form.
• Plot Location	View plot plans that are configured for the area of the work permit.
• References	Link related work items to work permit.
• Attachments	Add attachment to the work permit.
• Signatures	View signatures for the work permit.
• Logs	View logs for the work permit.

Work permit information header

When you click on a work permit in the library list, you will be navigated to the details tabs. At the top of the page, there is an information header with details about the work permit. This includes number, title, description, status, site, and other important information for the item.

Below this header, the details of the item are distributed on different tabs.



Icons on information header

- Status Indicator icons
- Signature icons

Signature icon

- The green pen indicates that all required signatures have been added.
- The crossed-out yellow pen indicates that signing process has started, but is not complete.

Action buttons on header

The information header contains these possible action buttons.

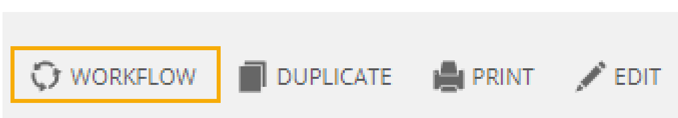
- Workflow. Shows the available processes for the item for the current status. These processes are configurable by the administrator.
- Duplicate. Creates a copy of an item.
- Print. Generates a report in PDF format.
- Edit. Opens to the **Edit** page where you can edit the details of the item.
- My Work. Adds the item to your **My Work** list.

Process Workflow on work permit

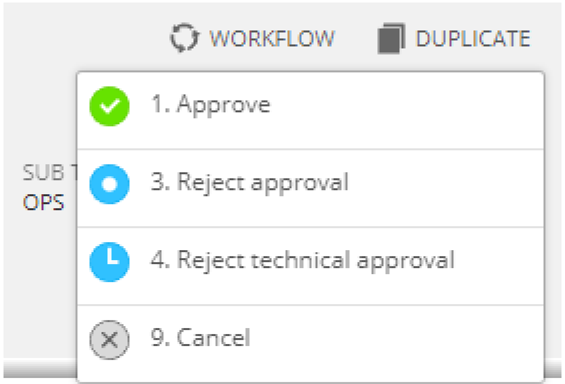
The processes that you can perform will depend on the access you have in the configuration.

Perform workflow

1. In the Details view, click the **Workflow** icon in the upper-right corner.

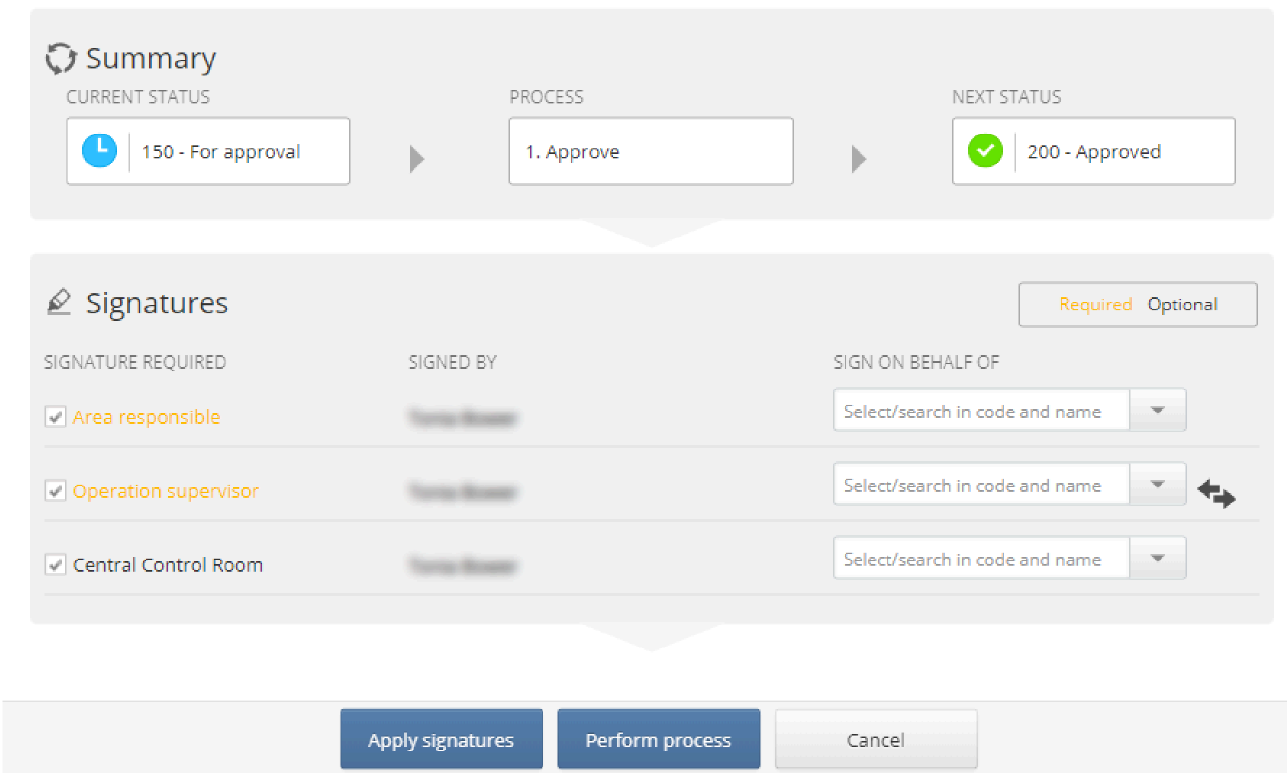


   A list of processes displays.
2. Select a process to perform.



The **Workflow** dialog box appears.

3. Review the Summary section that this is the operation you want to perform.
4. If signatures are required, sign in the Signatures section
5. If a message is required, write a message in the Send to Co-worker section.
6. Click **Perform process**.



Extending work permits

There may be cases when a work permit expires for the day and you want to extend the activation time for that day.

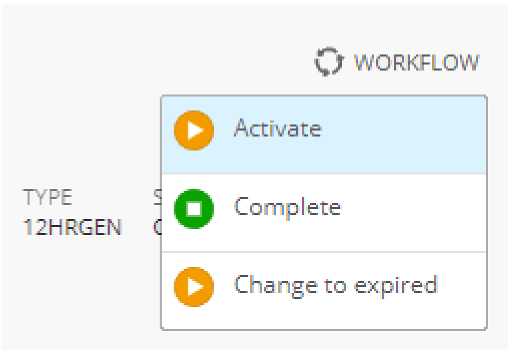
The option to extend is included on certain processes where it is enabled. For example, when moving the work permit from an inactive status to active status.

Guidelines

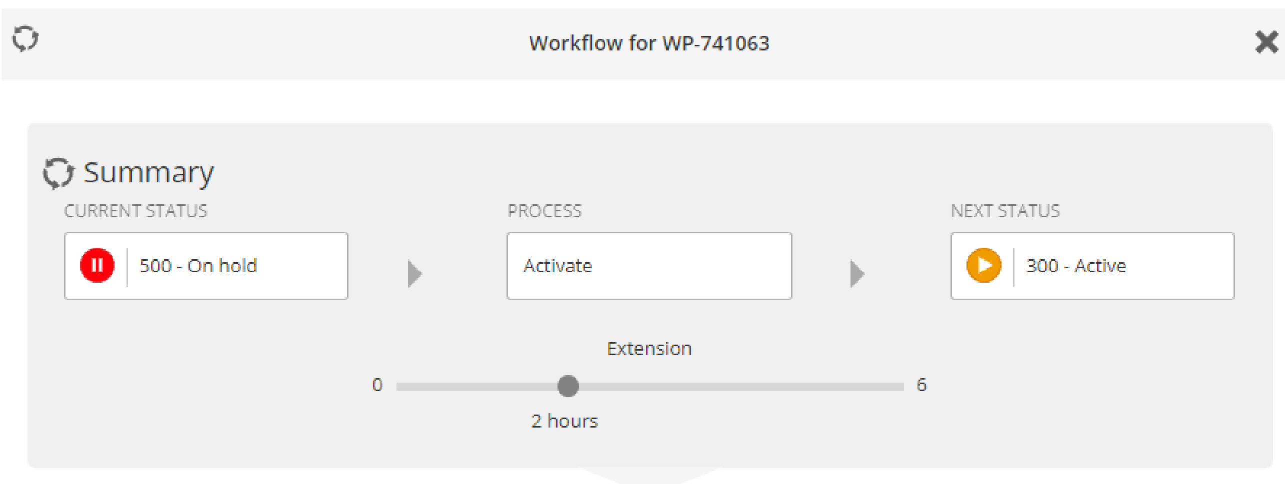
- You can only add, not remove extended time.
- You can extend multiple times up to the maximum limit of allowed extension.
- You cannot extend past the starting time of next day.

Extend the activation time of a work permit

1. Click the Workflow icon and select **Activate**.

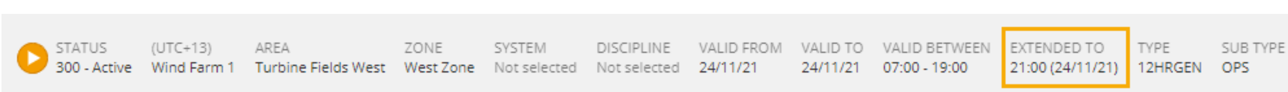


2. On the Workflow dialog box, under **Extension**, move the slider forward to add time (hours) to the work permit.



3. Perform the process.

   You will see that in the information header, the **Extended To** item appears with the new end time for activation.



Duplicate a work permit

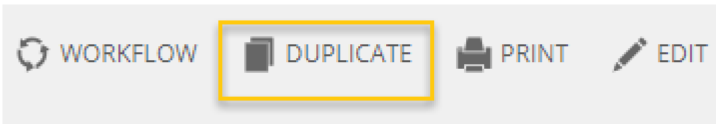
When duplicating a work permit, you can specify what elements of the work permit to duplicate.

Notes

- It will not be possible to duplicate a work permit where the work permit type is set to *Inactive* or *Obsolete* in the system.
- If a work permit form template has been changed, it will not be possible to duplicate the content. The **Copy contents from Work permit form** checkbox will be disabled and it will no longer be possible to copy the layout and configuration of form because the form template has changed.

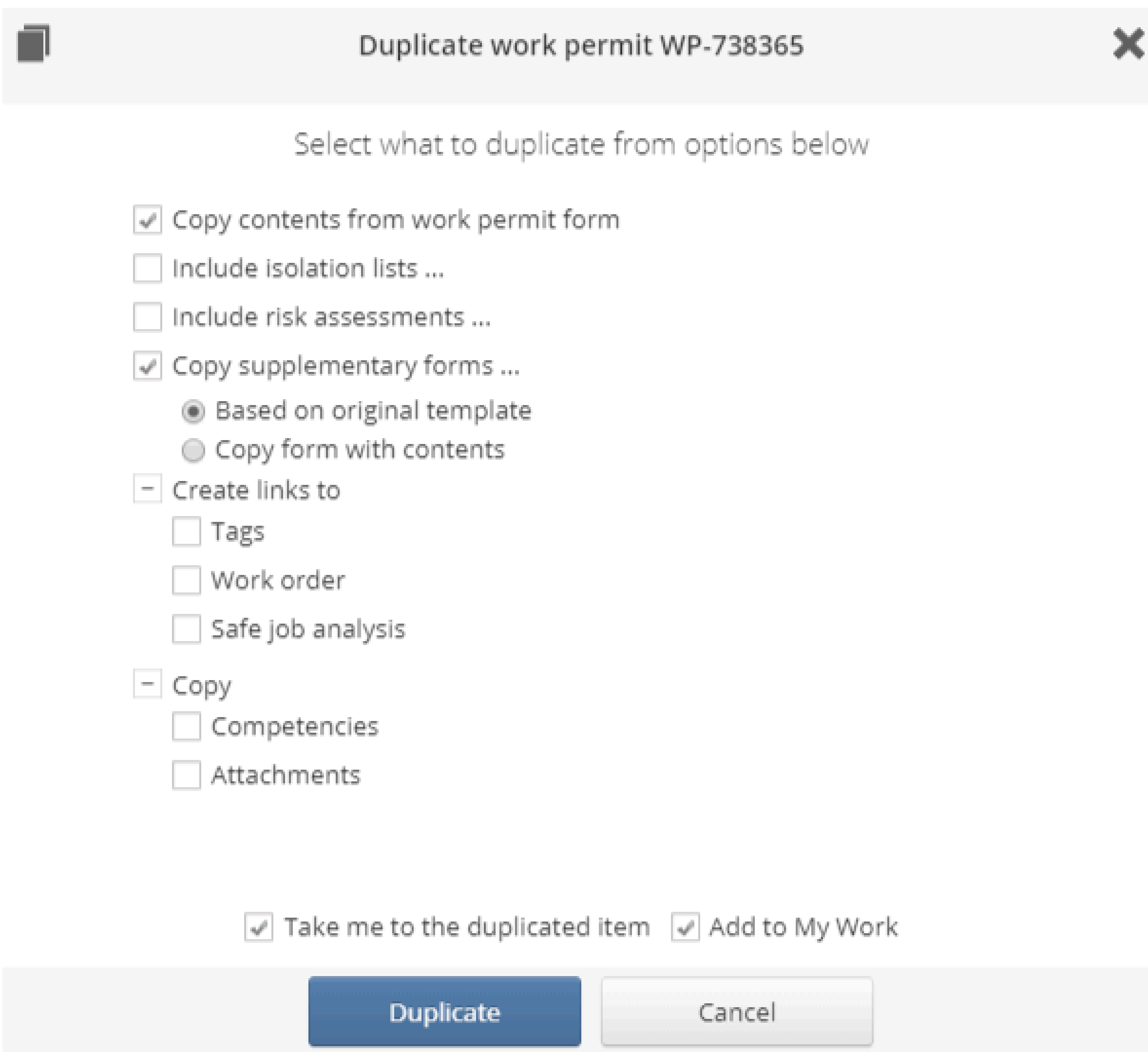
Duplicate a work permit

1. On the Work Permit details page, click **Duplicate** in the information header.



   The *Duplicate* form appears.

2. Select the options that you want to duplicate to the new work permit and click **Duplicate**.



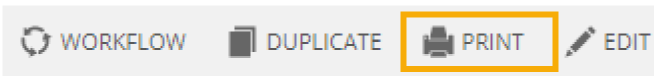
Print work permits

Printing work permits

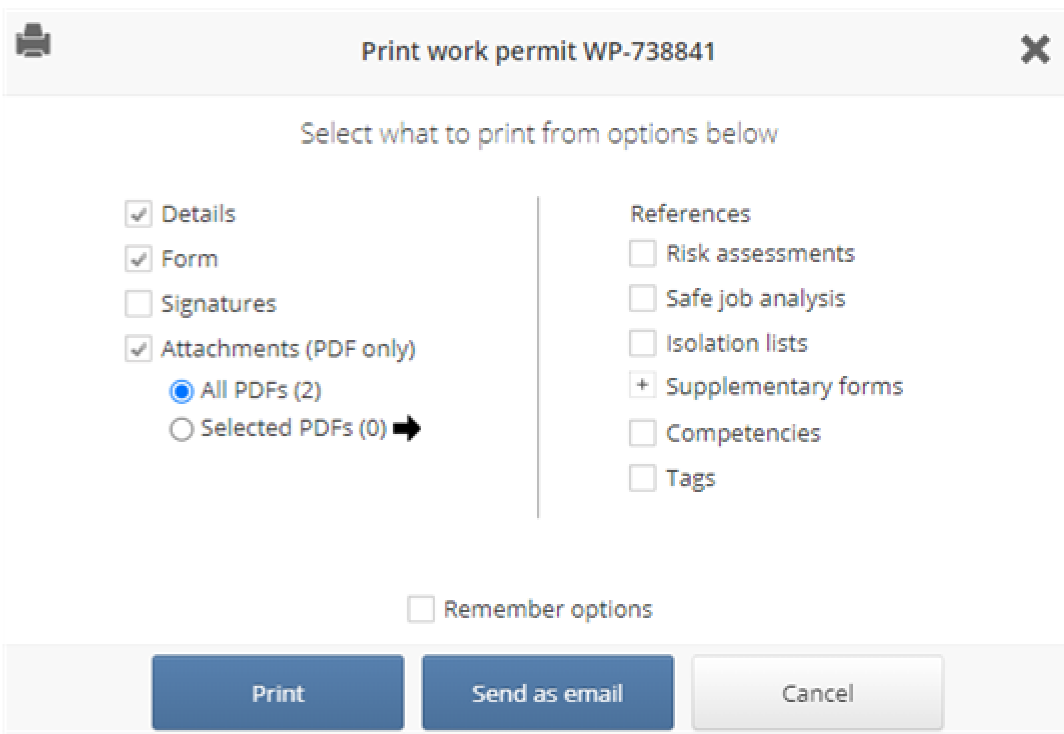
When printing a work permit, you are given the option to print the form, attachments, and linked references at the same time.

Print a work permit and its attachments

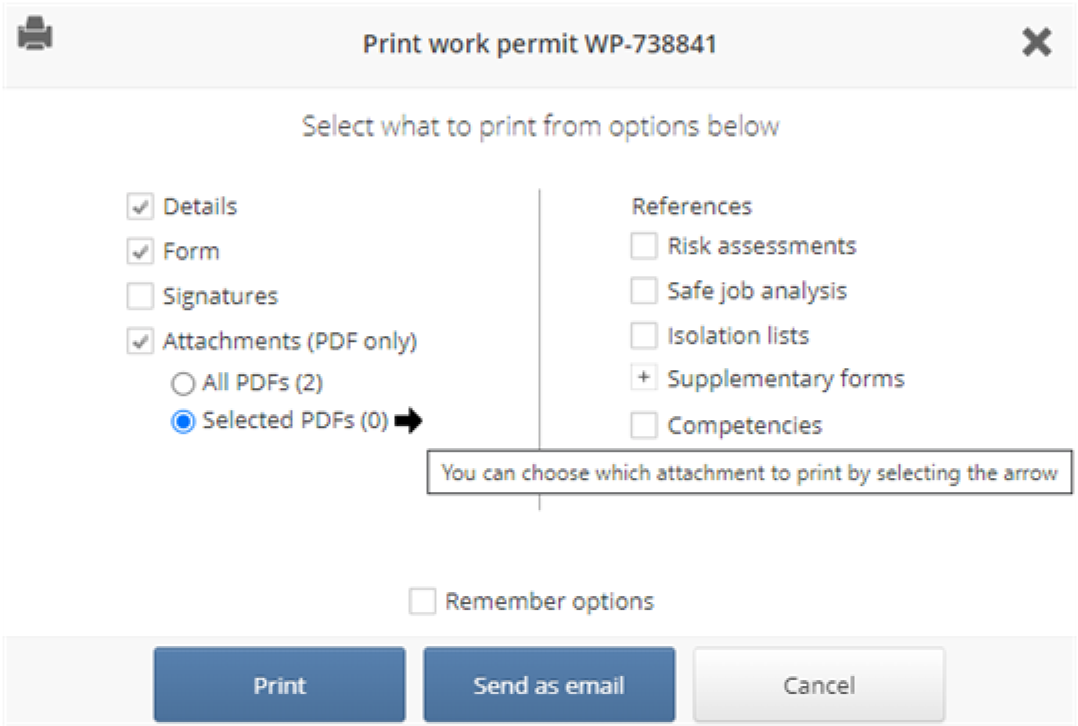
1. Open the work permit and click the **Print** button.



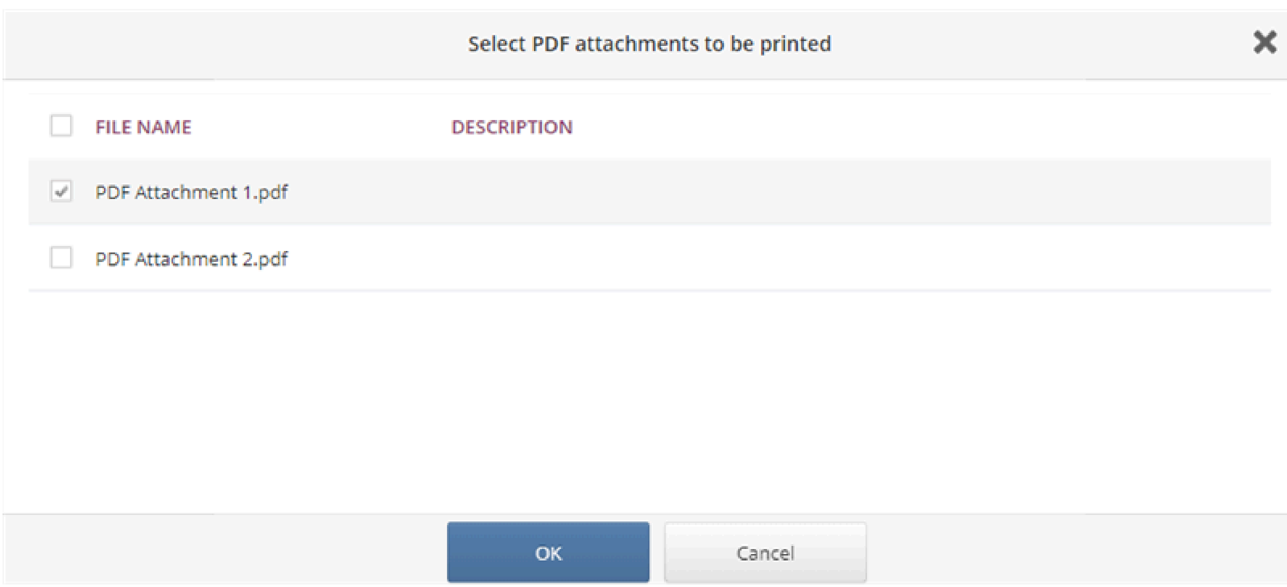
2. Select which details and linked items to print.
3. (Optional) If there is more than one PDF attachment, you can select the **Attachments** checkbox and choose whether to print all PDF attachments or select which PDFs to print.



4. (Optional) Click the **Selected PDFs** option and then click the arrow icon.



5. (Optional) Select the **Remember options** checkbox to remember your print options for next time (not including attachment selection).
6. Select the attachments you want to print and click **OK**.



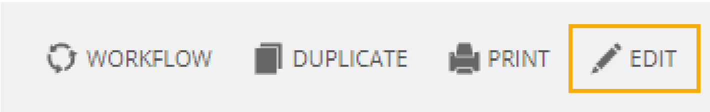
7. Click **Print**.

Edit work permit fields

Note: If status of work permit is read-only, you can open the edit view, but fields will be disabled.

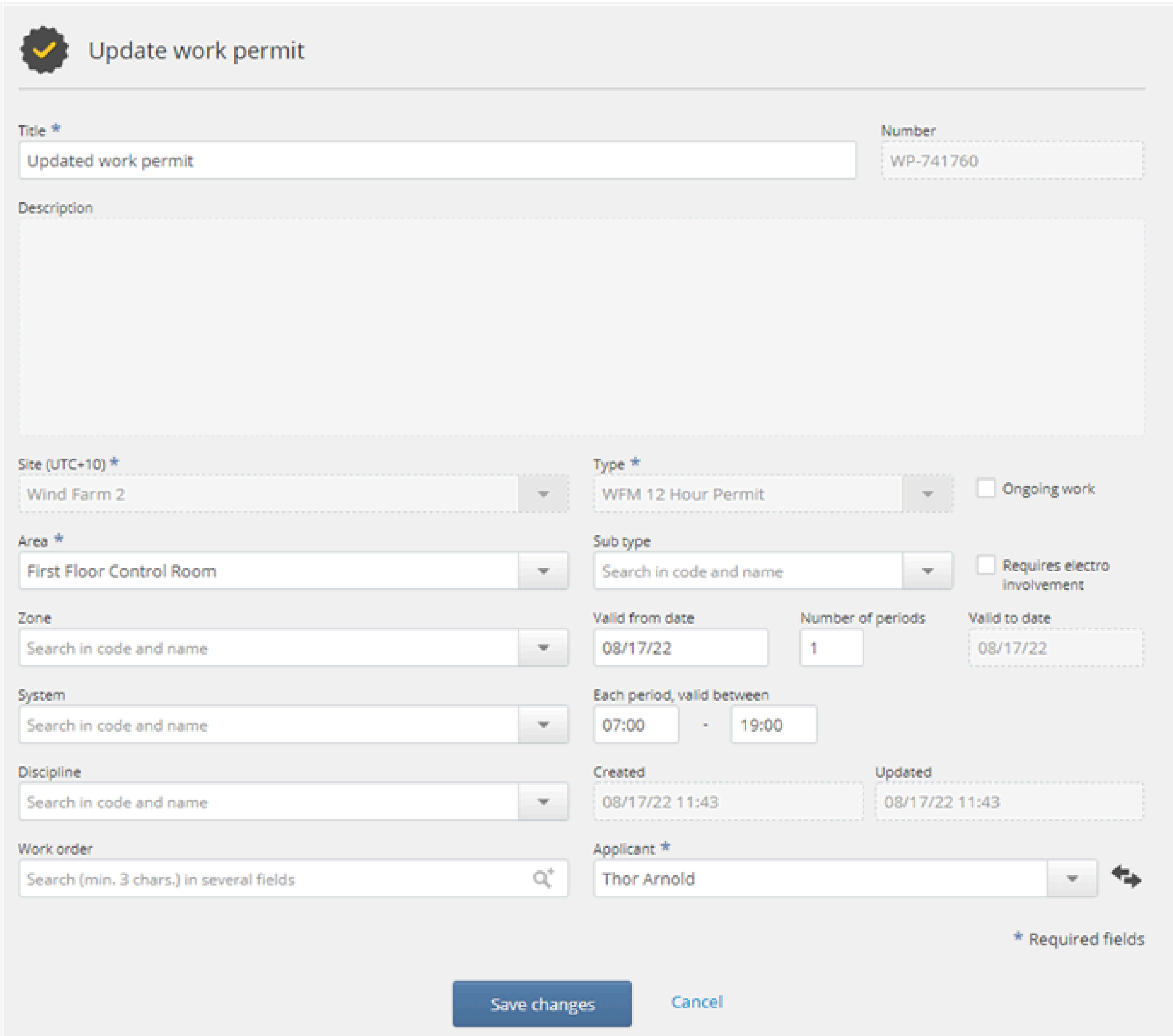
Edit fields on work permit form

1. On the Work Permit library page, click the work permit to open it.
2. Click **Edit** in the information header.



The Edit form appears. Not all properties are available for edit.

For more information, see Fields on Edit Work Permit page.



3. Click **Save**.

Fields on Edit Work Permit page

Note: If status of work permit is read-only, you can open the edit view, but fields will be disabled.

These are the fields for a work permit item on the Edit page.

Field	Description
• *Title*	A short title for the work permit.
• *Number*	The number that was auto-generated for the work permit.
• *Description*	The Description field is always read-only. You can change what appears in the Description field only in the form itself.
• *Site*	In edit view, this field is read-only. It specifies the site for the work permit.
• *Area*	The area where the work permit is valid. If you change the area for a work permit and you have plotted that work permit, the plot point will be lost.
• *Zone*	The zone where the work permit is valid.
• *System*	The type of system that applies to the work permit.
• *Discipline*	The type of discipline that applies to the work permit.
• *Work Order*	The work order number that applies to the work permit.
• *Type*	In edit view, this field is read-only. It specifies the type of work permit from available types.
• *Subtype*	The work permit subtype.
• *Ongoing work*	Used to flag when work is ongoing work. This value is searchable.
• *Requires electro involvement*	Used to flag a work permit as needing involvement of the electro discipline. This value is searchable.
• *Valid from date*	The first day that the work permit is valid.

Field	Description
• *Number of periods*	How many periods the work permit will be valid for.
• *Each period, valid between*	The times that the period is valid between.
• *Created*	Date and time the work permit was last updated. If you update details, form values, or attach a reference to work permit, this value will be updated.
• *Updated*	The applicant for the work permit. By default, this value is populated with your name, but you can change to another person. Select from the list or use the Swap to Free Text button to enter a new name.
• *Applicant*	The applicant for the work permit.

Forms

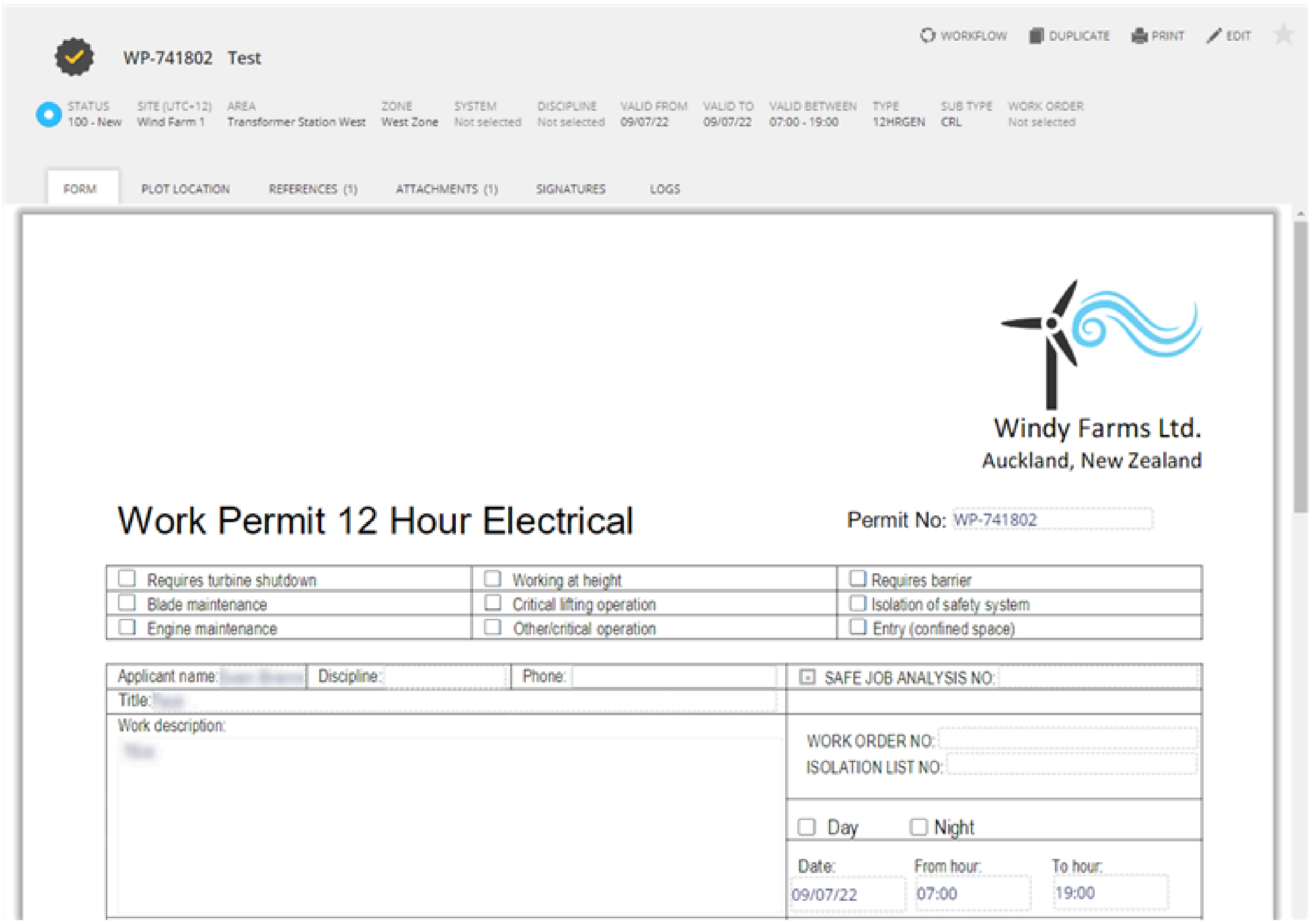
View form for work permit

Form tab

On the **Form** tab, you can view the Work Permit form according to the work permit type that was selected while creating the work permit.

Information header

The Information header across the top of the screen provides details about the work permit and action buttons.



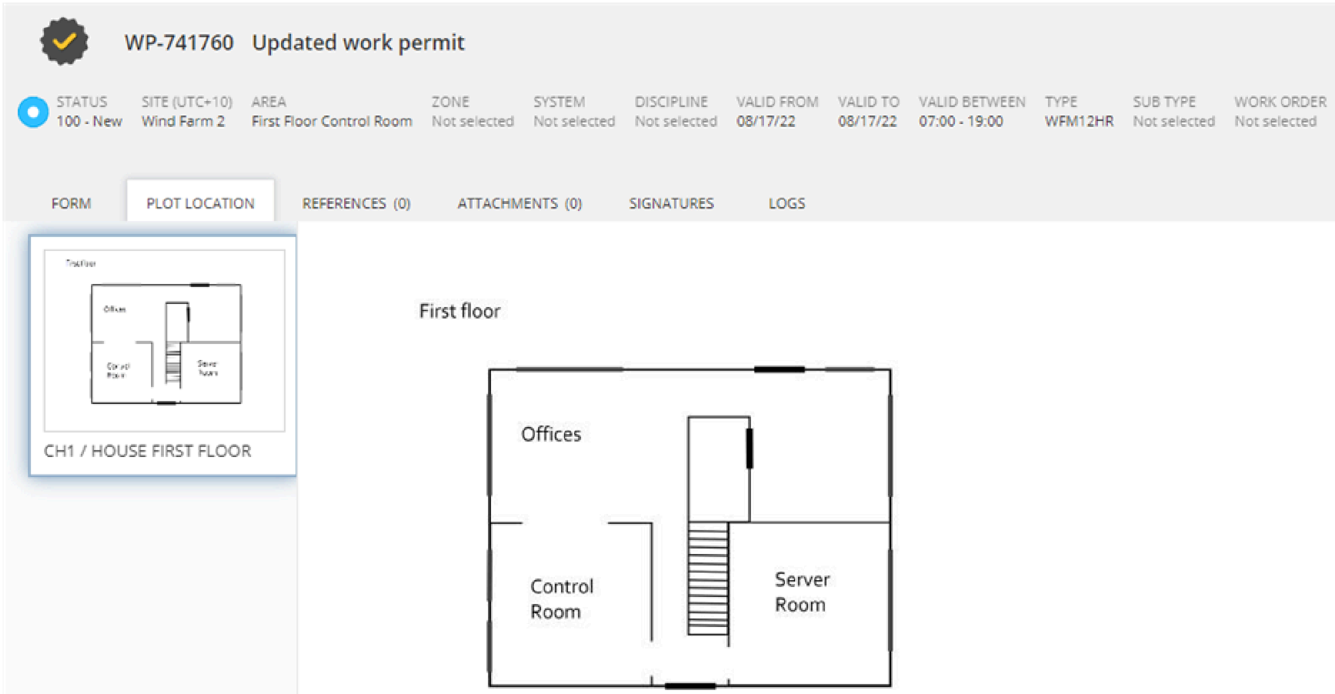
Plot Locations

Plot Location tab

On the **Plot Location** tab, you can see all plot plans that are configured for the area for which the work permit was created. An area can have several plot plans associated with it.

You can point to the exact work location that the work permits relates to.

- Add and edit plot locations
- Delete a plot location
- View symbol legend



Add and edit plot locations

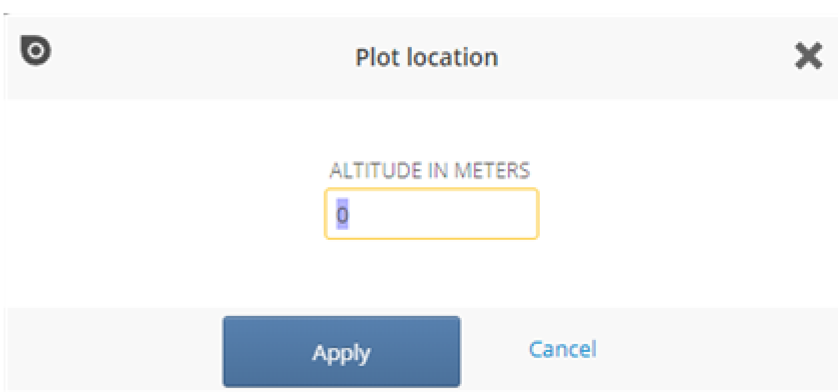
Add a plot location

Plot locations give the control room a visual overview of all the places where work is being carried out.

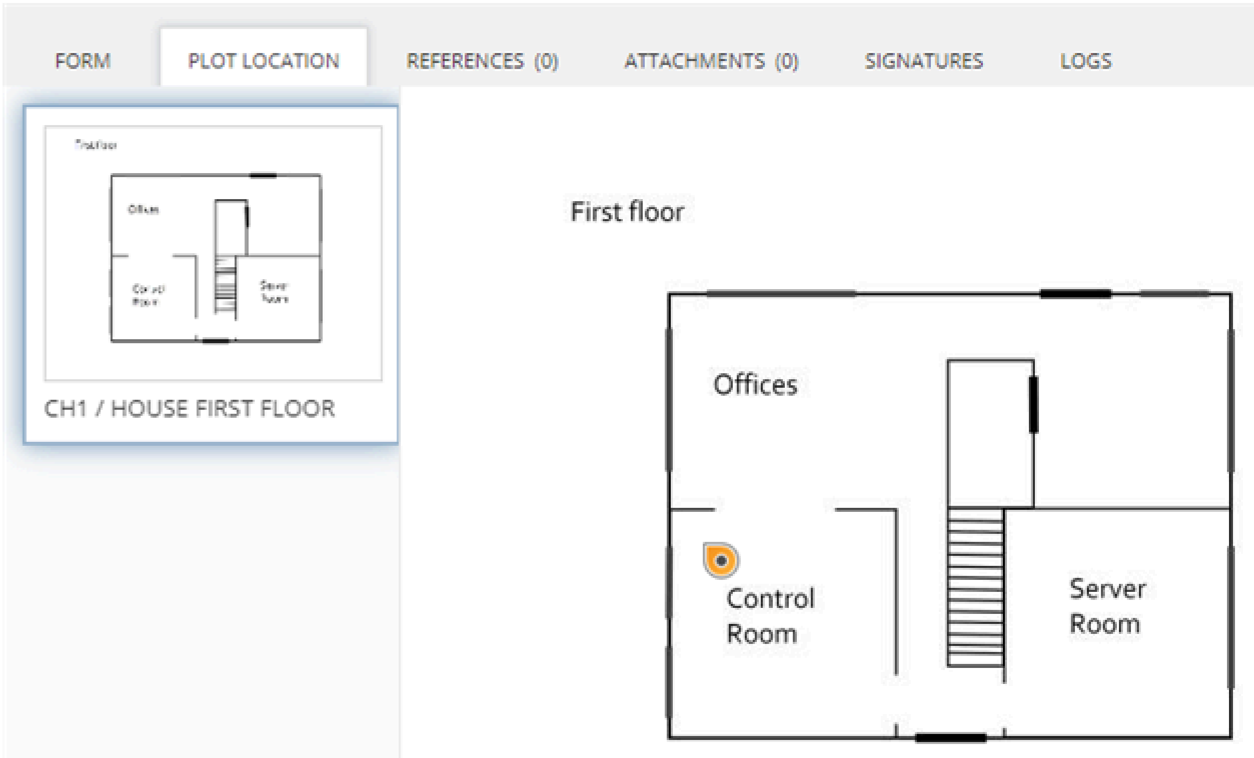
You can add and edit plot locations for a work permit from the work permit itself. The work permit must be in *Editable* status to edit.

Add a plot point

1. Open a work permit, and click the **Plot Location** tab.
2. Locate the relevant drawing, then press **Ctrl+Click** on the drawing to add a point.
3. Enter the **Altitude in meters**. This is the vertical height on this level between floor and ceiling where the work will take place.
4. Click **Apply**.

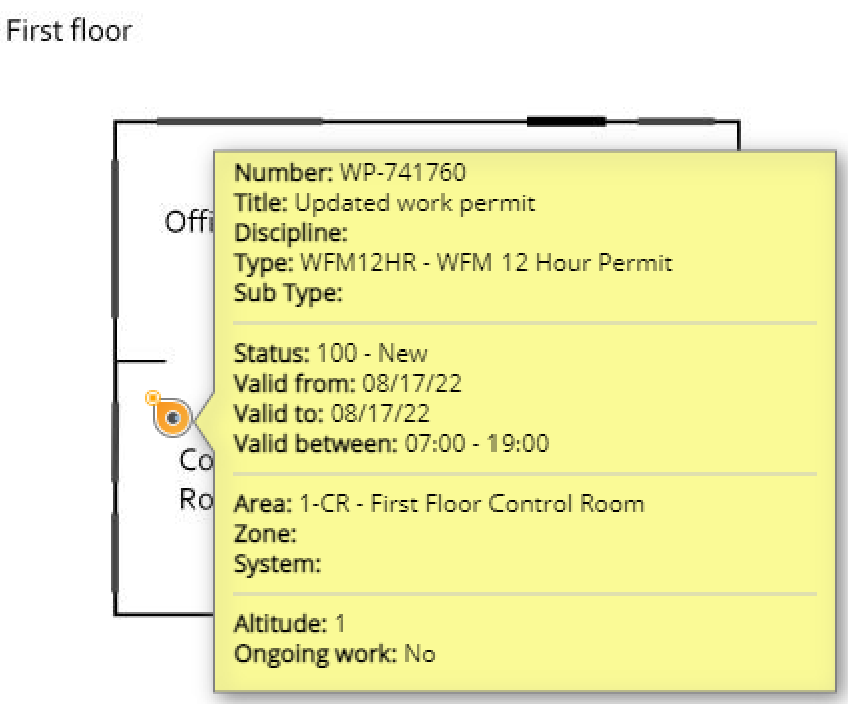


The location is plotted.



5. Click **Save changes**.

   Details from the work permit will be visible with the point.



Edit a plot point

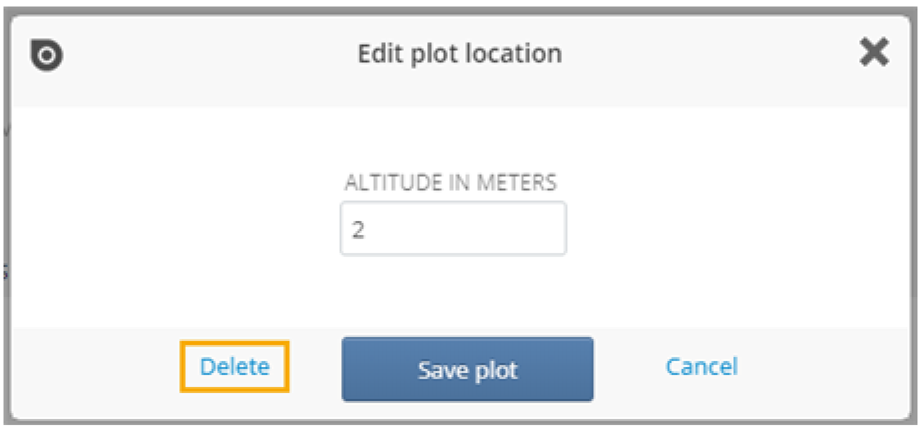
1. If work permit is in *Editable* status, click on the plot to edit the altitude of a plot location.
2. Click **Save plot**.
3. Click **Save changes**.

Delete a plot location

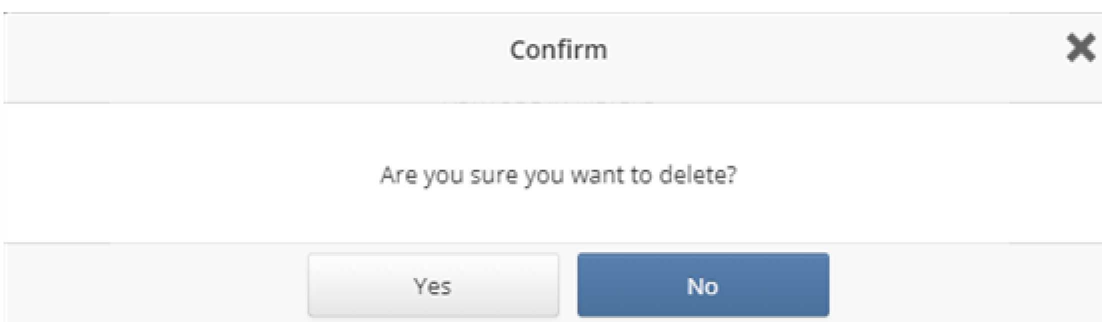
Delete a plot point

1. Open a work permit, and click the **Plot Location** tab.

2. Locate the relevant drawing and find the plot point.
3. Click the plot point to open the edit dialog box.



4. Click **Delete**.
5. On the confirmation dialog, click **Yes**.



6. Click **Save changes**.

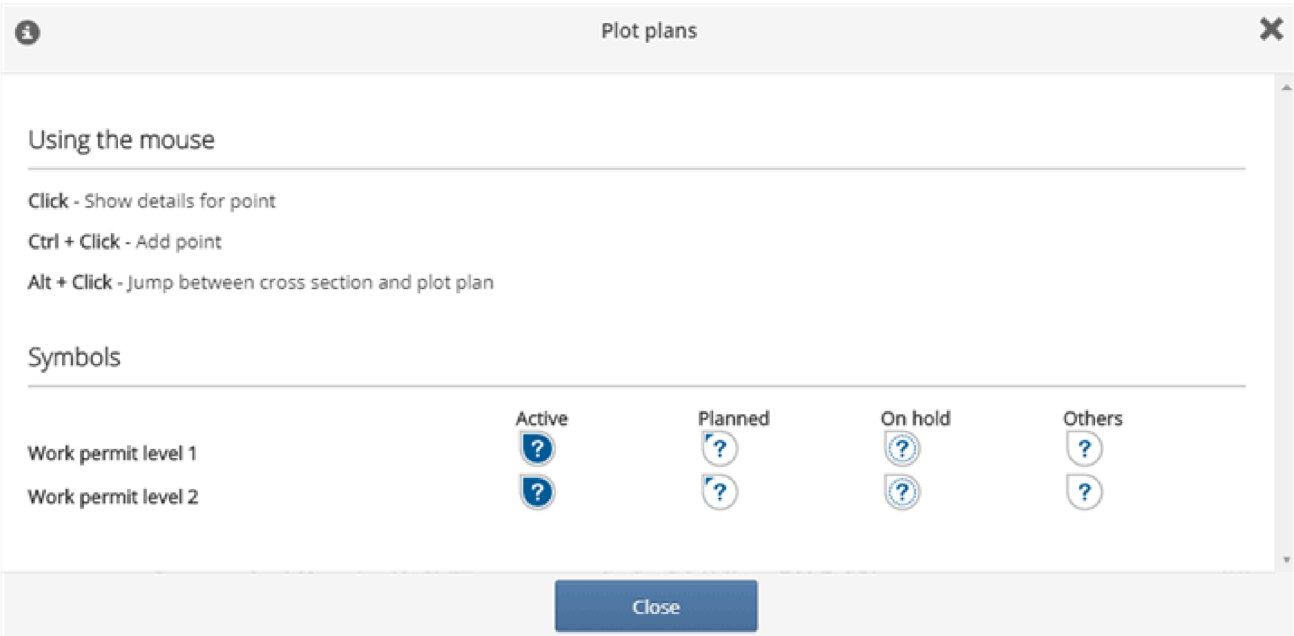
View symbol legend

Symbols

You can see the details regarding the various status groups and corresponding icons.

View symbol legend

- Click the **Legend** icon.



References

References tab

On the **References** tab, you can see all the attached references for the work permits.

- Manage references for work permits
- Add a reference to a work permit
- Add competencies to a work permit

Manage references for work permits

On the **References** tab, you can add, view, and remove related items that are linked to the work permit.

Guidelines

- You can add references when work item is in editable status.
- References to be added cannot be in *Canceled* or *Closed* status.
- If work item is cancelled, all references will be removed.
- You can remove linked references when work item is in editable status.
- For some reference types, you can perform the workflow directly from References page.

Log entry for deleted read-only references

When you delete a link to read-only reference, there is now a log entry for this action. This applies for all reference types for the following work items:

Work Permit, Isolation Plan, Isolation List, Task Risk Assessment, Safe Job Analysis and Supplementary Form.

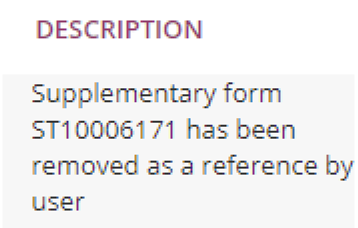
OSM makes a log entry only if the work item is in non-editable state (such as after approval). When the work item is in an editable state, there is no log entry.

- If both items are editable - no log entry
- If one item is non-editable - creates log entry
- If both items are non-editable - creates log entry

The log entry happens on both sides—on the work item side and on the reference side.

Why. Because if there is an audit, there is a record of previous associations between work items, even if these items have been removed.

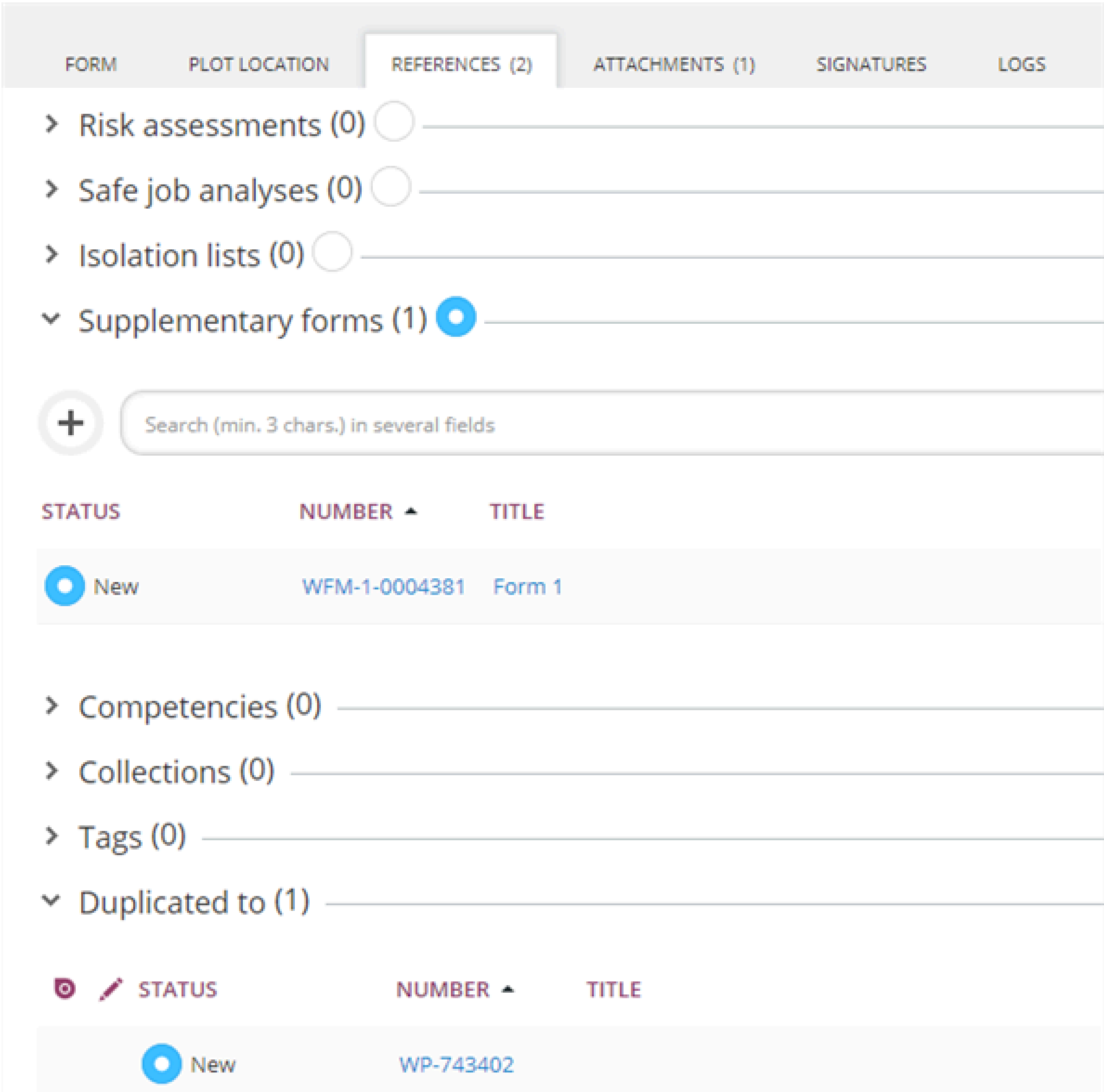
Example—An example of log entry for a deleted reference.



Sections

The References tab has these sections.

- **Risk assessments.** Search for and add Risk Assessments. You can create a risk assessment from here.
- **Safe job analyses.** Search for and add Safe Job Analyses.
- **Isolation lists.** Search for and add Isolation Lists.
- **Supplementary forms.** Search for and add Supplementary Forms. You can create a supplementary form from here.
- **Competencies.** Search for and add a competency. Add workers for the competency.
- **Collections.** Search for and add Collections. Create and add a collection from here.
- **Tags.** Search for and add tags.



Icons

These icons appear on the References tab.

Icon	Description
	Performs a process change that moves the item from one status to another status in the workflow.
	Deletes the reference

Add a reference to a work permit

Reference sections

Depending on the type of work item, you can add different references to the work item.

Section titles show the number of attached references, such as (2) and an icon for lowest status indicator.

Add a reference

1. On the **References** tab, expand the relevant section.
2. Enter at least 3 characters into the Search bar and click the **Search** icon.
3. Select an item from the search results.
4. Click **Save changes**.

Delete a reference

- Click **Delete** next to the reference. The Delete option availability depends on the current status of the work item.

Status indicator icons

There are seven key phases, shared by all entities, that are identified and will be given the relevant color symbol.

Icon	Phase	Examples of statuses
	New	*New*
	In planning	*For approval*
	Approved	*Approved, In execution*
	Active	*Active, Active extended*

Icon	Phase	Examples of statuses
	Inactive	*On hold, Expired*
	Closed/Completed	*Completed, Closed*
	Canceled	*Canceled*

Add competencies to a work permit

Adding competencies

Some work permit types and subtypes will be linked to a competency.

Competencies are available under the **Competencies** section on the **References** tab. You can select a needed competency and then select a worker for that competency.

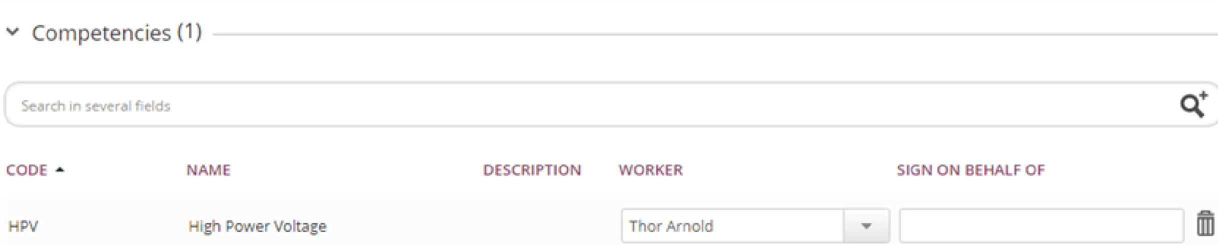
> A *Competency* is a specific licensed skill or qualification that is necessary to do a job.

Guidelines

- Workers that are associated with each competency is configured in the system.
- The competency for a given worker has an expiration date.
- The default selected worker for a competency will be the applicant user, if applicant user is one of the associated workers. This applies only as long as the competency has not expired.
- If the applicant user is not associated to the competency or if the competency has expired, there is no default person selected.

Associate a competency with a work permit

1. On the **References** tab, expand the **Competencies** section.
2. In the Search bar, you can search for an existing competency.
3. Select a competency from the search results.
4. Click the drop-down arrow next to **Worker** to choose a worker in the competency.



Attachments

Manage attachments for work permits

The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

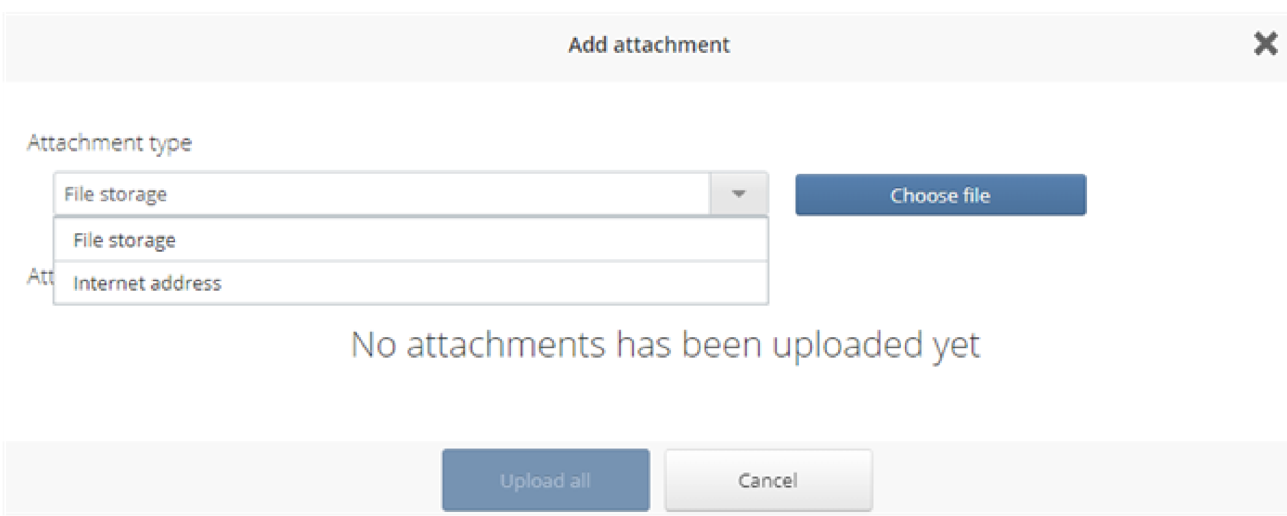
- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

Guidelines for adding files and URLs as attachments

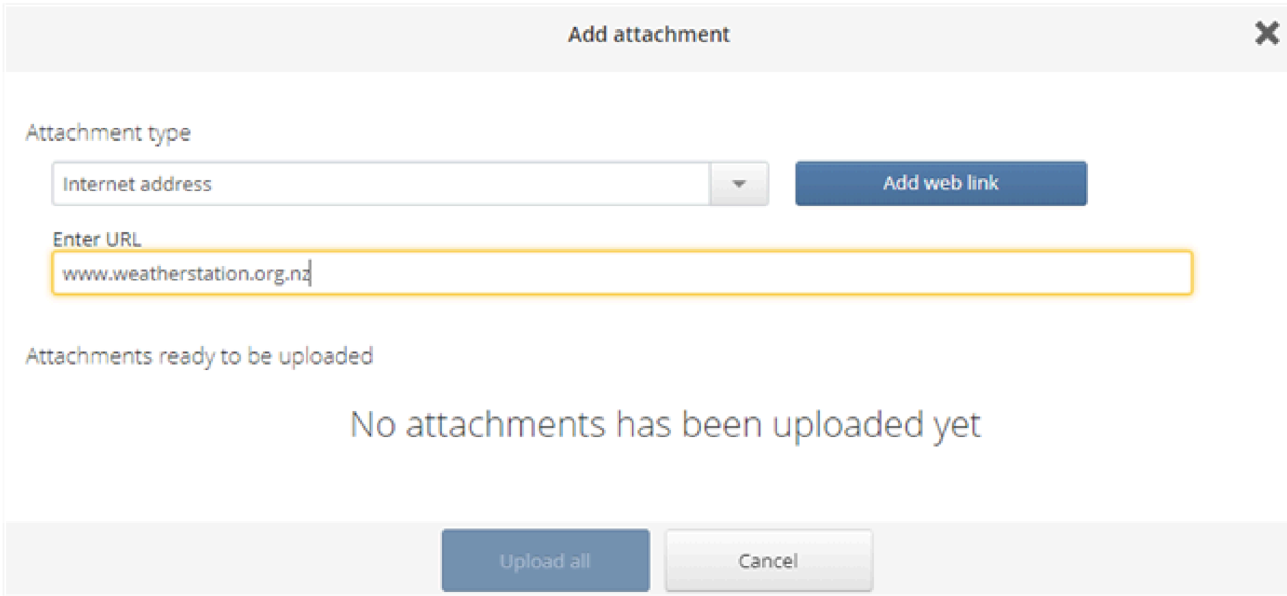
- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

Add an attachment

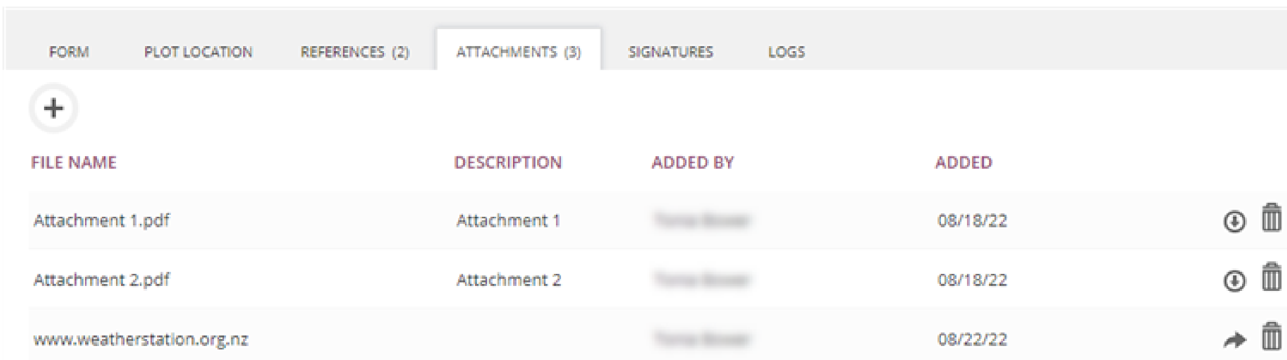
1. Select the **Add** icon to add a new attachment.
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.



5. When you have finished adding files or URLs, click **Upload all**.



Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.

Icon	Description
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

Signatures

View signatures for work permit

Signatures tab

The **Signatures** tab contains all the signatures that have been applied to the current item. This is a read-only page.

Note: It is not possible to enter signatures through this page. Signatures are dynamic and are part of Workflow process.

Sometimes, this page may have the option to revoke signatures.

Logs

View logs and snapshots for work permits

Logs tab

The **Logs** tab contains a history of changes that have been made to the item. The log includes process changes and snapshots .

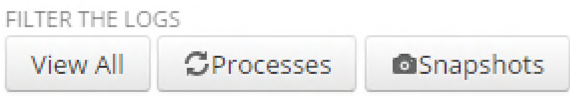
- **Process change.** A process change occurs when the item moves from one status to another status in the workflow.
- **Snapshot of data.** If configured, a snapshot of the data is recorded when a workflow process occurs. Snapshots are recorded so you can look back at data from an earlier time in the workflow. For example, a

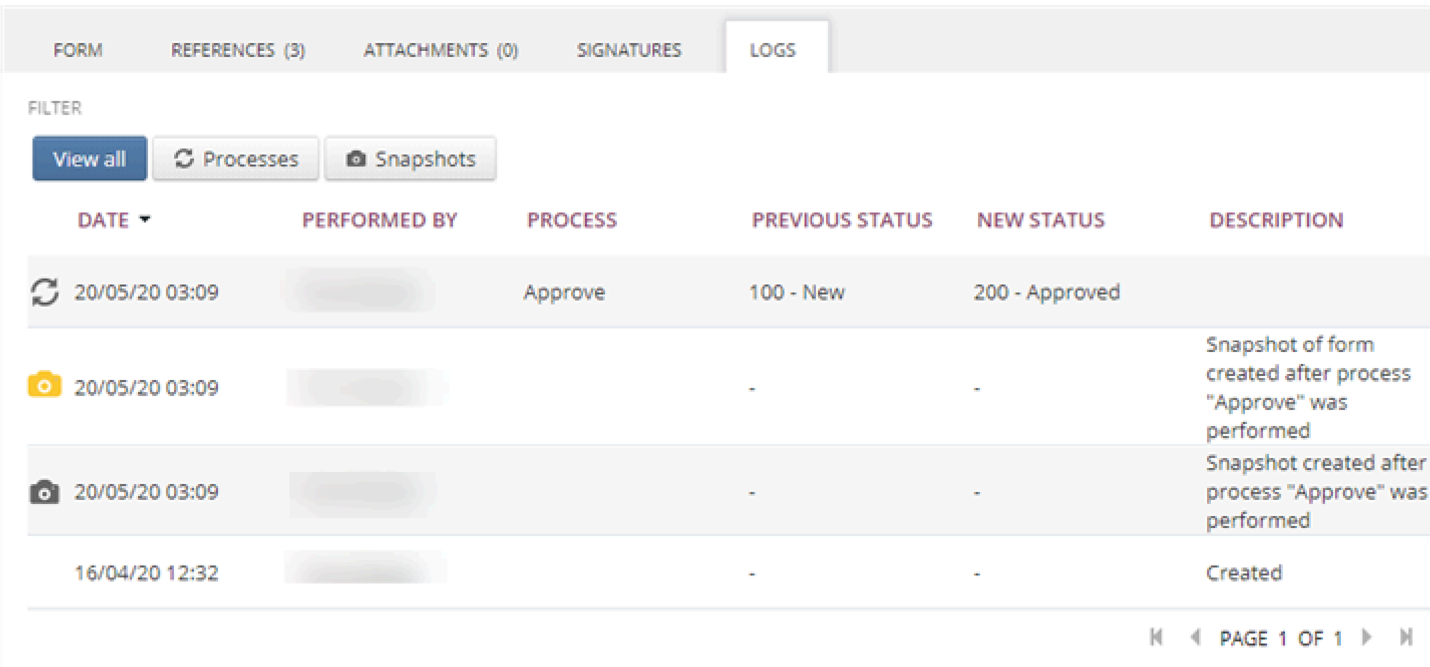
snapshot that was taken at the time an item was Approved.

- **Snapshot of form.** A snapshot of the form with manually entered data at a specific time.

Switch Log filter

- On the **Logs** tab, click **View All**, **Processes**, or **Snapshots** to change the filter.





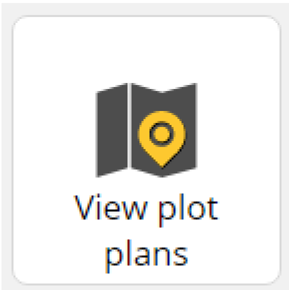
Icons

These icons appear on the Logs tab.

Icon	Description
	A process change that moved the item from one status to another in the workflow process.
	Data snapshot - View a snapshot of unformatted data at a specific time.
	Form snapshot - View a snapshot of the form with data at a specific time.

Plot Plans

This section contains topics that relate to plot plans.



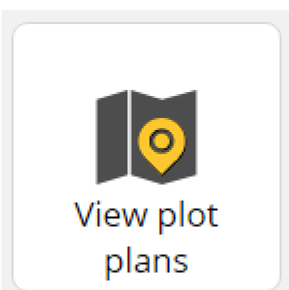
View plot plans

What is a plot plan?

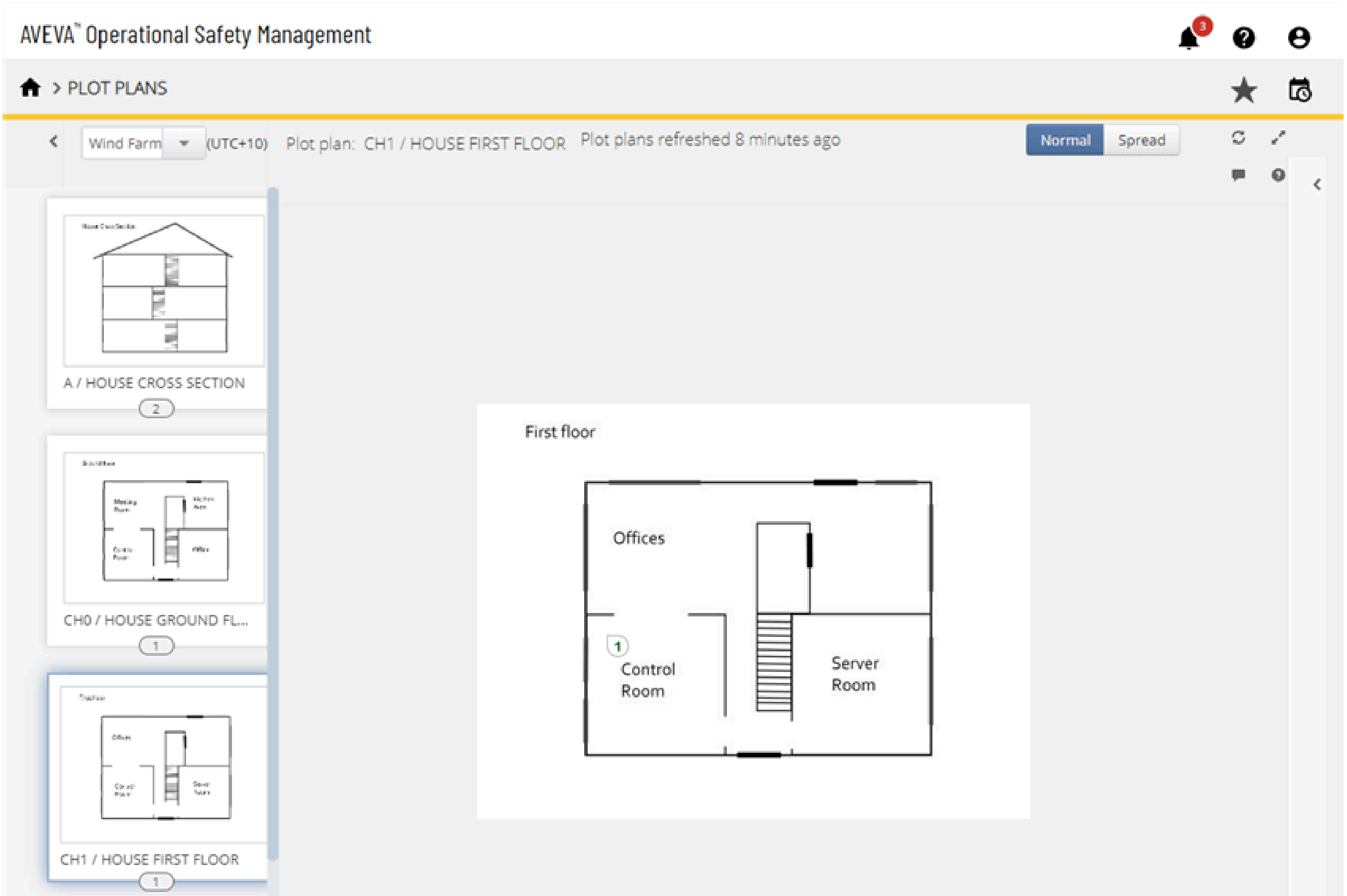
A plot plan is an architecture or engineering plan drawing that typically shows buildings, utilities, and equipment layout of a site. Plot plans are also known as site plans. Plot plans are used by Work Permits to show a plotted point for all Work Permits in an area.

View plot plans

On the Home page, click the **View Plot Plans** tile.

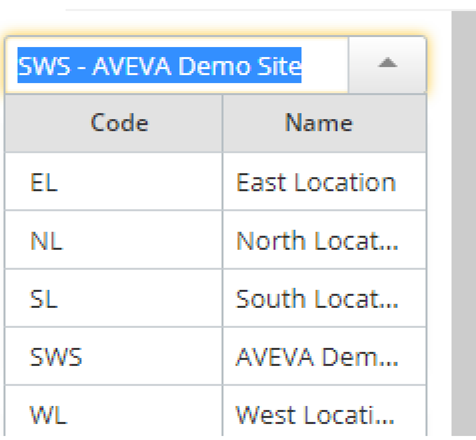


The Plot Plans page opens, where you can browse through the list of configured plot plans configured for the location.



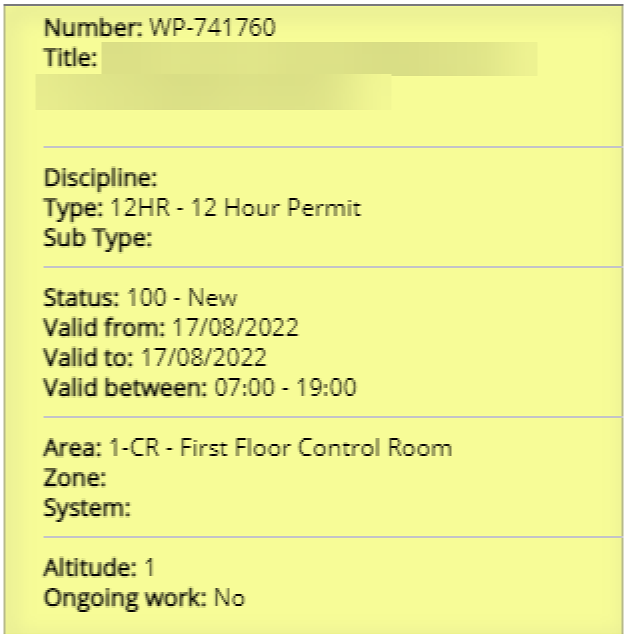
Change the location

Click the drop-down arrow and select a site from the list.



Yellow notes

When you hover the mouse over a plot icon, a yellow note displays that contains main details about the work permit.

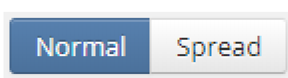


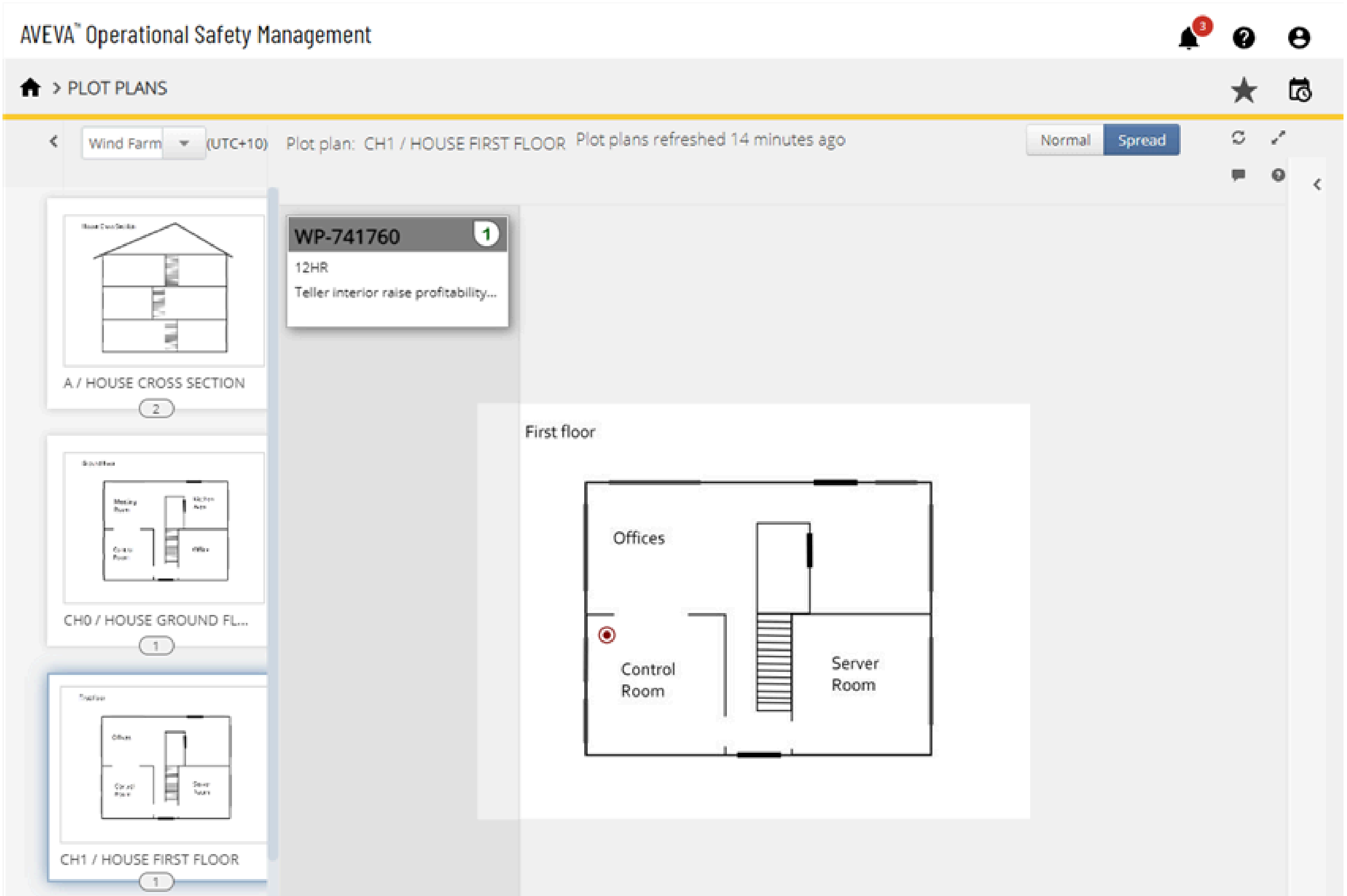
Switch views on plot plan

Switch Views

In the header for the Plot Plans page, you can switch the view mode to either **Normal** or **Spread**.

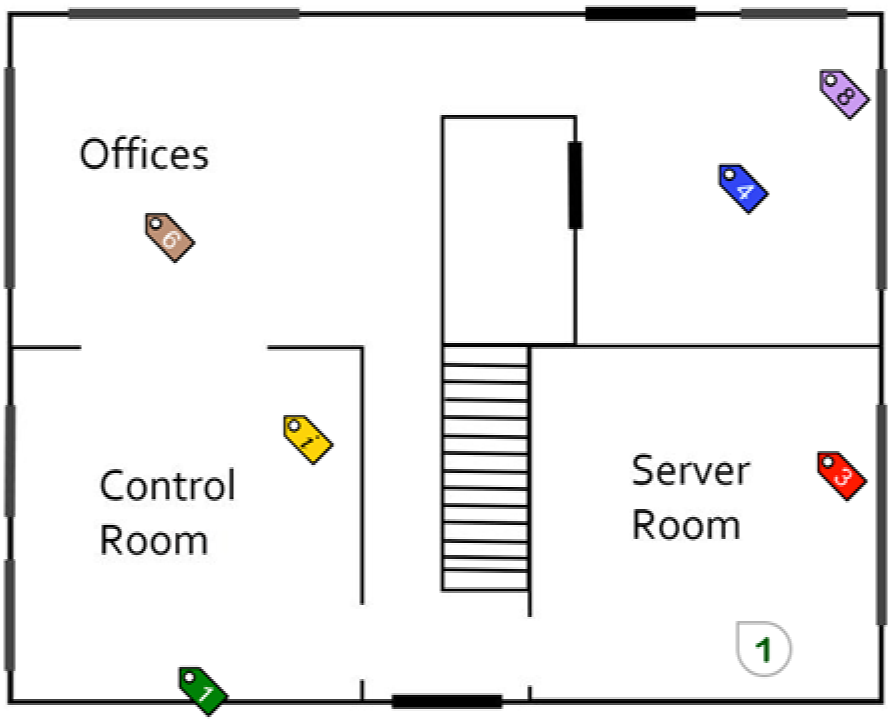
- **Normal.** Shows the plot points without any extra information. To see work permit details of a point, click the icon to open a details window.
- **Spread.** Shows the plot points with linked information boxes about the work permit point.





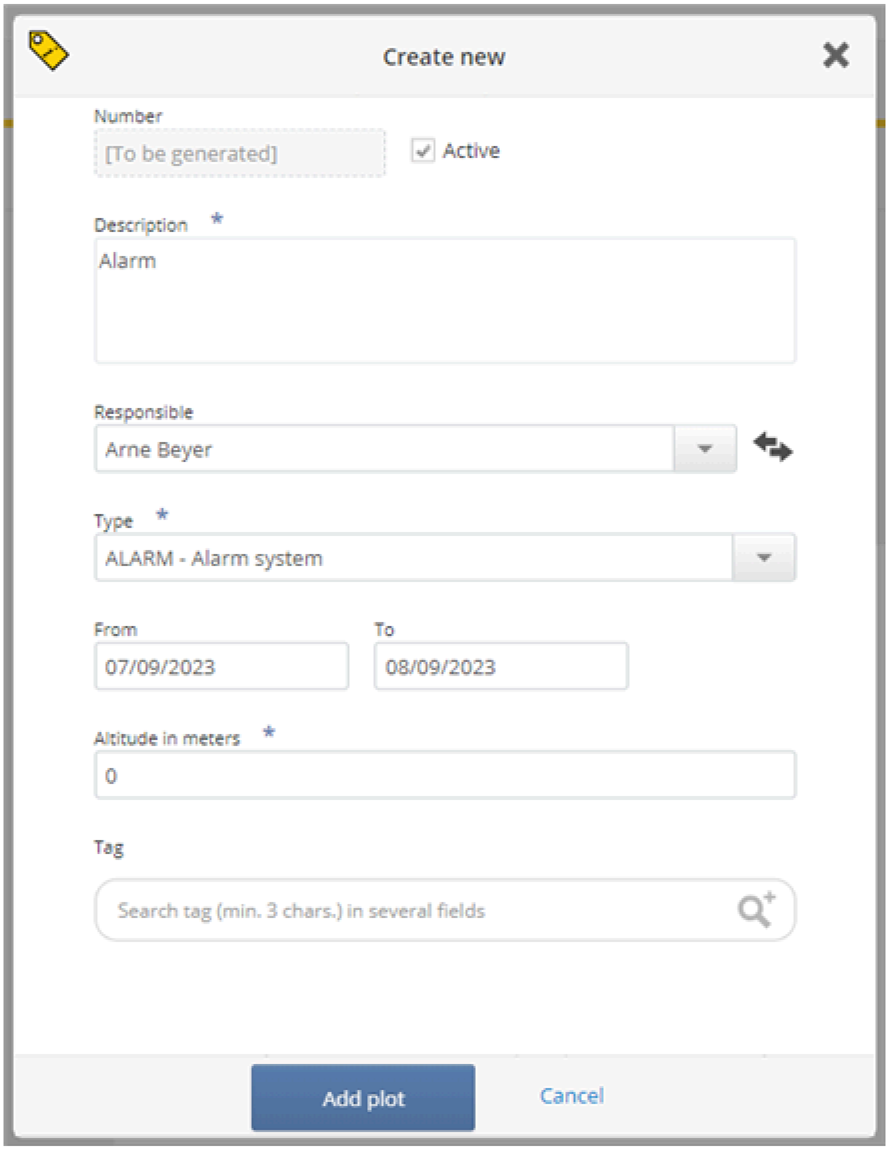
Create information points

You can create information points on a plot plan to store some extra information about the current plot plan. The new point appears on the plan with a colored tag, depending on type of information point.



Add a new information point

1. Press **Ctrl**+**Click** on the plot plan to add an information point.
2. Enter the description and details. Items with a blue star are required.
3. Click **Add plot**.
4. Click **Add changes**.

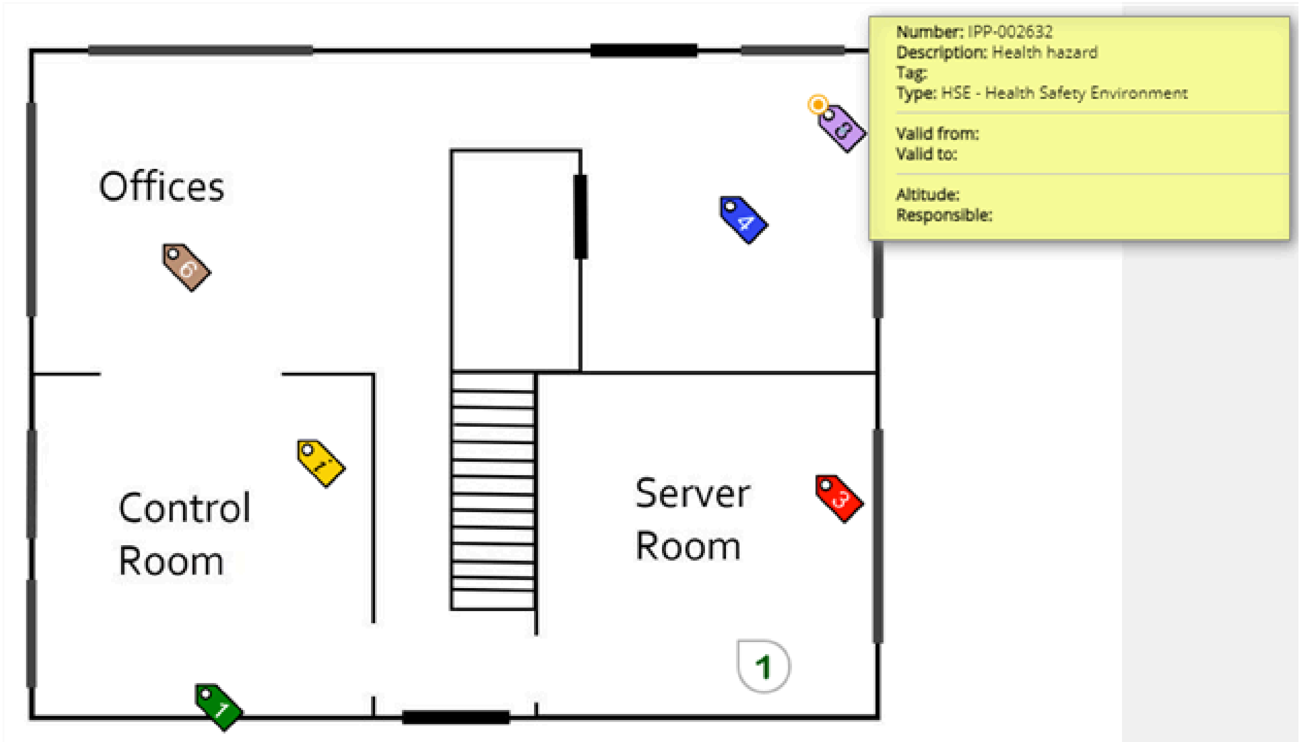


Enable or disable information points

You can enable or disable information points on the plot plan.

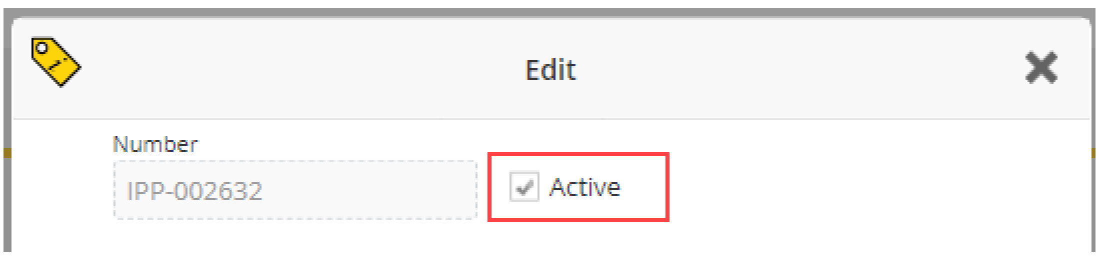
Enable an information point on plot plan

1. Hover over the information point and click the colored tag.



The Edit panel opens.

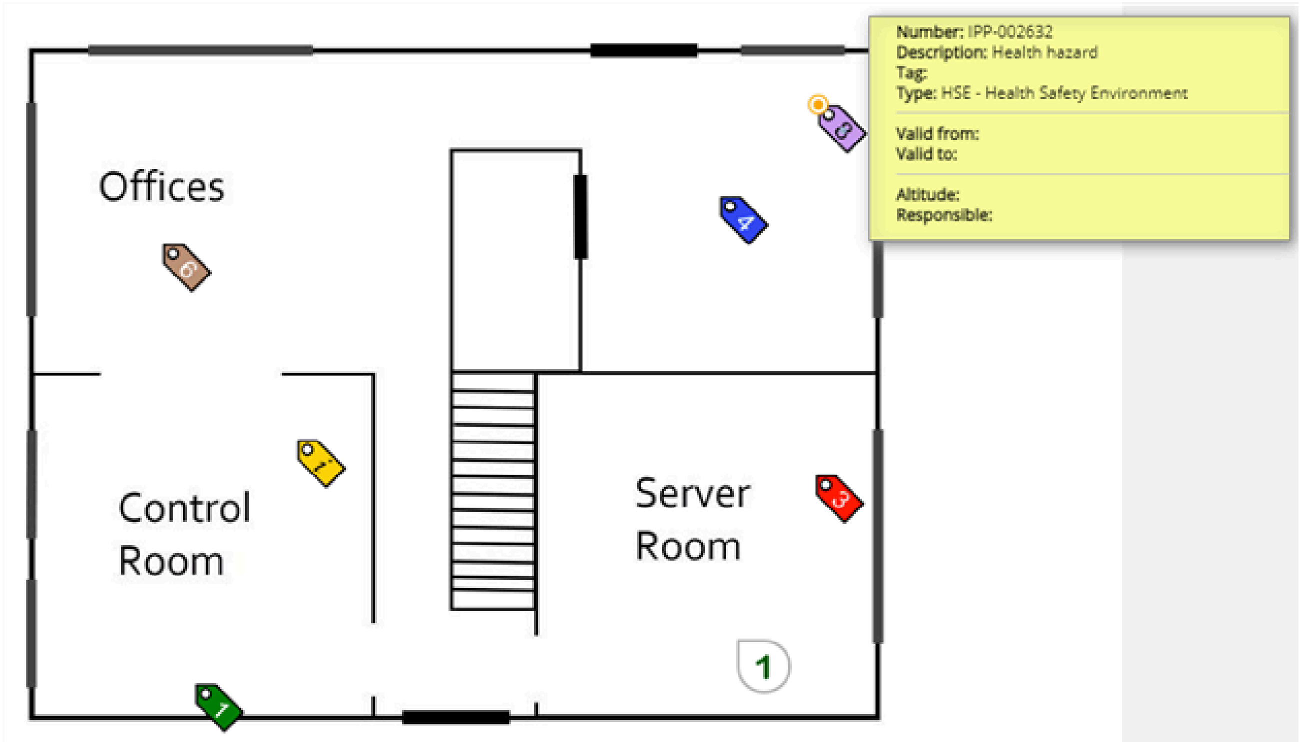
2. Select the **Active** checkbox.



3. Click **Apply**.
4. Click **Save changes**.

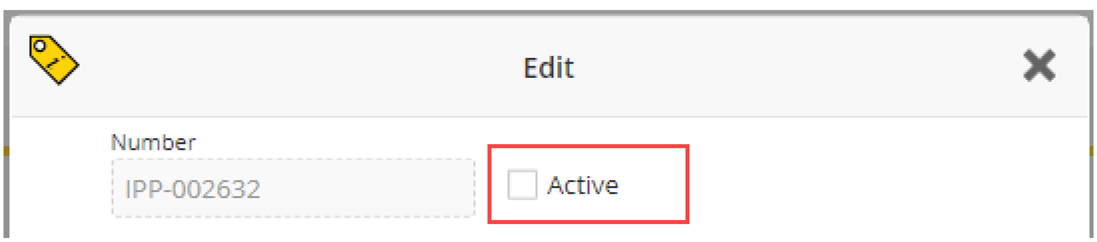
Disable an information point on plot plan

1. Hover over the information point and click the colored tag.



The **Edit** panel opens.

2. Clear the **Active** checkbox.



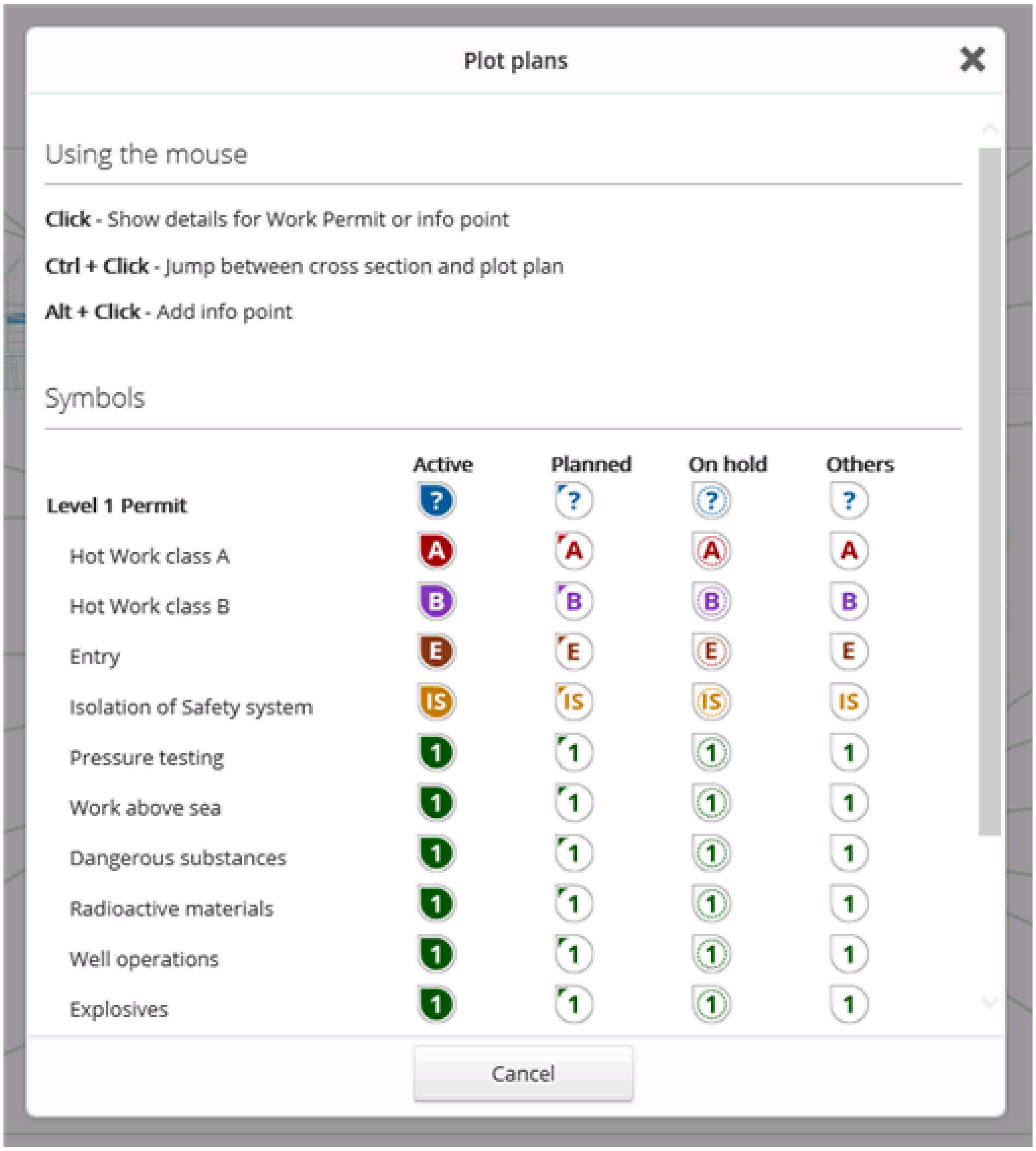
3. Click **Apply**.
4. Click **Save changes**.

Plot icons

There are plot icons for different work types. These can be configured for your particular system by an administrator.

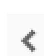
Open icon information panel

- Click the **Information** icon in the plot location header.



Search work permits in plot plans

Search for work permits in plot plans

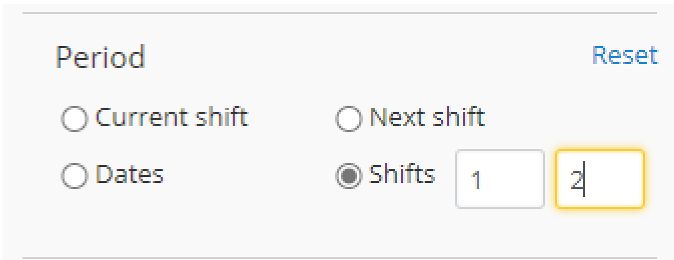
- On the Plot Plans page, click the arrow icon  to open the Search panel.

Period

Select current shift or next shift. You can also specify dates or specify a range of shifts.

- If you select **Date**, enter the dates to search between.
- If you select **Shifts**, you can specify a range of shifts that the work permits should be valid for. This gives the possibility to search for an isolated range of shifts in the future. Enter numeric values in the **From** and **To**

fields. Values can be from 1 to 28, where 28 is 14 days work length.

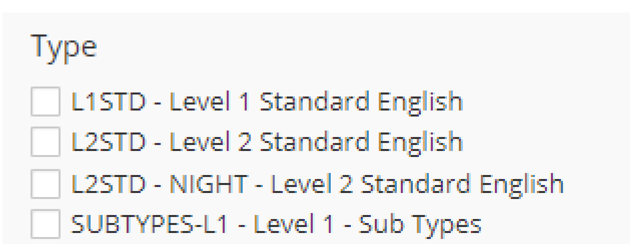


Status

- Specify the status of the work permits to include.

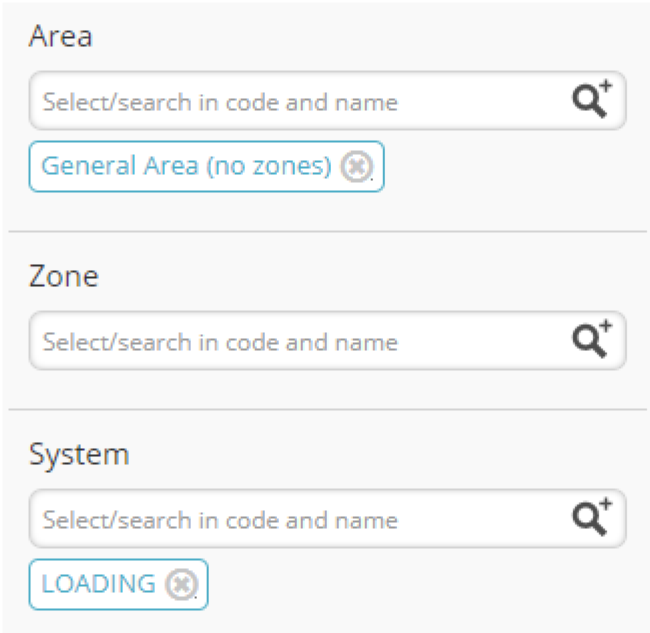
Type

- Choose the work permit type and sub-types.



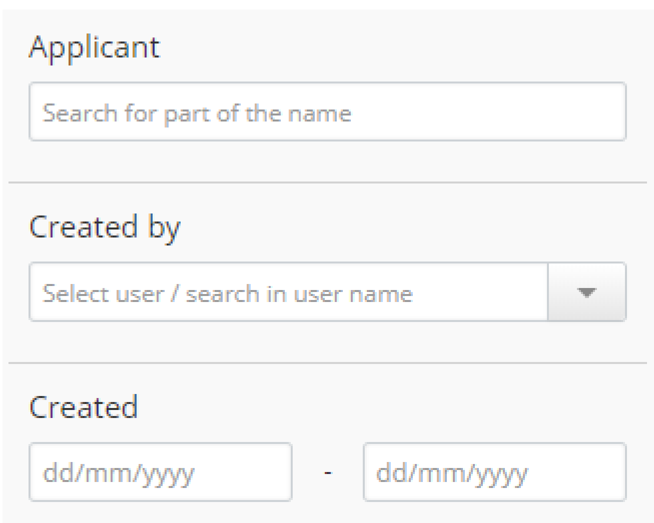
Area, Zone, System

- Choose the **Area**, **Zone**, **System** of Work permits to include. Selections appear below inside in a blue box.



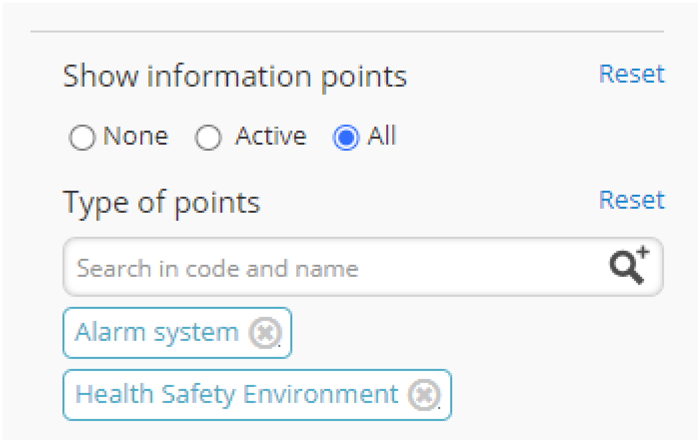
Applicant, Created by, Created

- Choose the **Applicant**, **Created by**, and **Created** dates of Work permits to include. Selections appear below inside in a blue box.



Show information points

1. Select **None**, **Active**, or **All** to specify which information points to display.
2. (Optional) You can specify **Type of points** to display. Enter a code or name into the search box. Selections appear below inside in a blue box. Multi-select is allowed.



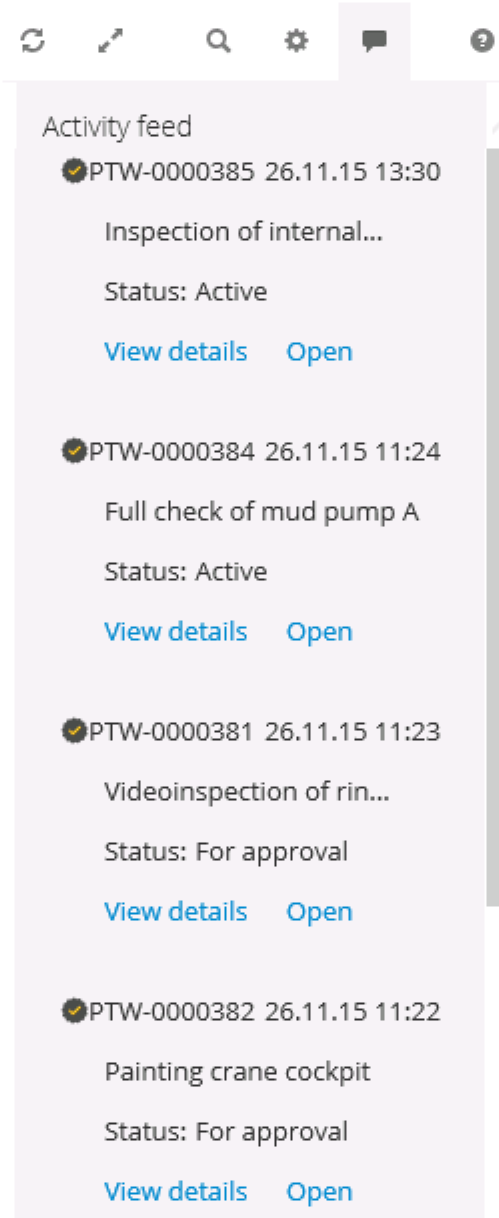
3. Click **Search** to display work permits with the given parameters on the current plot plan.

View activity feed of recent work permits

Use the Activity feed panel to see the most recent work permits processed on the currently selected location.

View recent work permits

1. On the Plot Plans page, click **Activity Feed**  on the panel toolbar.
2. Select **View details** link or **Open**.



Refresh of plots

Refresh settings for plot plans

There are several refresh settings that you can set for plot plans. You'll find these in the **Settings** menu item under your name.

Specify the rollover rate

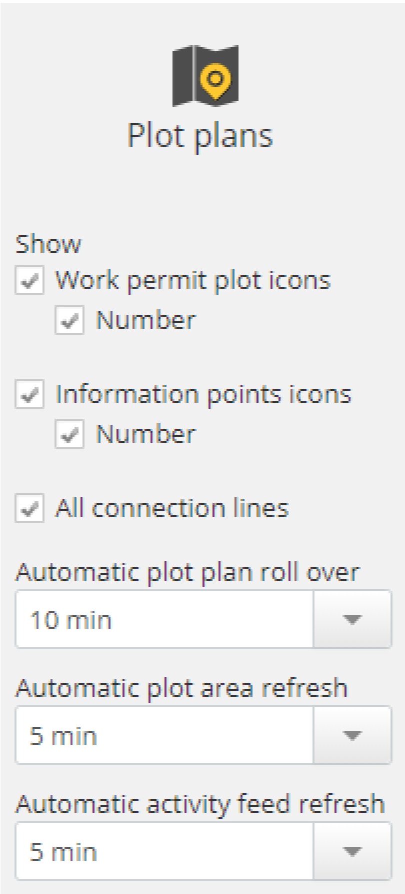
- On the Settings page, under **Plot Plans**, set the **Automatic plot plan rollover** rate. You can select *Off, 1 min, 3 min, 5 min, 10 min*. This enables automatic rotation of the plot plans at the rate you set.

Specify the plot area refresh rate

- On the Settings page, under **Plot Plans**, set the **Automatic plot area refresh** rate. You can select *Off, 1 min, 3 min, 5 min, 10 min*. The plot plan area will automatically refresh at the rate you set.

Specify the activity feed refresh rate

- On the Settings page, under **Plot Plans**, set the **Automatic activity feed refresh** rate. You can select *Off, 1 min, 3 min, 5 min, 10 min*. The activity feed will automatically refresh at the rate you set.



Zoom level behavior

Zoom level behavior for plot plans

The zoom level when you click on a plot plan is determined by configuration settings.

Default behavior

The default configuration is that the first click on a plot plan will render in the default zoom level for the site.

If you change the zoom level, this new zoom level will be preserved when changing from plot plan to plot plan within the same site.

In other words, each time you click a plot plan within the same site, the software will remember your zoom level.

However, if you change sites, the zoom level goes back to default zoom level for the site. Each site has its own default zoom level.

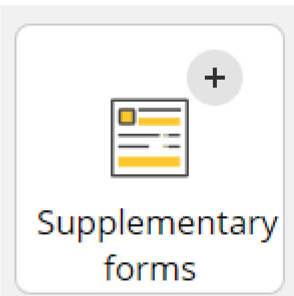
Configured behavior

It's possible that your system administrator could configure the zoom behavior to act differently.

In that case, the zoom level will not be preserved when changing plot plans. It will revert to the site default zoom level, or the plot plan default zoom level, if the plot plan has default zoom level. Each plot plan can also have a default zoom level.

Supplementary Forms

This section contains topics that relate to supplementary forms.



Supplementary Forms Library

The Supplementary Forms Library holds all of the supplementary forms for the current site. Supplementary form templates are created outside of AVEVA™ Operational Safety Management in HTML5 format and imported into the system with the OSM Administration tool.

What is a supplementary form?

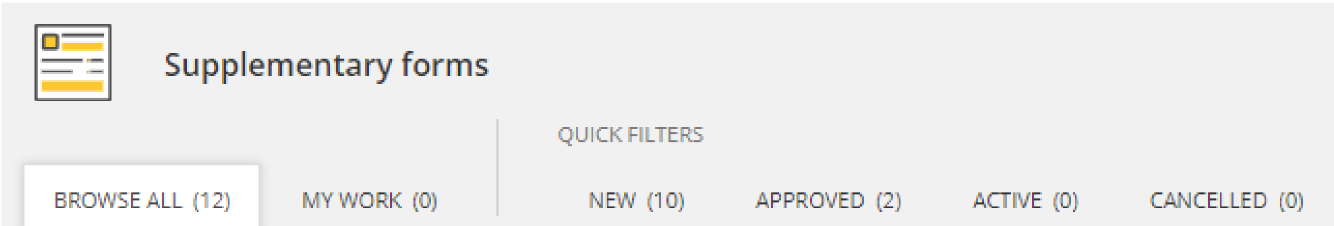
> *A Supplementary Form* is custom form that is created in HTML5 format and uploaded to Operational Safety Management—so that you can use the unique forms that your business requires inside AVEVA™ Operational Safety Management.

Library tabs

The Supplementary Forms library page has these tabs.

• Browse All	The **Browse All** tab lists all the supplementary forms for a particular site.
• My Work	The **My Work** tab shows only those supplementary forms for a particular site that are added to the current user’s My Work.

• Quick filters	The **Quick Filters** are pre-configured filters that show only items that are in a particular status.



Browse all supplementary forms

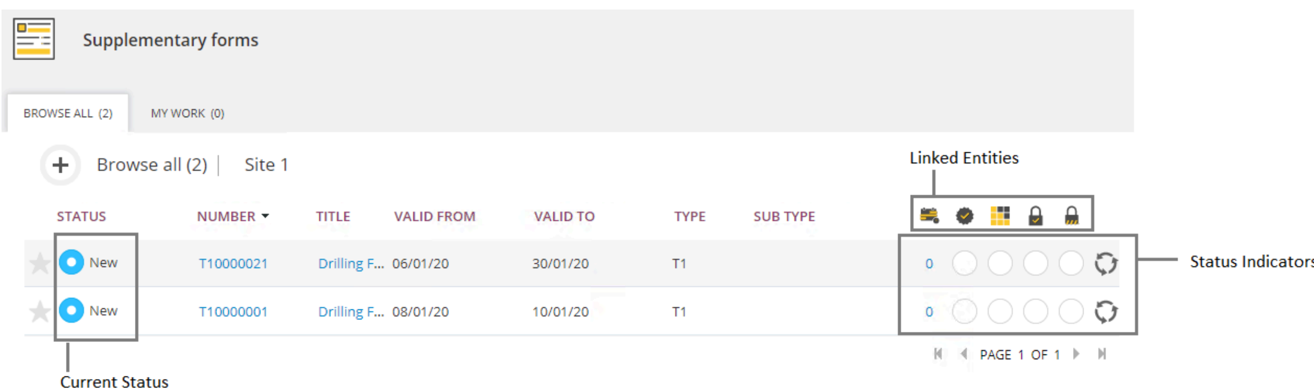
The **Browse All** tab displays the forms in the Supplementary Form library for this site.

View details of a supplementary form

- Click a number or title to open the details tabs for the supplementary form.

Create a new supplementary form

- Click the **Add**  icon to create new supplementary form item.



Library icons

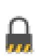
These icons appear on the Library page.

Icon	Name	Description
	Add	Click **Add** icon to add a new supplementary form.
	Select	Select the checkbox to select item.

Icon	Name	Description
	My Work	Click the star icon to add the item to My Work.
	Signature	Indicates whether the item is in signing process. If signatures are complete, the icon is green.
	Status	Indicates the current status of the item.
	Process Workflow	Click the Workflow icon to show the available processes for the current item and select the next status.
	Options	Opens a menu of options.

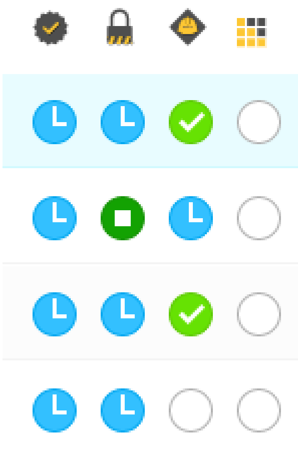
Linked entities

The icons in the right-most columns represents the linked entities to a supplementary form.

Icon	Description
	Linked work orders
	Linked work permits
	Linked risk assessments
	Linked isolation lists
	Linked isolation plans

Status indicators

The displayed status icon represents the lowest status among the linked entities. For more information, see Status Indicator icons.



My Work

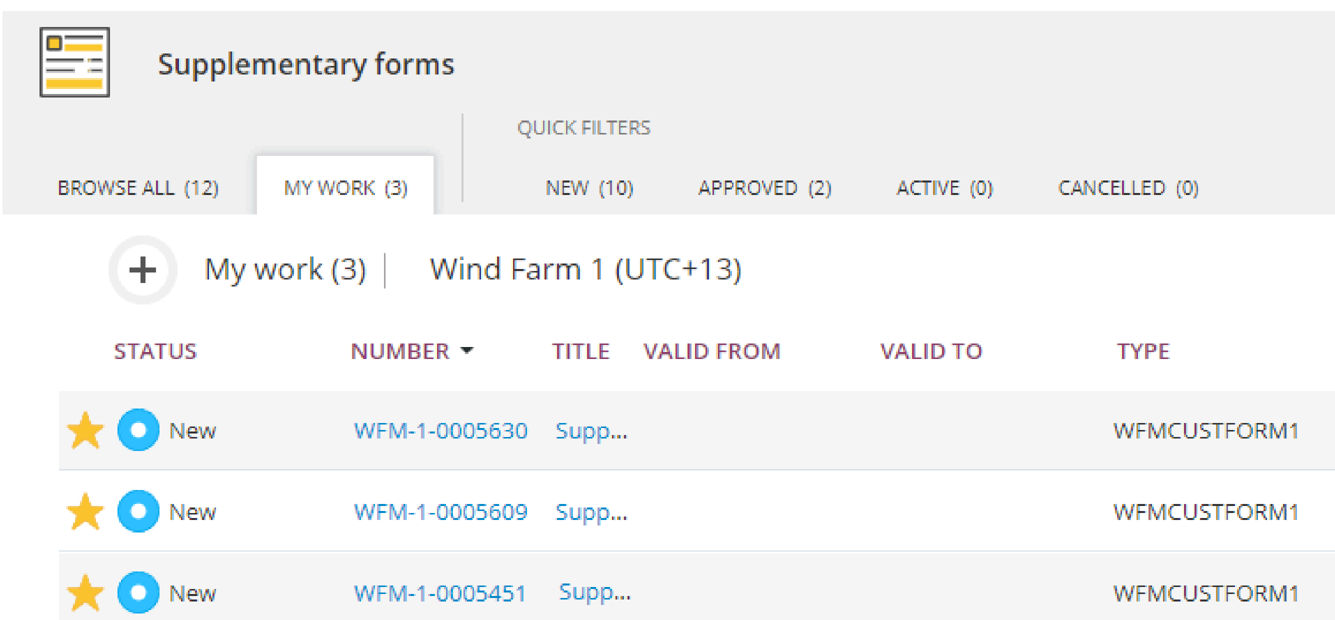
Add a supplementary form to My Work

- Click the **Star** icon to add the supplementary form to My Work. Click the star again to remove it from My Work.

Items with a yellow star will appear in your My Work list .

Filtering in My Work

It's possible to further refine search criteria, but this query will not be restored next time you open My Work.

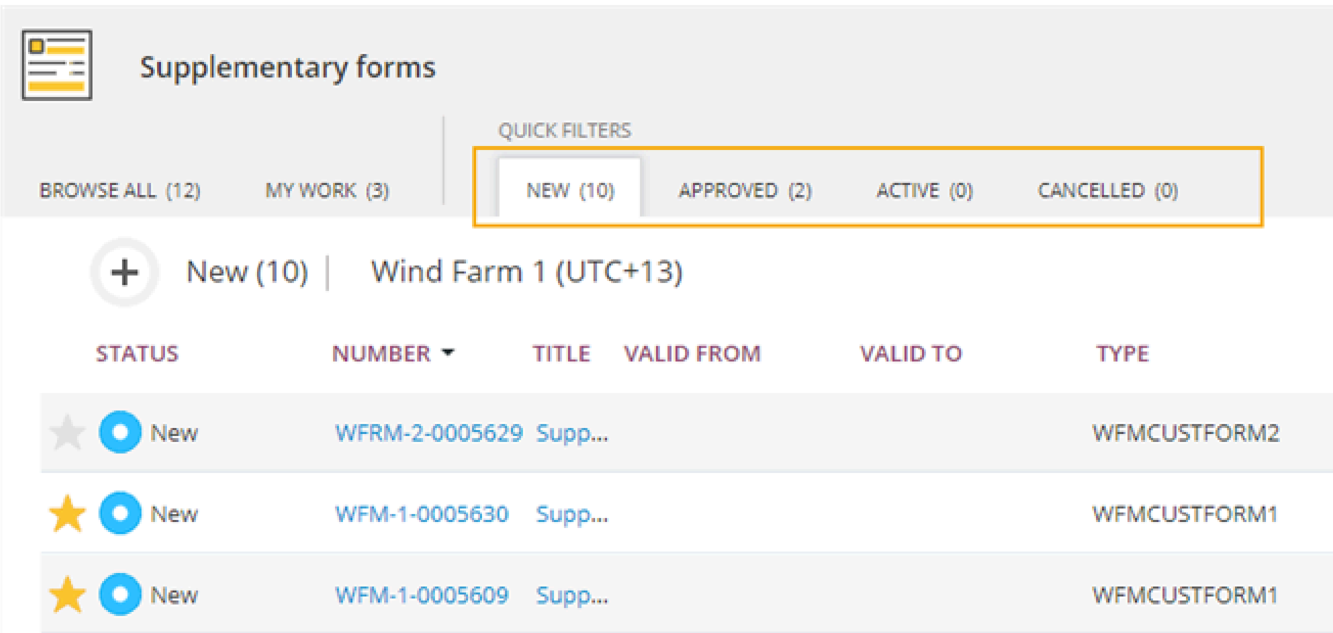


Quick filters

The **Quick Filter** tabs provide easy access to entities that have the same specified status. The statuses that display as tabs in AVEVA™ Operational Safety Management Web Application are configured by the administrator for each module.

In this example, Quick Filter tabs display for these statuses:

- *New*
- *Approved*
- *Active*
- *Cancelled*



Work with supplementary forms in Library

- Setting up supplementary forms
- Create new supplementary form
- Fields on Create New Supplementary Form page
- Fill out supplementary form
- Search for a supplementary form

Setting up supplementary forms

Use this list as a basic guideline for setting up your supplementary forms.

• Create new supplementary form	Create a new supplementary form.
• Fill out supplementary form	Enter the required fields on the *Create new supplementary* page.
• Fields on Create New Supplementary Form page	Fill in the details on the form itself and save the form.
• Add a reference to a supplementary form	Attach any relevant work items to the supplementary form.
• Process Workflow on supplementary form	Perform the workflow process to change the status of the supplementary form.

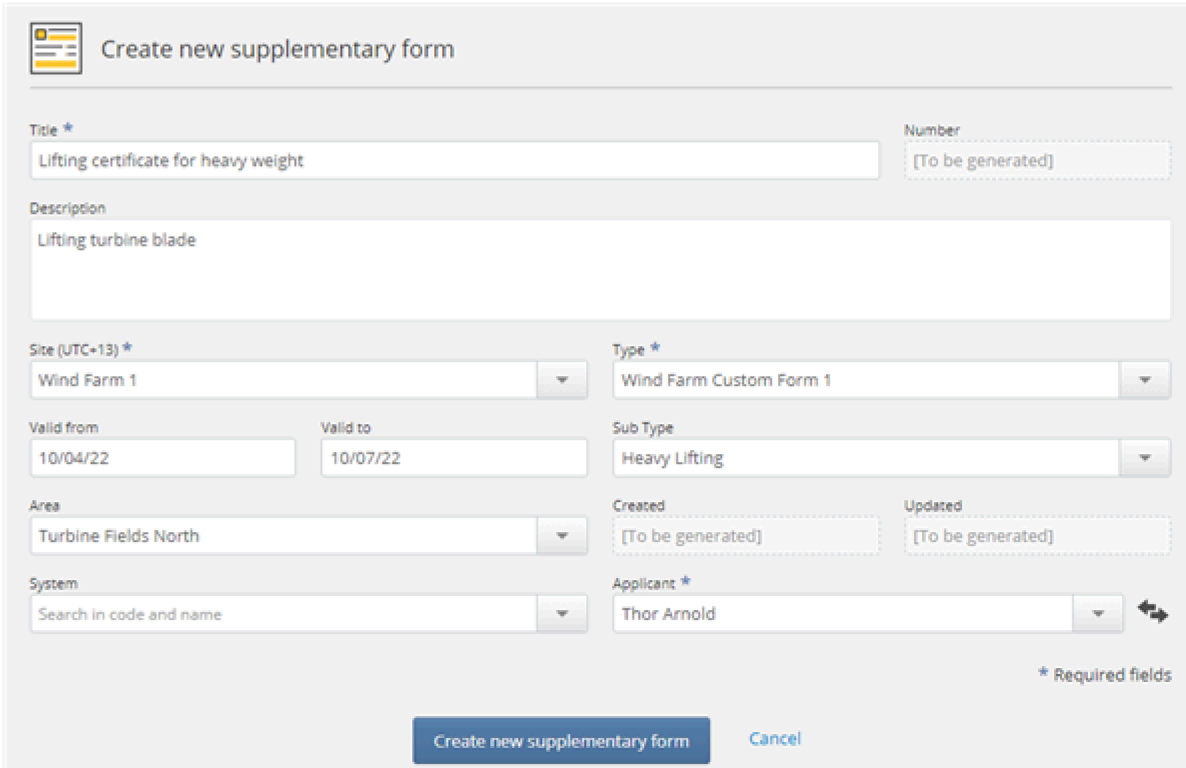
Create new supplementary form

You can create a new supplementary form from the OSM Home page or from the library page.

Create from Library page

1. On the Library page, click the **Add** button.
2. On the *Create new supplementary form* screen, enter the details. The fields with a blue star indicate required information.

   For more information, see Fields on Create New Supplementary Form page.
3. Click **Create new supplementary form**.

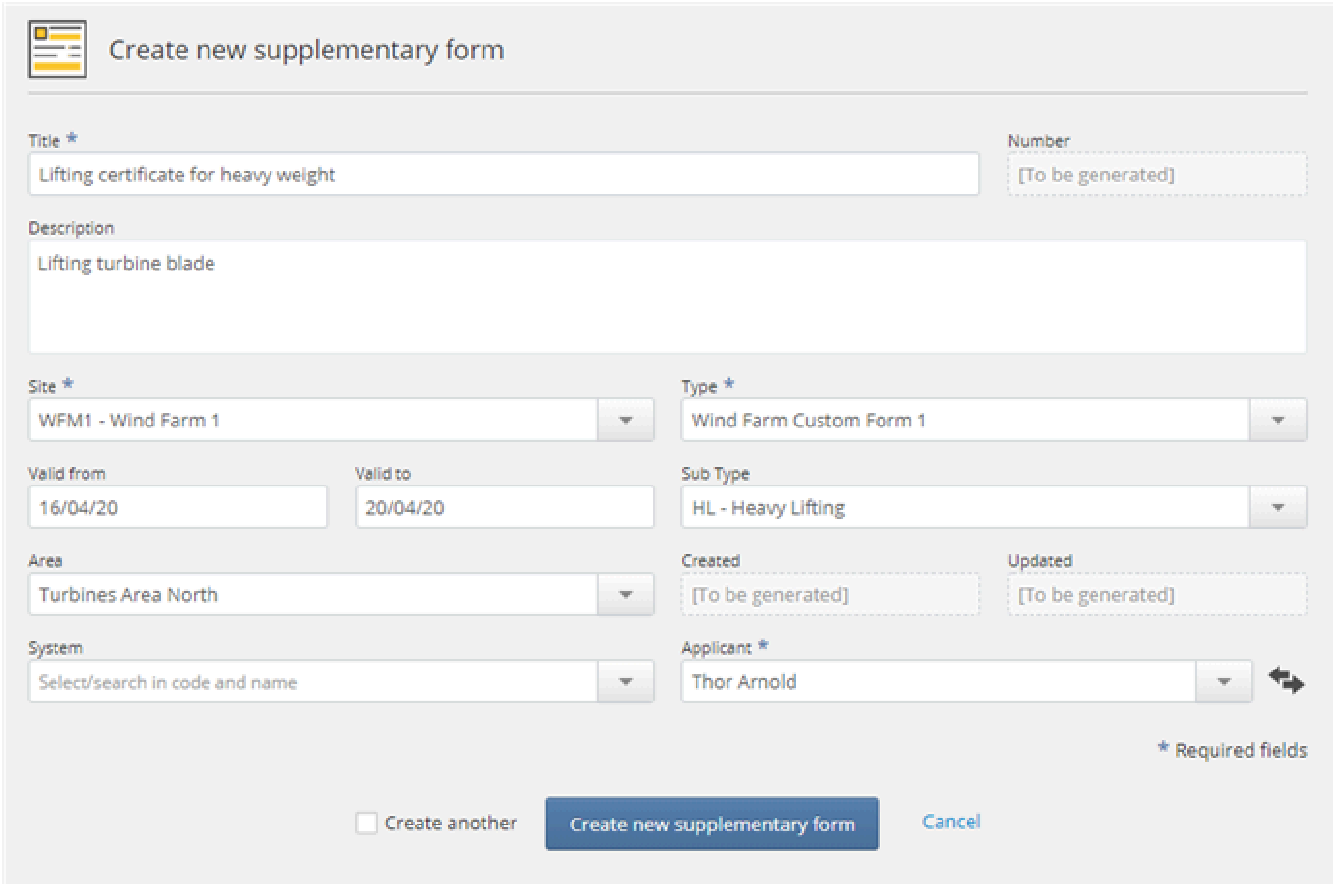


Fields on Create New Supplementary Form page

These are the fields for a supplementary form item. Fields with an asterisk are required.

Field	Description
• *Title**	The title of the supplementary form.
• *Number*	The form number will be auto-generated with the prefix for the form type.
• *Description*	A description of the supplementary form.
• *Site**	The site where the supplementary form will be used.
• *Valid from*	A start date that the form will be valid.
• *Valid to*	An end date that the form will be valid.

Field	Description
• *Area*	You can select an area of the site.
• *System*	You can specify the type of system.
• *Type**	Select the type of supplementary form from available types.
• *Sub Type*	Select the supplementary form subtype, if required.
• *Created*	Auto-populated with date of creation.
• *Updated*	Auto-populated with date of last update.
• *Applicant**	The name of the person creating the form. Select from the drop-down list, or click **Switch** to enter a name in free text.



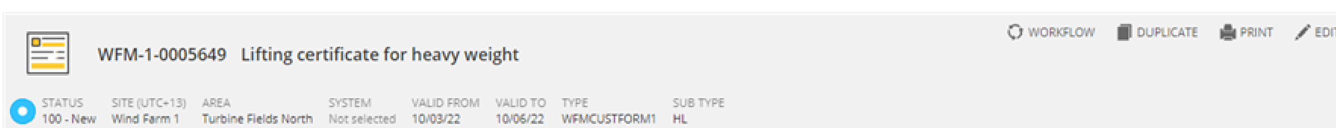
Fill out supplementary form

Form tab

On the **Form** tab, you can see the supplementary form and enter information directly into the form.

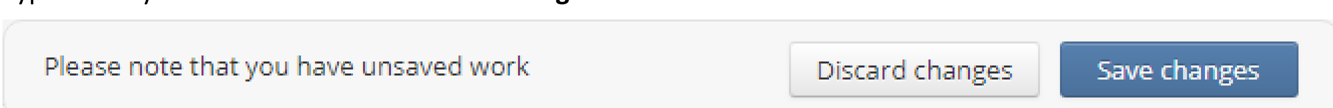
Information header

The Information header across the top of the screen provides details about the form and action buttons.



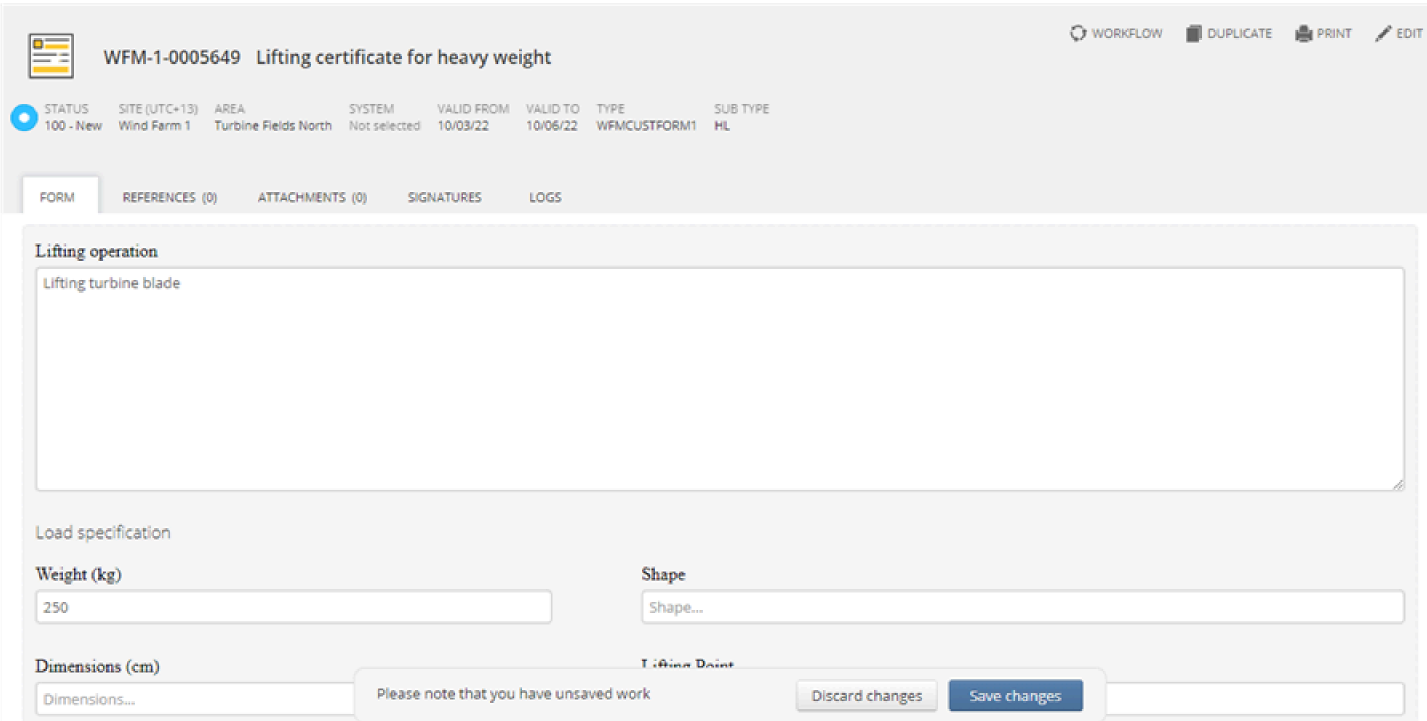
Enter data into the form

Type directly into the form and click **Save changes**.



Example of form

This is an example of a form for heavy lifting.



Search for a supplementary form

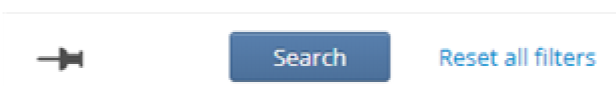
You can search for a supplementary forms by supplying query parameters.

Open the Search panel

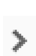
1. On the library page, click the  icon on right side of the screen. The Search panel expands.
2. Select the search details and click **Search** to search for supplementary forms with the given parameters. The search panel closes and the library list refreshes to show only forms that meet the search filter.

Reset the search query

- Click **Reset all filters** to reset the query values.



Close the Search panel

- Click  to close the Search panel.

Pin the search panel

- Pin the search panel to have it always open.

See also Supplementary form search parameters.

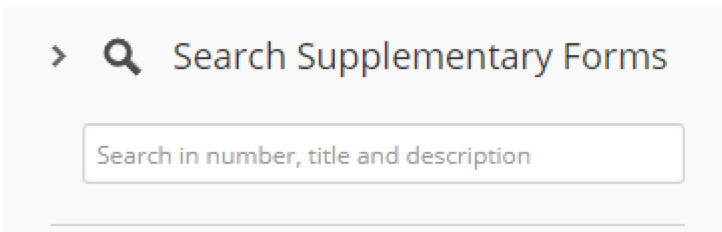
Supplementary form search parameters

Using the Search panel

This topic describes using search parameters in the search panel.

Search for a form

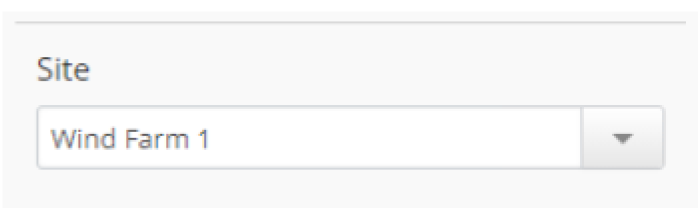
Search for a specific supplementary form by typing in some characters of a number, title, or description.



Site

Click the **Search** icon to display drop-down menu of available sites.

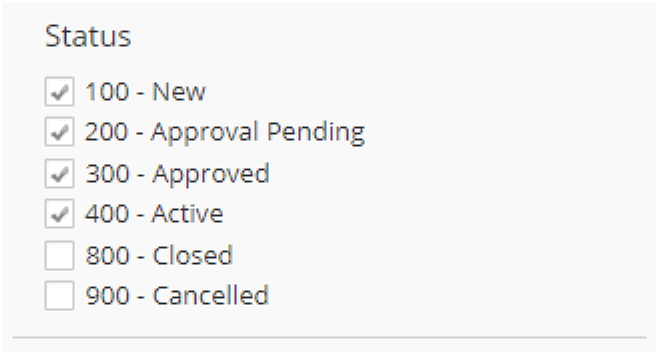
Click **Reset** to return the filter to empty.



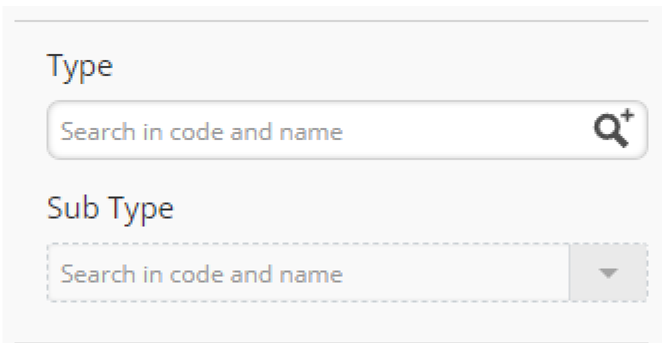
Status

Select the relevant statuses to include in the search filter.

Click **Reset** to return the filter to its default state. Some statuses are configured as default by the administrator.

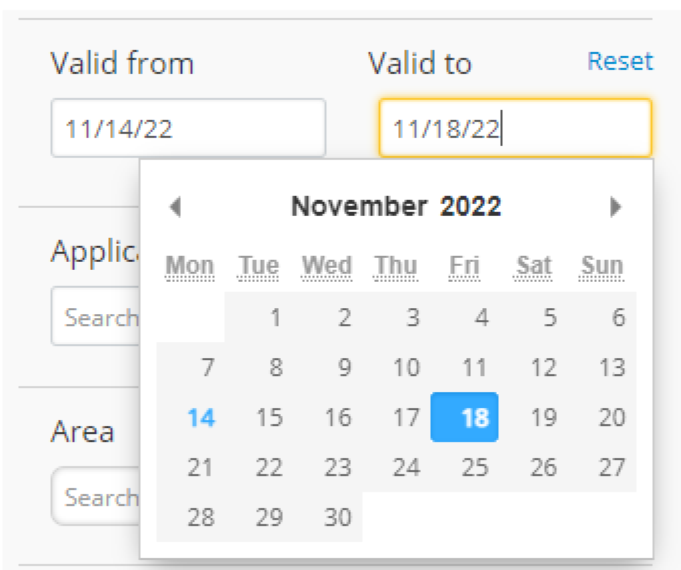


Type and Sub type



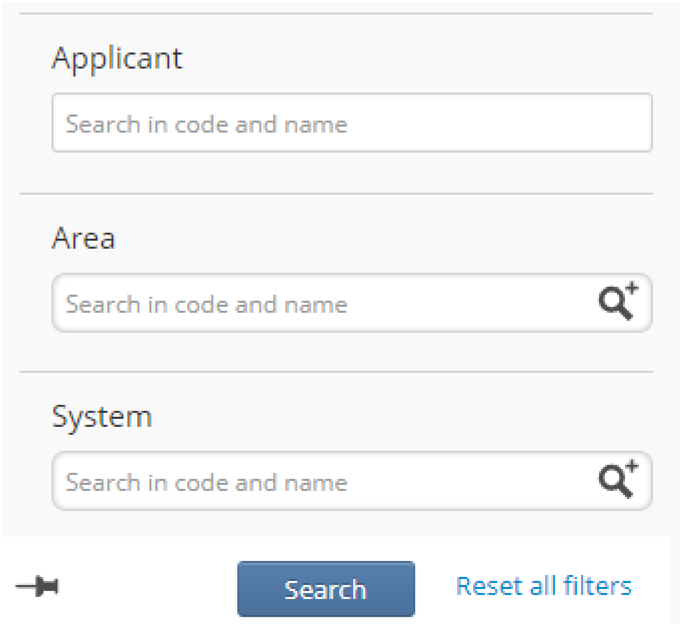
Valid from and Valid to

Select the start date and end date in the date range you are searching for.



Other parameters

Select other query parameters. It is possible to select multiple values.



Details for supplementary forms

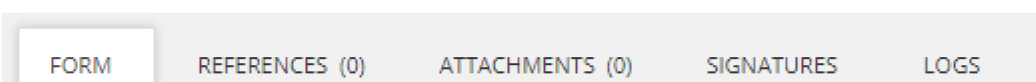
When you click on a Supplementary form in the Supplementary Forms Library, you can access an overview of the details for that specific supplementary form.

Open the Supplementary form

- Click a Supplementary form in the Library.

Supplementary form tabs

Each supplementary form has several tabs containing the details about the supplementary form.



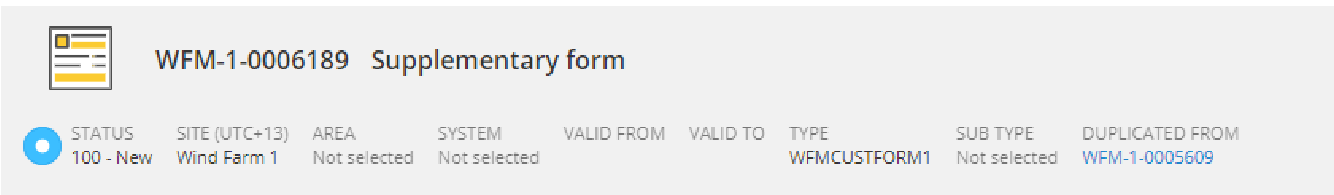
• Form	View the supplementary form and fill in details.
• References	Link work items to supplementary form.
• Attachments	Add attachment to the supplementary form.

• Signatures	View signatures for the supplementary form.
• Logs	View logs for the supplementary form.

Supplementary forms information header

When you click on a supplementary form in the library list, you will be navigated to the details tabs. At the top of the page, there is an information header with details about the supplementary form. This includes number, title, description, status, site, and other important information for the item.

Below this header, the details of the item are distributed on different tabs.



Icons on information header

- Status Indicator icons
- Signature icons

Signature icon

- The green pen indicates that all required signatures have been added.
- The crossed-out yellow pen indicates that signing process has started, but is not complete.

Action buttons on header

The information header contains these possible action buttons.

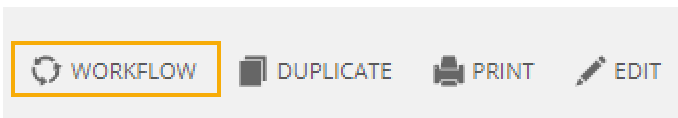
- Workflow. Shows the available processes for the item for the current status. These processes are configurable by the administrator.
- Duplicate. Creates a copy of an item.
- Print. Generates a report in PDF format.
- Edit. Opens to the **Edit** page where you can edit the details of the item.
- My Work. Adds the item to your **My Work** list.

Process Workflow on supplementary form

The processes that you can perform will depend on the access you have in the configuration.

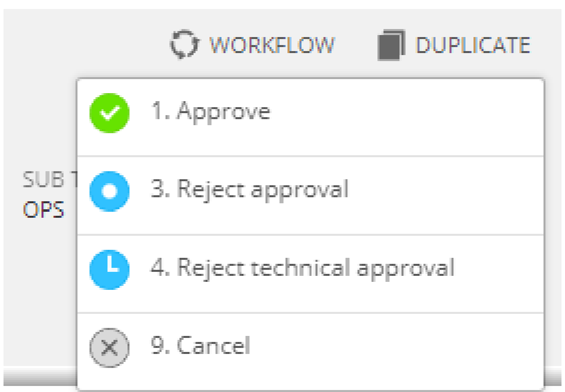
Perform workflow

1. In the Details view, click the **Workflow** icon in the upper-right corner.



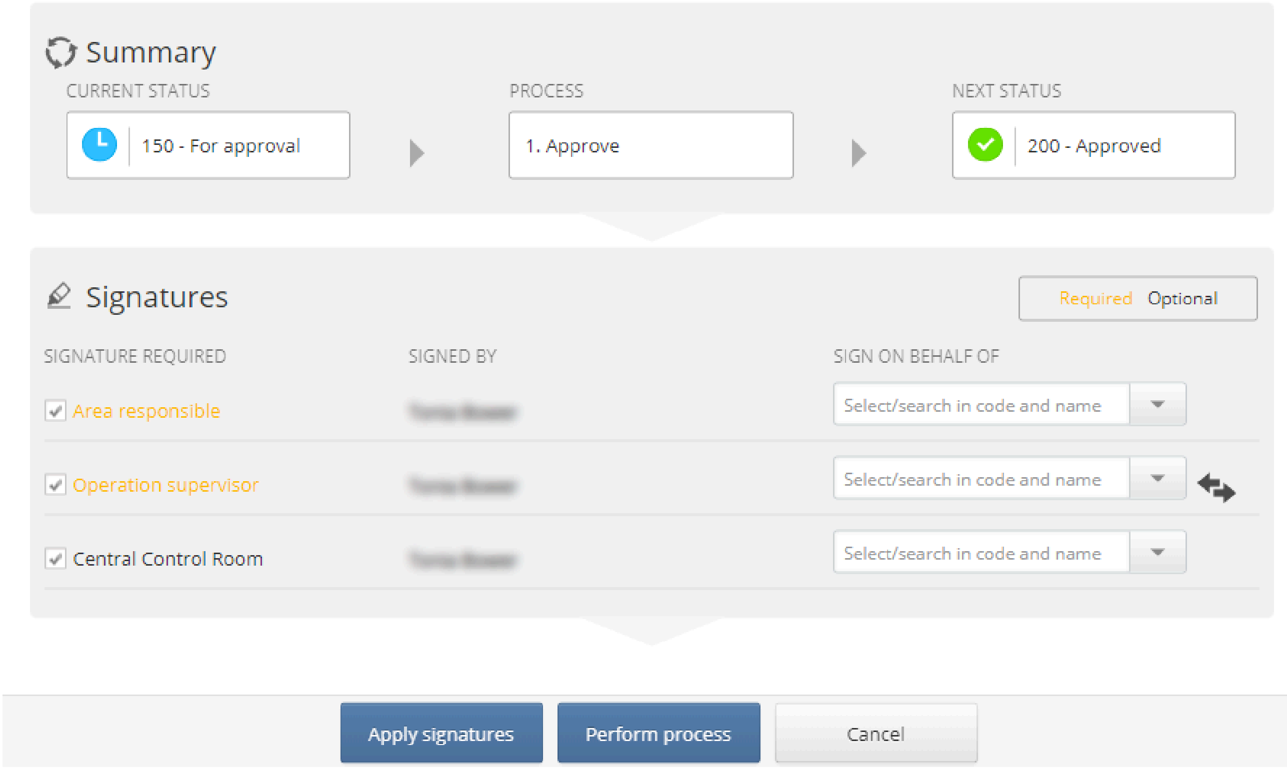
   A list of processes displays.

2. Select a process to perform.



   The **Workflow** dialog box appears.

3. Review the Summary section that this is the operation you want to perform.
4. If signatures are required, sign in the Signatures section
5. If a message is required, write a message in the Send to Co-worker section.
6. Click **Perform process**.

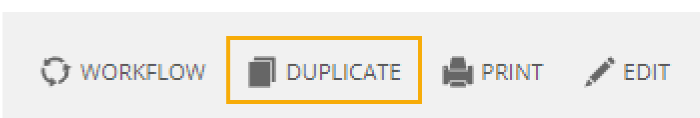


Duplicate a supplementary form

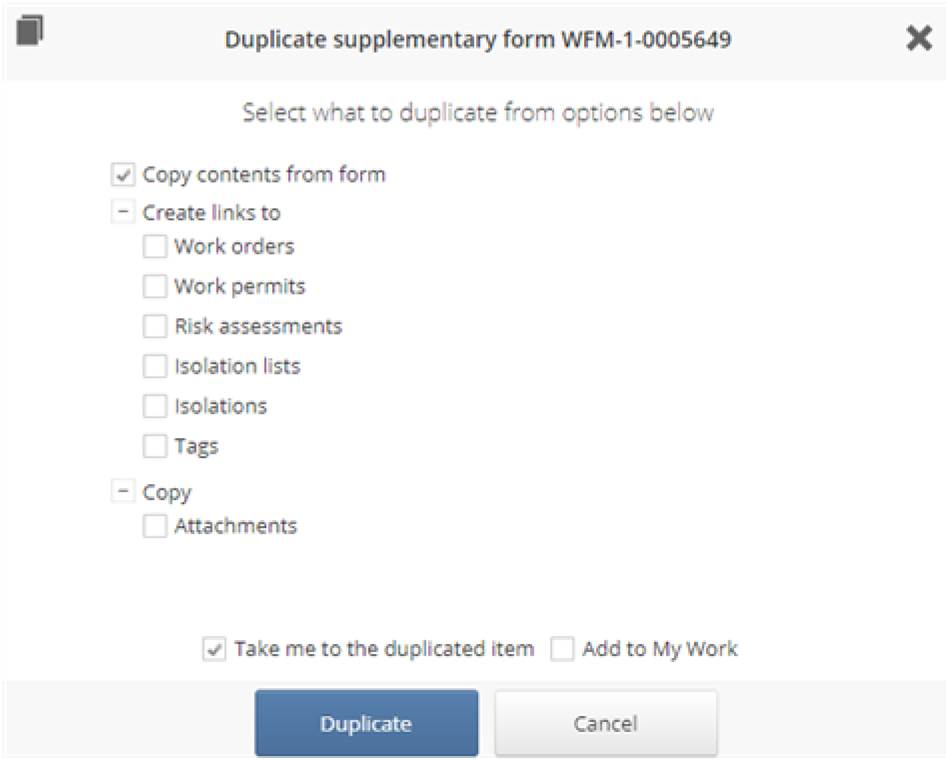
When duplicating a supplementary form, you can specify what elements of the supplementary form to duplicate.

Duplicate a supplementary form

1. On the Supplementary Form library page, click the supplementary form to open it.
2. Click **Duplicate** in the information header.

   The Duplicate dialog box appears.
3. Select the options that you want to duplicate and click **Duplicate**.



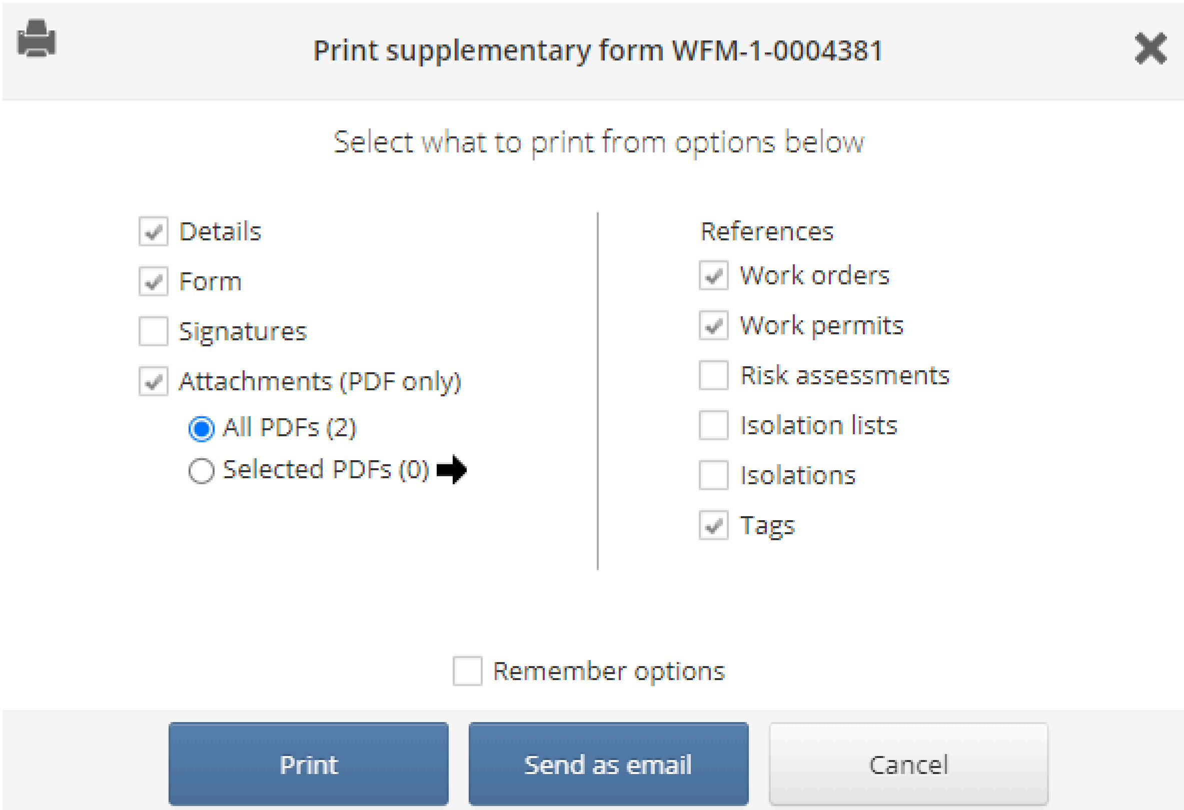
Print supplementary forms

When printing a supplementary form, you are given the option to print the form, details, attachments, and linked references at the same time.

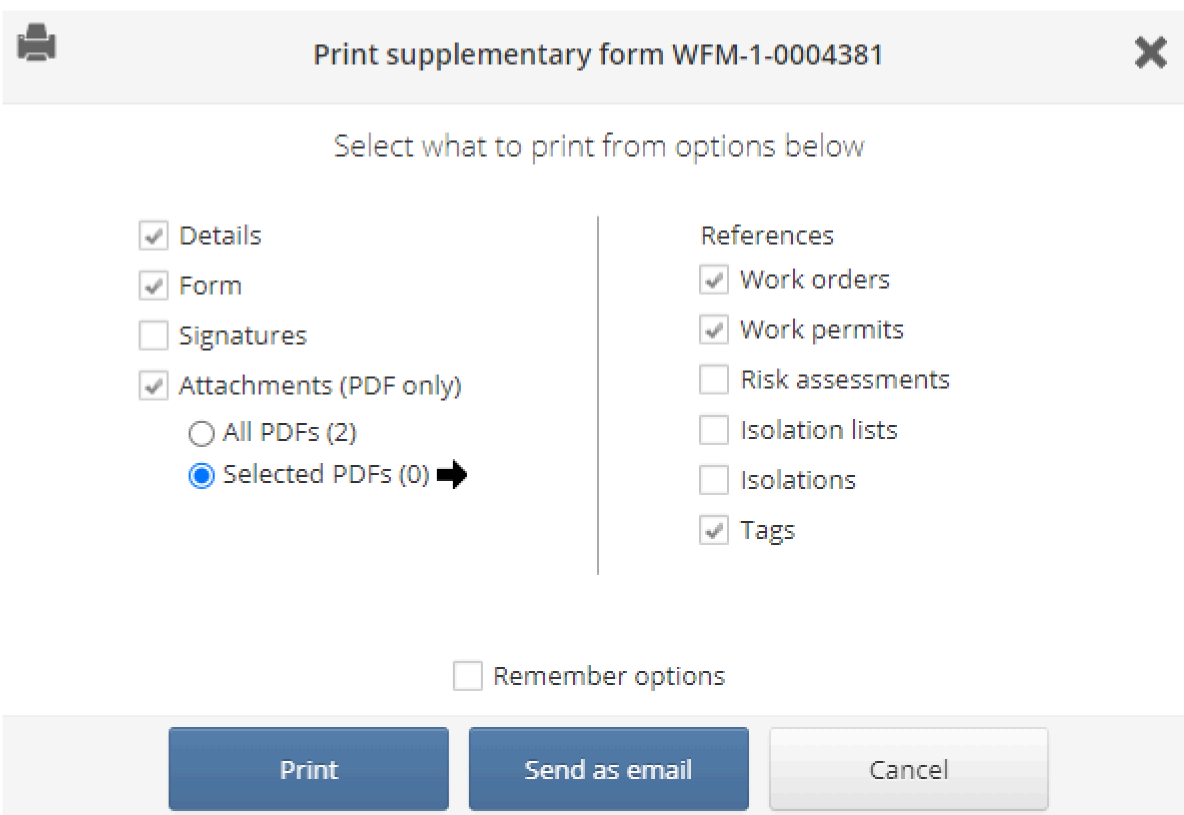
Print a supplementary form and its attachments

1. Open the supplementary form and click the **Print** button.

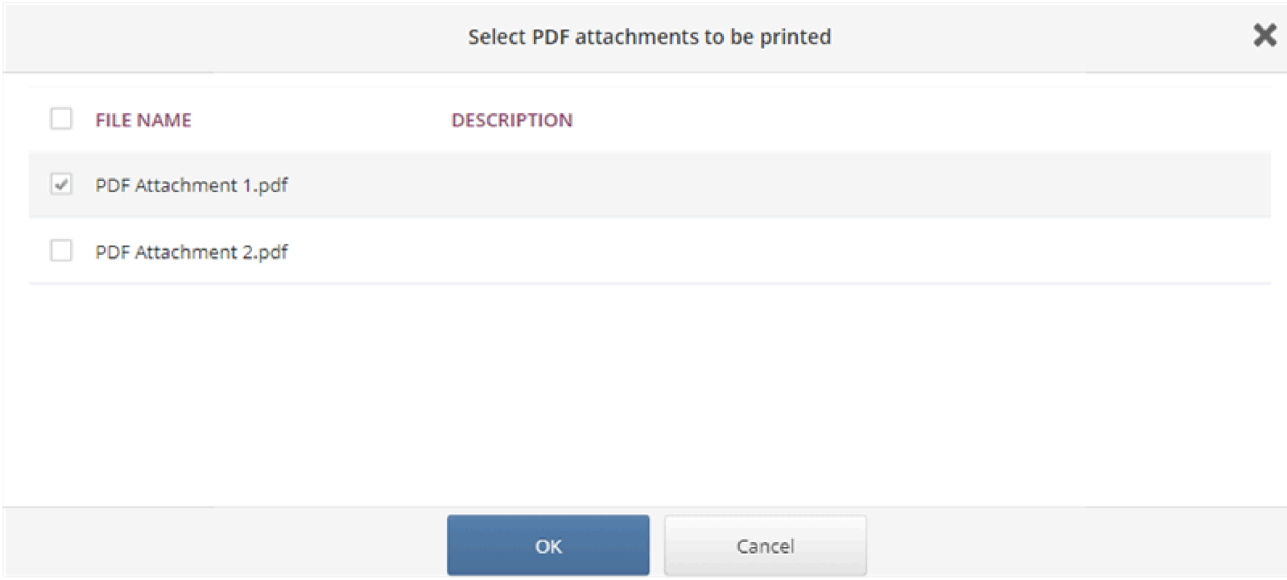
2. Select which details and linked items to print.
3. (Optional) If there is more than one PDF attachment, you can select the **Attachments** checkbox and choose whether to print all PDF attachments or select which PDFs to print.



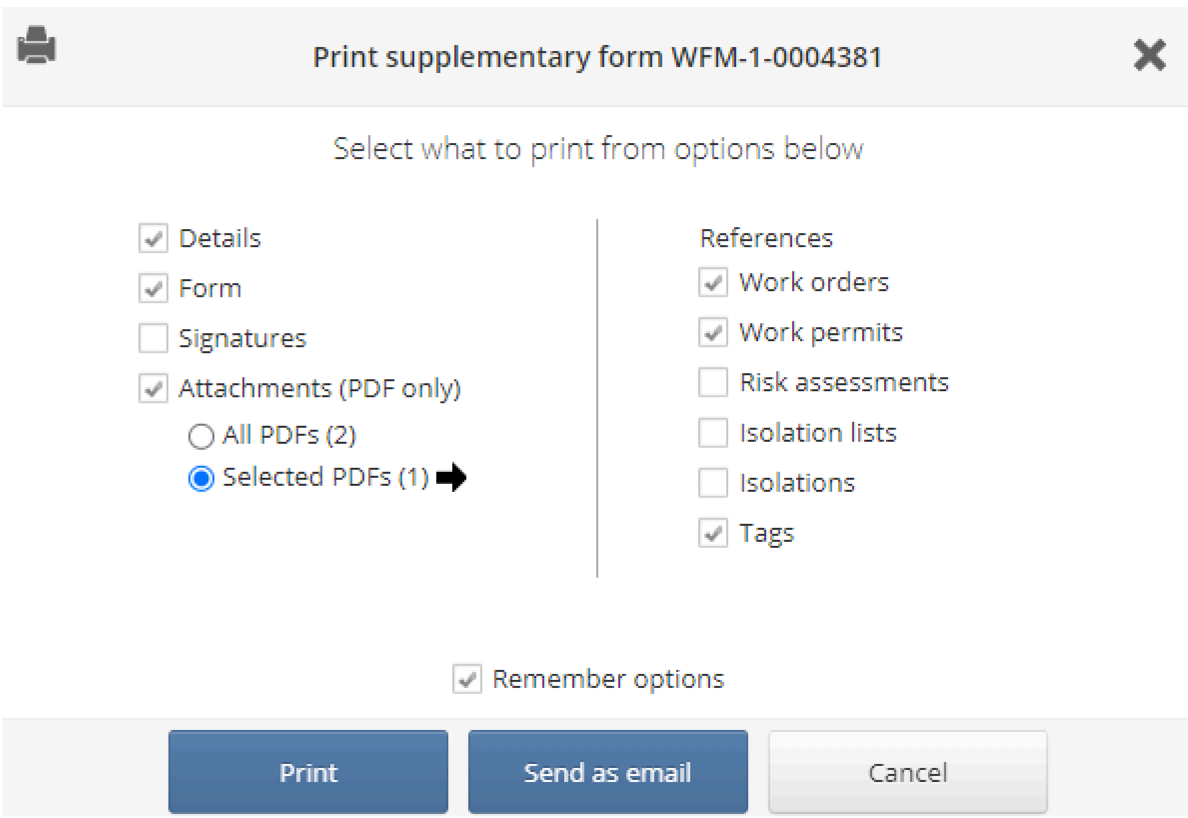
4. (Optional) Click the **Selected PDFs** option and then click the arrow icon.



5. Select the attachments you want to print and click **OK**.



6. (Optional) Select the **Remember options** checkbox to remember these print options for next time.

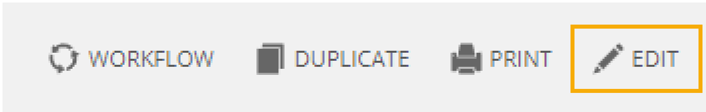


7. Click **Print**.

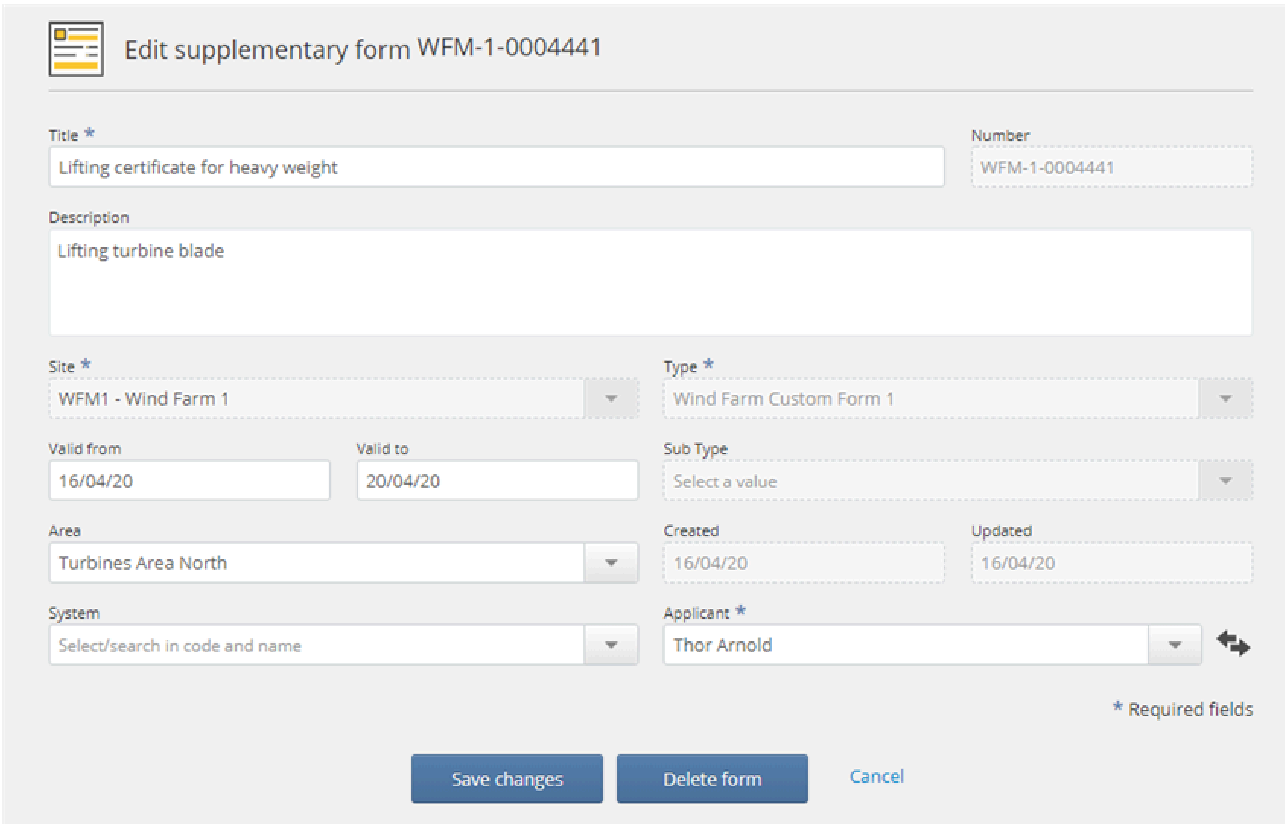
Edit a supplementary form

Edit supplementary form

1. In the Details view, click the **Edit** icon in the upper-right corner.



2. On the **Edit** form, edit the details. For more information, see Fields on Edit Supplementary Form page.
3. Click **Save changes**.



Deleting a supplementary form

The **Delete Form** button will be available only if no changes have been made.

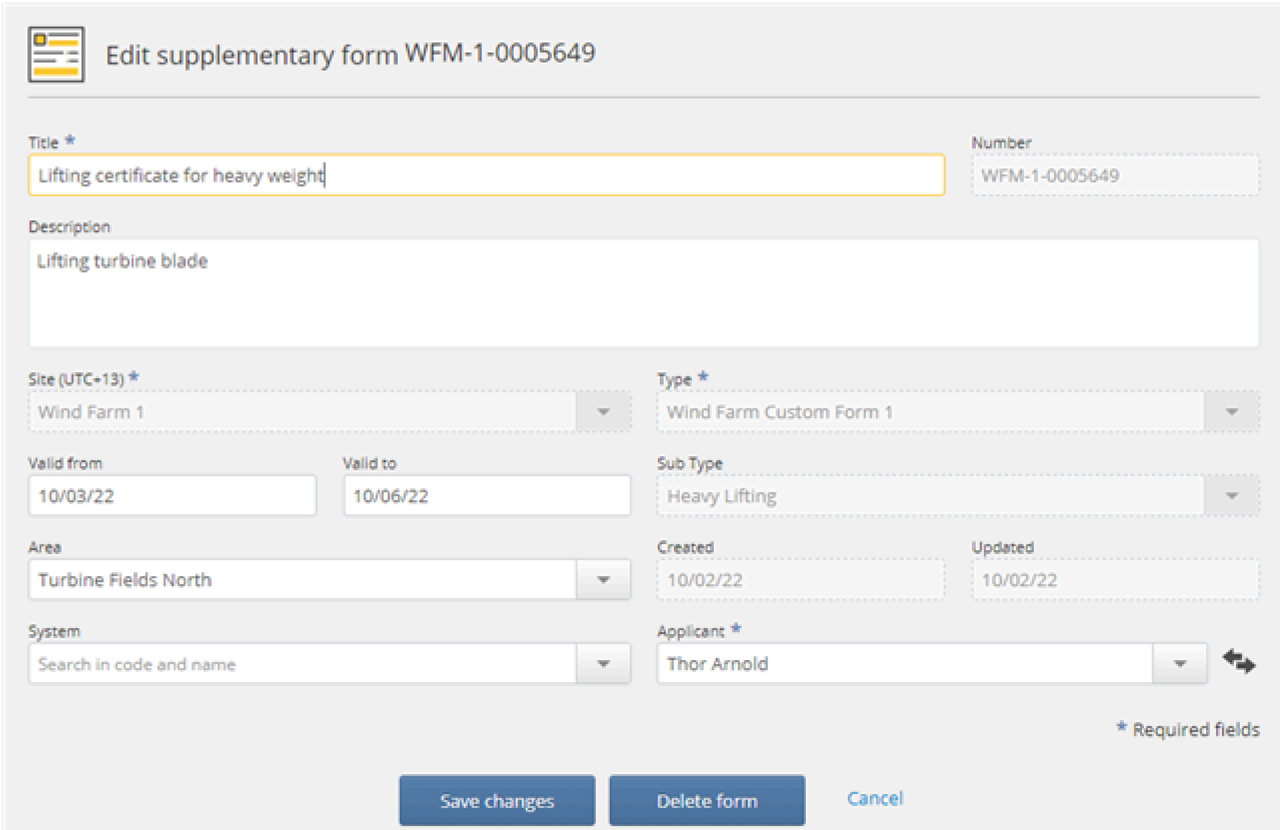
If you process workflow or add references to the supplementary form, the **Delete Form** button will not be available on the Edit page.

Fields on Edit Supplementary Form page

These are the fields for a supplementary form item.

Field	Description
• *Title*	The title of the supplementary form. This field is editable, but it must contain a value.
• *Number*	The form number that was auto-generated with the prefix for the form type.

Field	Description
• *Description*	A description of the supplementary form.
• *Site*	In edit view, this field is read-only. It specifies the site for the supplementary form.
• *Valid from*	A start date that the form will be valid.
• *Valid to*	An end date that the form will be valid.
• *Area*	You can select an Area of the Site.
• *System*	You can specify the type of system.
• *Type*	In edit view, this field is read-only. It specifies the type of supplementary form from available types.
• *Sub Type*	In edit view, this field is read-only. It specifies the subtype of supplementary form from available subtypes.
• *Created*	Auto-populated with date of creation.
• *Updated*	Auto-populated with date of last update.
• *Applicant*	The name of the person that created the form. By default, this value is populated with your name, but you can change to another person. Select from the drop-down list, or click **Switch** to enter a name in free text.



References

Manage references for supplementary forms

References tab

On the **References** tab, you can add, view, and remove related items that are linked to the supplementary form.

Guidelines

- You can add references when work item is in editable status.
- References to be added cannot be in *Canceled* or *Closed* status.
- If work item is canceled, all references will be removed.
- You can remove linked references when work item is in editable status.
- For some reference types, you can perform the workflow directly from References page.

Log entry for deleted read-only references

When you delete a link to read-only reference, there is now a log entry for this action. This applies for all reference types for the following work items:

Work Permit, Isolation Plan, Isolation List, Task Risk Assessment, Safe Job Analysis and Supplementary Form.

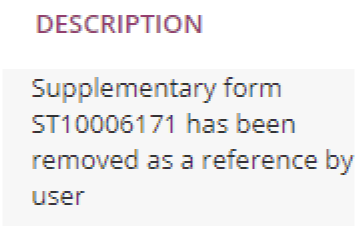
OSM makes a log entry only if the work item is in non-editable state (such as after approval). When the work item is in an editable state, there is no log entry.

- If both items are editable - no log entry
- If one item is non-editable - creates log entry
- If both items are non-editable - creates log entry

The log entry happens on both sides—on the work item side and on the reference side.

Why. Because if there is an audit, there is a record of previous associations between work items, even if these items have been removed.

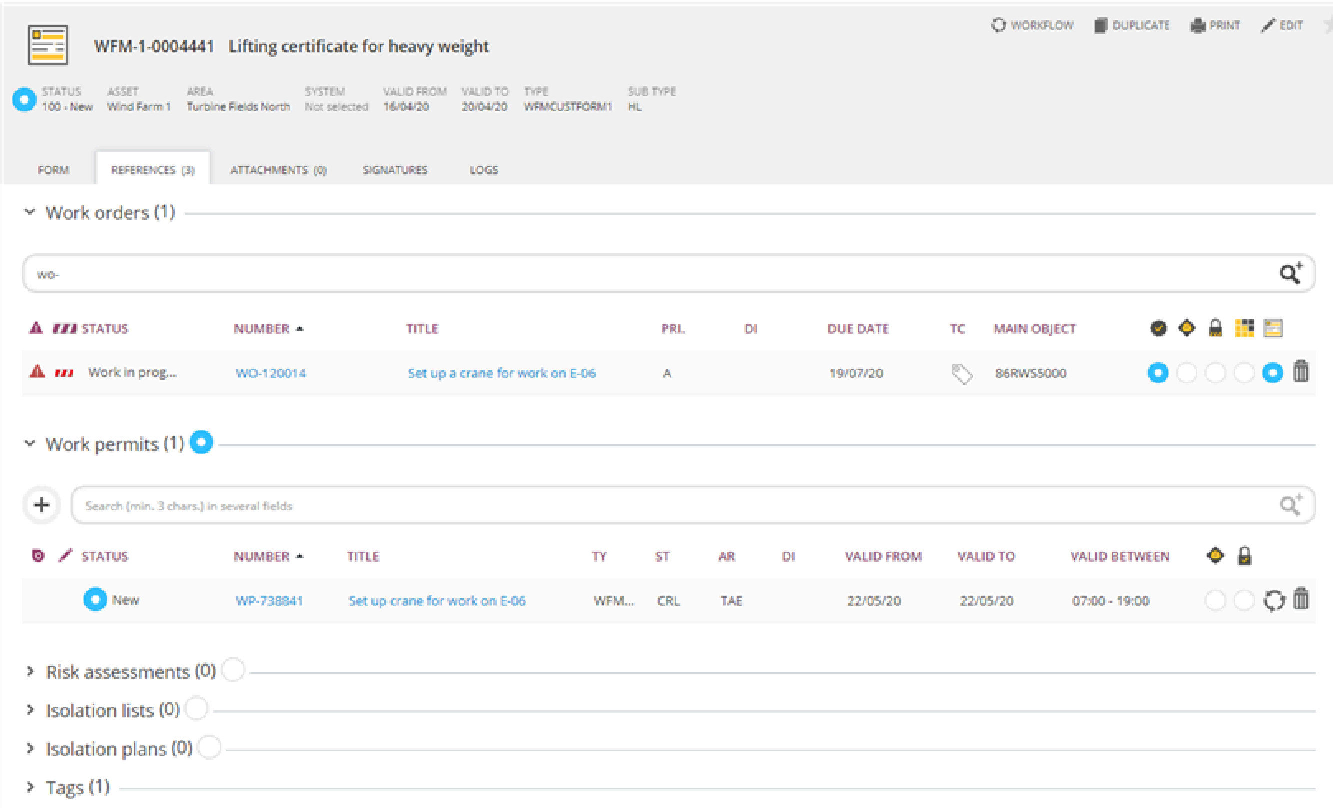
Example—An example of log entry for a deleted reference.



Sections

The References tab has these sections.

- **Work orders.** Search for and add Work Orders.
- **Work permits.** Search for and add Work Permits. You can create a work permit from here.
- **Risk assessments.** Search for and add Risk Assessments. You can create a risk assessment from here.
- **Isolation lists.** Search for and add Isolation lists.
- **Isolation plans.** Search for and add Isolation plans.
- **Tags.** Search for and add Tags.



Icons

These icons appear on the References tab.

Icon	Description
	Performs a process change that moves the item from one status to another status in the workflow.
	Deletes the reference

Add a reference to a supplementary form

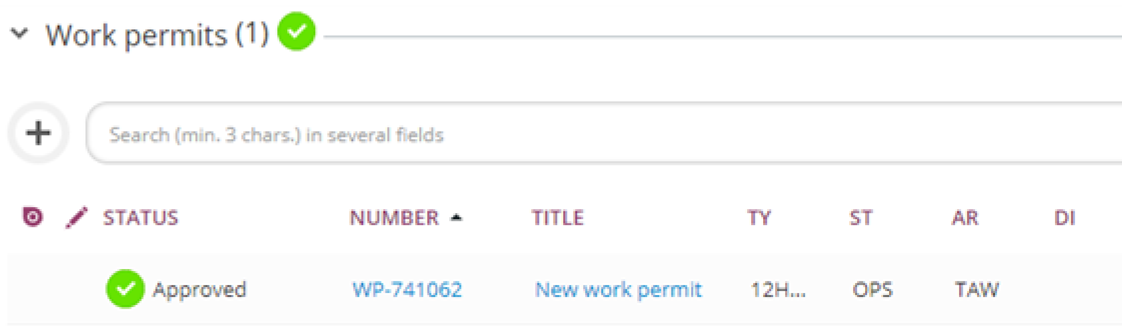
Reference sections

Depending on the type of work item, you can add different references to the work item.

Section titles show the number of attached references, such as (2) and an icon for lowest status indicator.

Add a reference

1. On the References tab, expand the relevant section.
2. Enter at least 3 characters into the Search bar and click the **Search** icon.



3. Select an item from the search results.
4. Click **Save changes**.

Delete a reference

- Click **Delete** next to the reference. The Delete option availability depends on the current status of the work item.

Status indicator icons

There are seven key phases, shared by all entities, that are identified and will be given the relevant color symbol.

Icon	Phase	Examples of statuses
	New	*New*
	In planning	*For approval*
	Approved	*Approved, In execution*
	Active	*Active, Active extended*
	Inactive	*On hold, Expired*
	Closed/Completed	*Completed, Closed*
	Canceled	*Canceled*

Attachments

Manage attachments for supplementary forms

The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

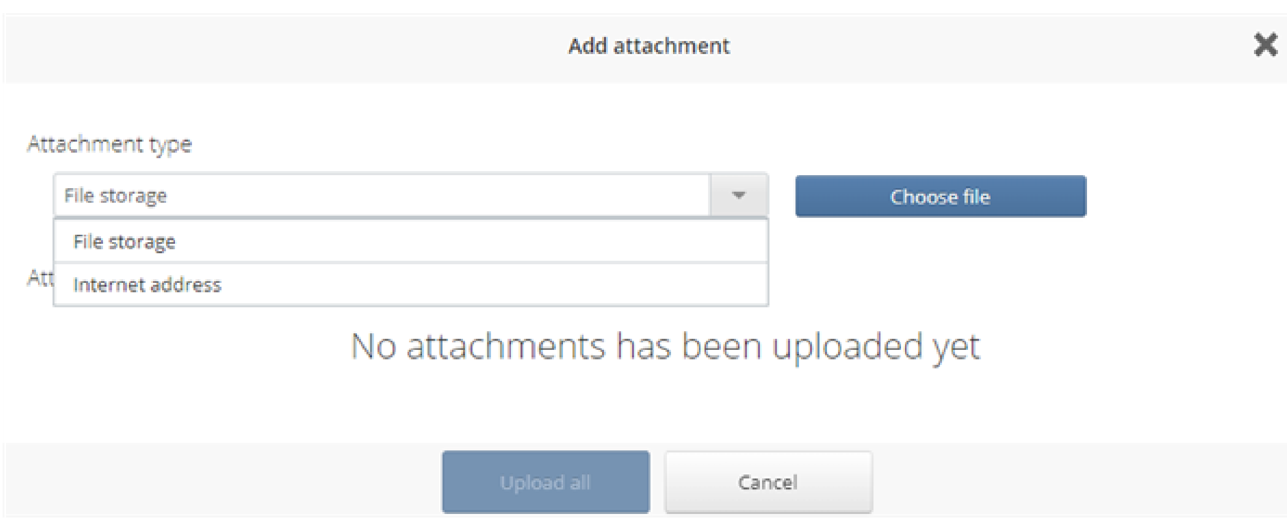
- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

Guidelines for adding files and URLs as attachments

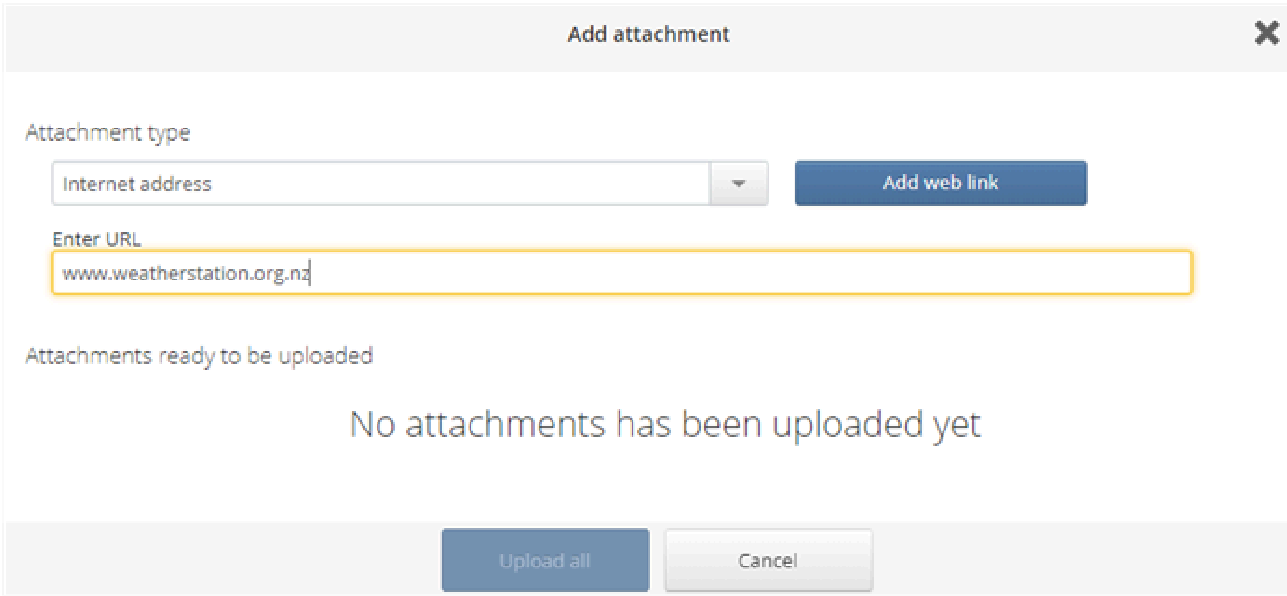
- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

Add an attachment

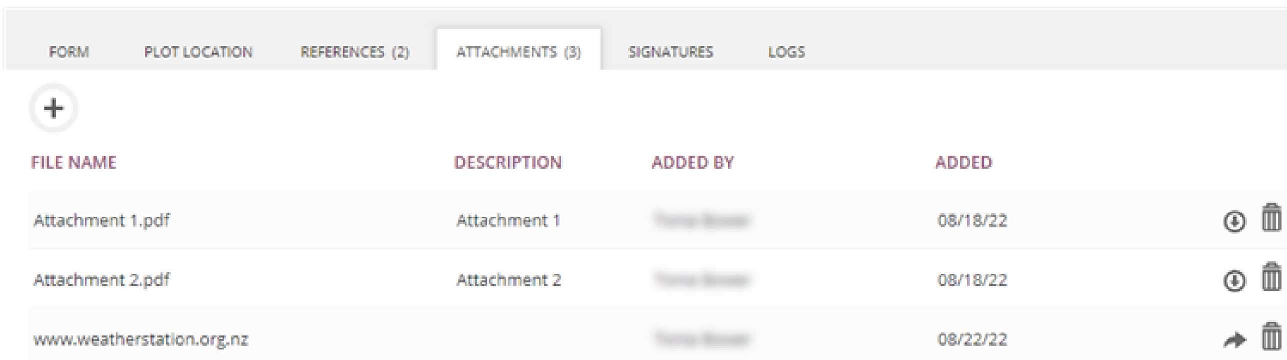
1. Select the **Add** icon to add a new attachment.
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.



5. When you have finished adding files or URLs, click **Upload all**.



Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.

Icon	Description
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

Signatures

View signatures for supplementary form

Signatures tab

The **Signatures** tab contains all the signatures that have been applied to the current item. This is a read-only page.

Note: It is not possible to enter signatures through this page. Signatures are dynamic and are part of Workflow process.

Sometimes, this page may have the option to revoke signatures.

Logs

View logs and snapshots for supplementary forms

Logs tab

The **Logs** tab contains a history of changes that have been made to the item. The log includes process changes  and snapshots .

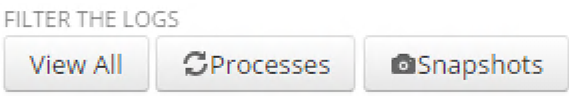
- **Process change.** A process change occurs when the item moves from one status to another status in the workflow.
- **Snapshot of data.** If configured, a snapshot of the data is recorded when a workflow process occurs. Snapshots are recorded so you can look back at data from an earlier time in the workflow. For example, a

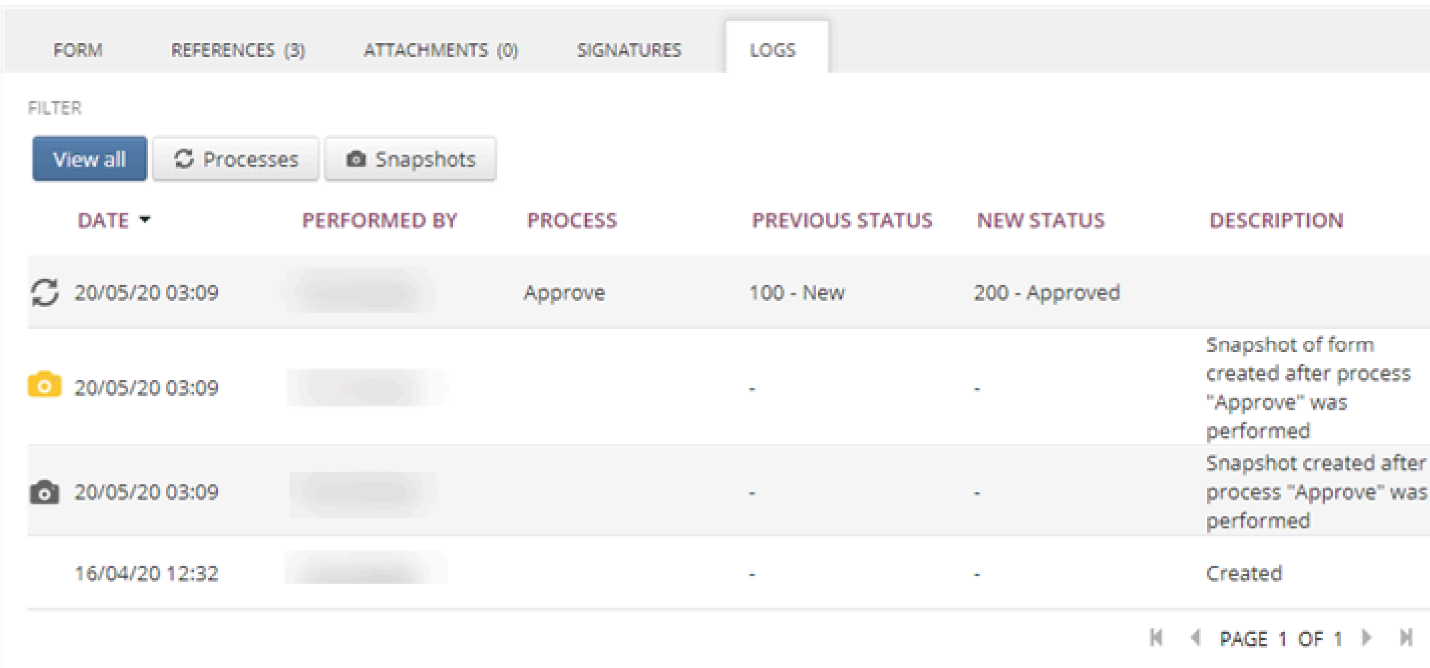
snapshot that was taken at the time an item was Approved.

- **Snapshot of form.** A snapshot of the form with manually entered data at a specific time.

Switch Log filter

- On the **Logs** tab, click **View All**, **Processes**, or **Snapshots** to change the filter.





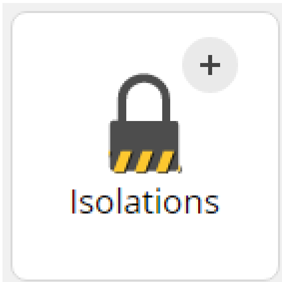
Icons

These icons appear on the Logs tab.

Icon	Description
	A process change that moved the item from one status to another in the workflow process.
	Data snapshot - View a snapshot of unformatted data at a specific time.
	Form snapshot - View a snapshot of the form with data at a specific time.

Isolations

The Isolations library contains both isolation plans and isolation lists.



Isolations Library

The Isolations Library holds the Isolation plans and Isolation Lists for the current site.

What is an Isolation plan?

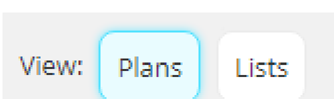
An isolation plan is a work plan to ensure that a certain piece of equipment has been isolated from other systems. For example, an item of equipment has both water input and electricity input. Both of these systems need to be turned off before any work can be performed on the equipment. An isolation plan usually contains one or more isolation lists of different types, such as an electrical isolation list to turn off the electricity and then turn it back on after work on the equipment is complete.

What is an Isolation list?

An Isolation List is a predetermined set of sequential steps that must be followed to isolate a system that will be worked on. An Isolation List must be part of an Isolation Plan.

Switch between List and Plan views

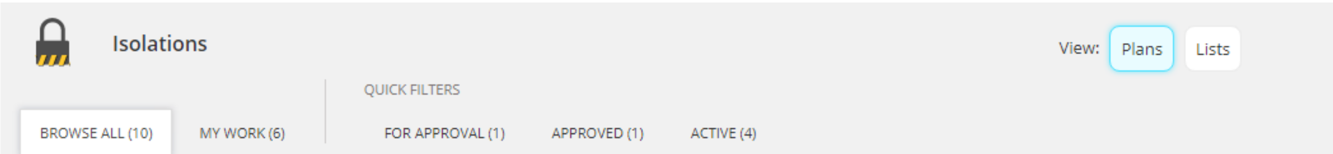
- On the Isolations Library page, click **Plans** or **Lists** to toggle between views.



Library tabs

The Isolations library page has these tabs.

• Browse All	The **Browse All** tab displays either isolation plans or isolation lists for a particular site, depending on the selected view mode.
• My Work	The **My Work** tab displays the current user's My Work isolation plans or isolation lists for a particular site, depending on the selected view mode.
• Quick filters	These are preconfigured quick filters that show only items that are in a particular status.



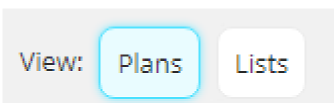
Browse all Isolations

Browse All tab

The **Browse All** tab displays all the isolation lists or Plans in the Isolations library for this location.

Switch between List and Plan views

- On the Isolations Library page, click **Plans** or **Lists** to toggle between views.



View details of an isolation plan or list

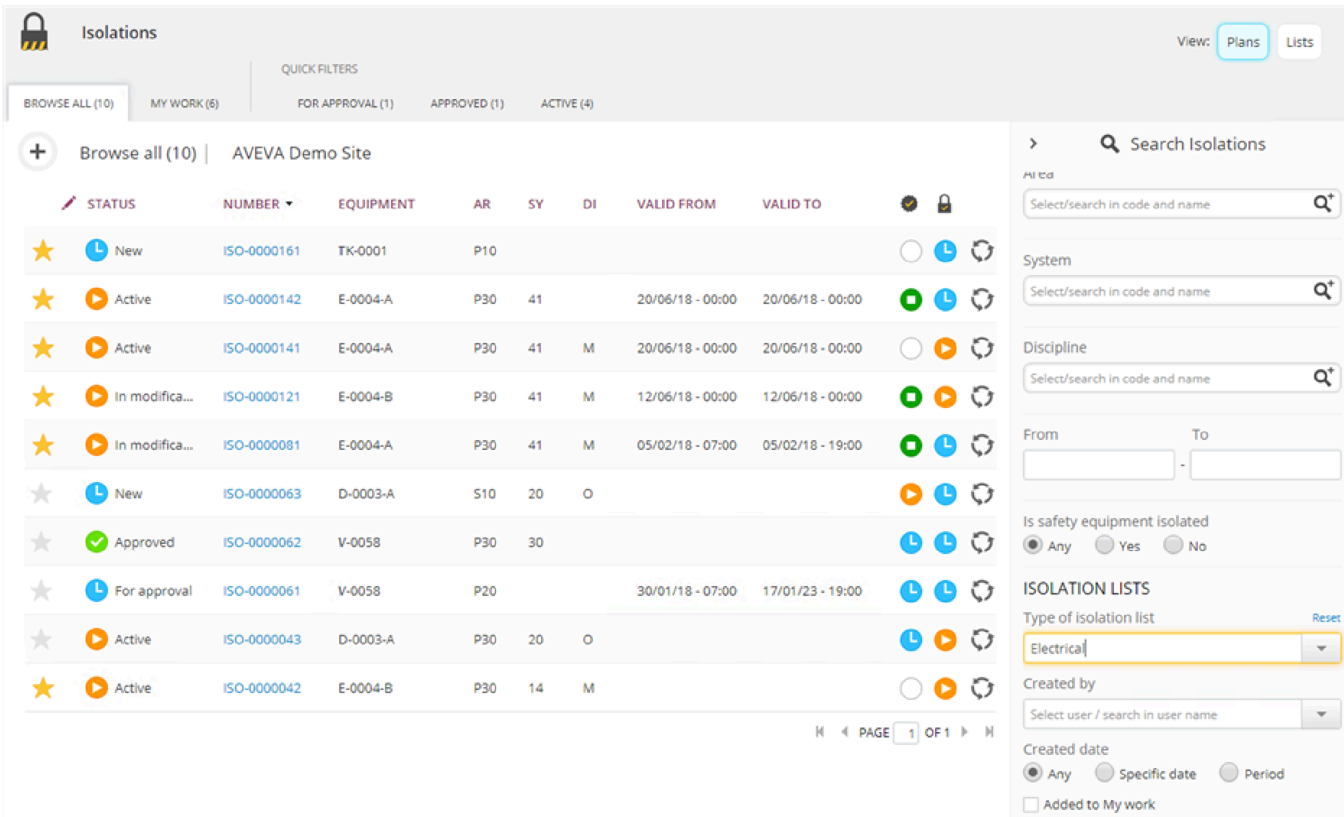
- Click a row to view the details tabs of that isolation plan or list.

Create a new isolation

- Click the **Add**  icon to create new isolation plan.

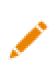
Add an isolation to My Work

- Click the **Star** icon to add the isolation to My Work. When an item is selected, the star turns yellow  .



Library icons

These icons appear on the Library page.

Icon	Name	Description
	My Work icon	Click the star icon to add the item to My Work.
	Signature icon	Indicates whether the item is in signing process. If signatures are complete, the icon is green.
	Status icon	Indicates the current status of the item.
	Process Workflow icon	Click the Workflow icon to show all the available processes for the current item.

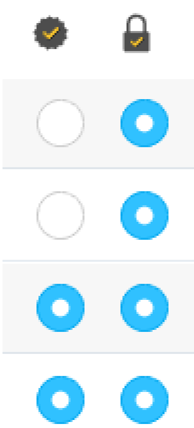
Linked entities

The icons in the right-most columns represents the linked work items to an Isolation.

Icon	Description
	Linked work permits
	Linked isolation lists (only for plans)

Status Indicators

The displayed status icon represents the lowest status among the linked entities. For more information, see Status Indicator icons.



My Work

This topic relates to Isolations Library.

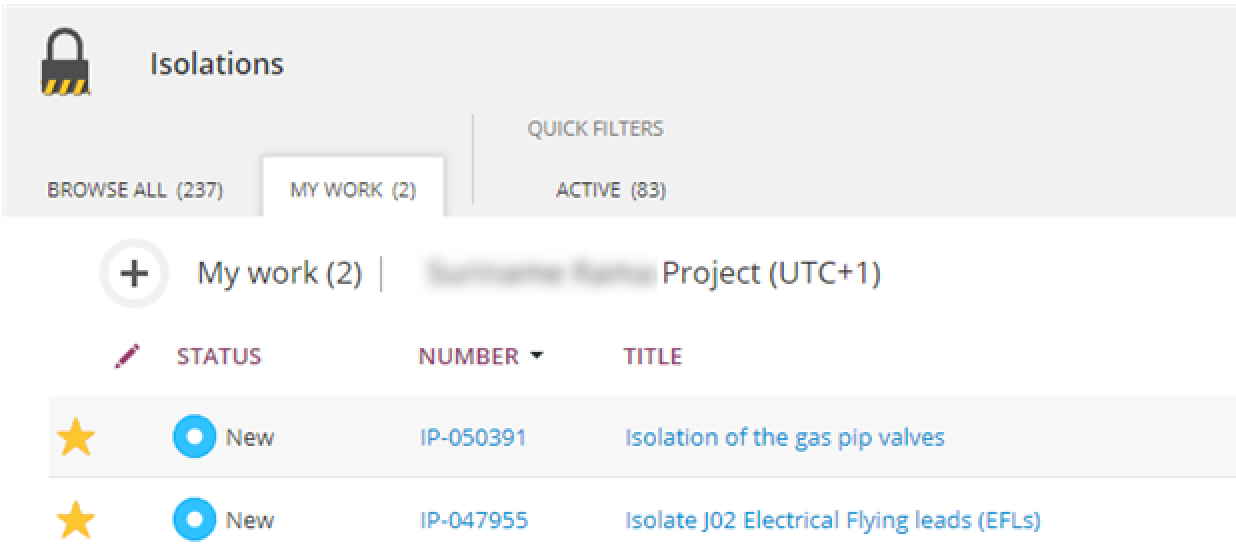
Add an isolation to My Work

- Click the **Star** icon to add the isolation to My Work. Click the star again to remove it from My Work.

Items with a yellow star will appear in your My Work list .

Filtering in My Work

It's possible to further refine search criteria, but this query will not be restored next time you open My Work.

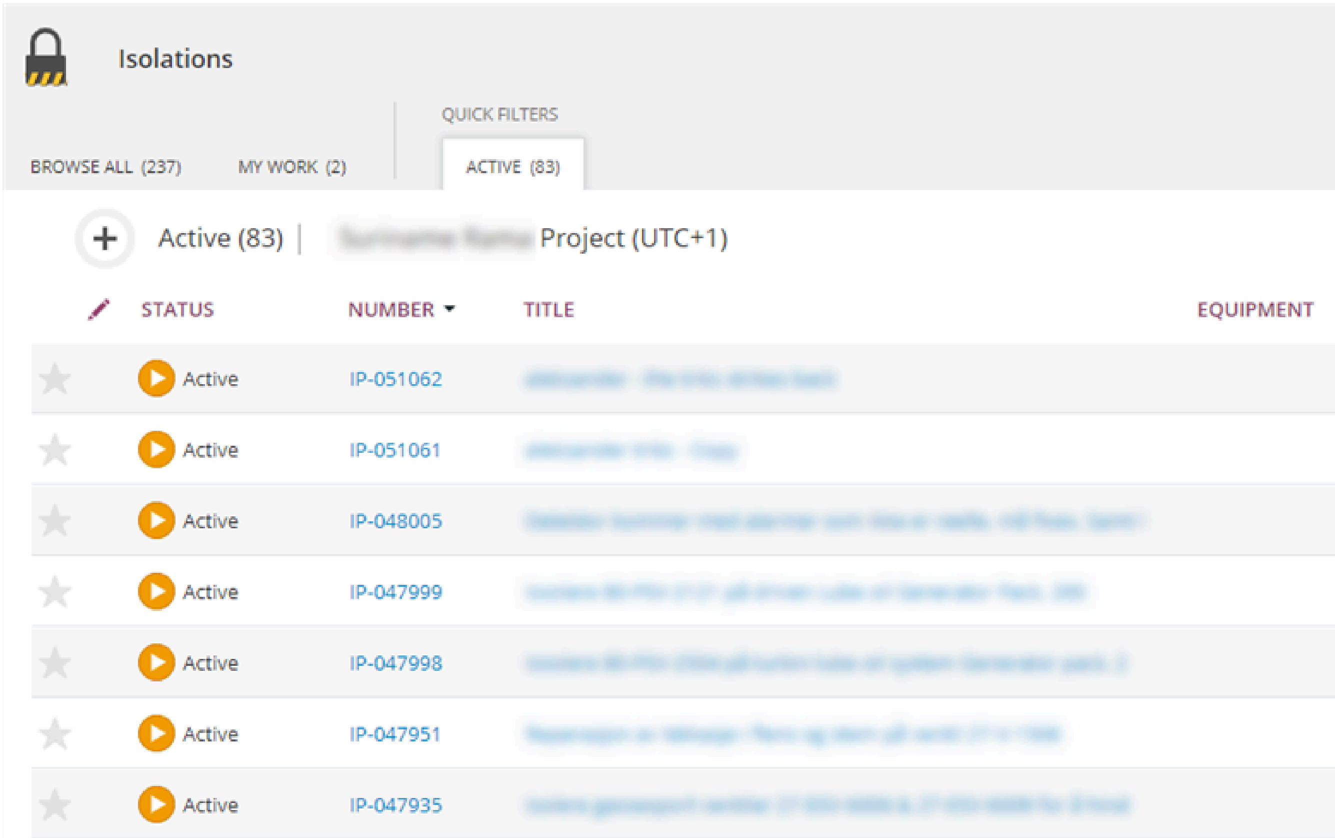


Quick filters

The **Quick Filter** tabs provide easy access to entities that have the same specified status. The statuses that display as tabs in AVEVA™ Operational Safety Management Web Application are configured by the administrator per module.

In this example, Quick Filter tabs display for these statuses:

- *New*
- *Approved*
- *Active*



Isolation plans

What is an isolation plan?

> An isolation plan is a work plan to ensure that a certain piece of equipment has been isolated from other systems.
>
> For example, an item of equipment has both water input and electricity input. Both of these systems need to be turned off before any work can be performed on the equipment.
>
> An isolation plan usually contains one or more isolation lists of different types, such as an electrical isolation list to turn off the electricity and then turn it back on after work on the equipment is complete.

Setting up isolation plans

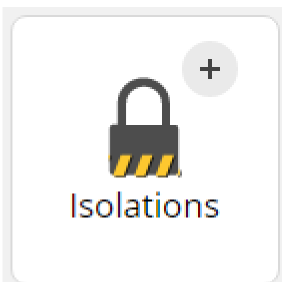
Use this list as a basic guideline for setting up your isolation plans.

• Create new isolation plan	Create a new isolation plan.
• Fields on Create New Isolation page	Enter the required fields.

• Add equipment to be isolated	Add the equipment to be isolated to the isolation plan.
• Add a reference to an isolation plan	Add related work orders and other references.
• Create an isolation list	Add one or more isolation lists to the isolation plan. An isolation plan must have at least one isolation list.

Create new isolation plan

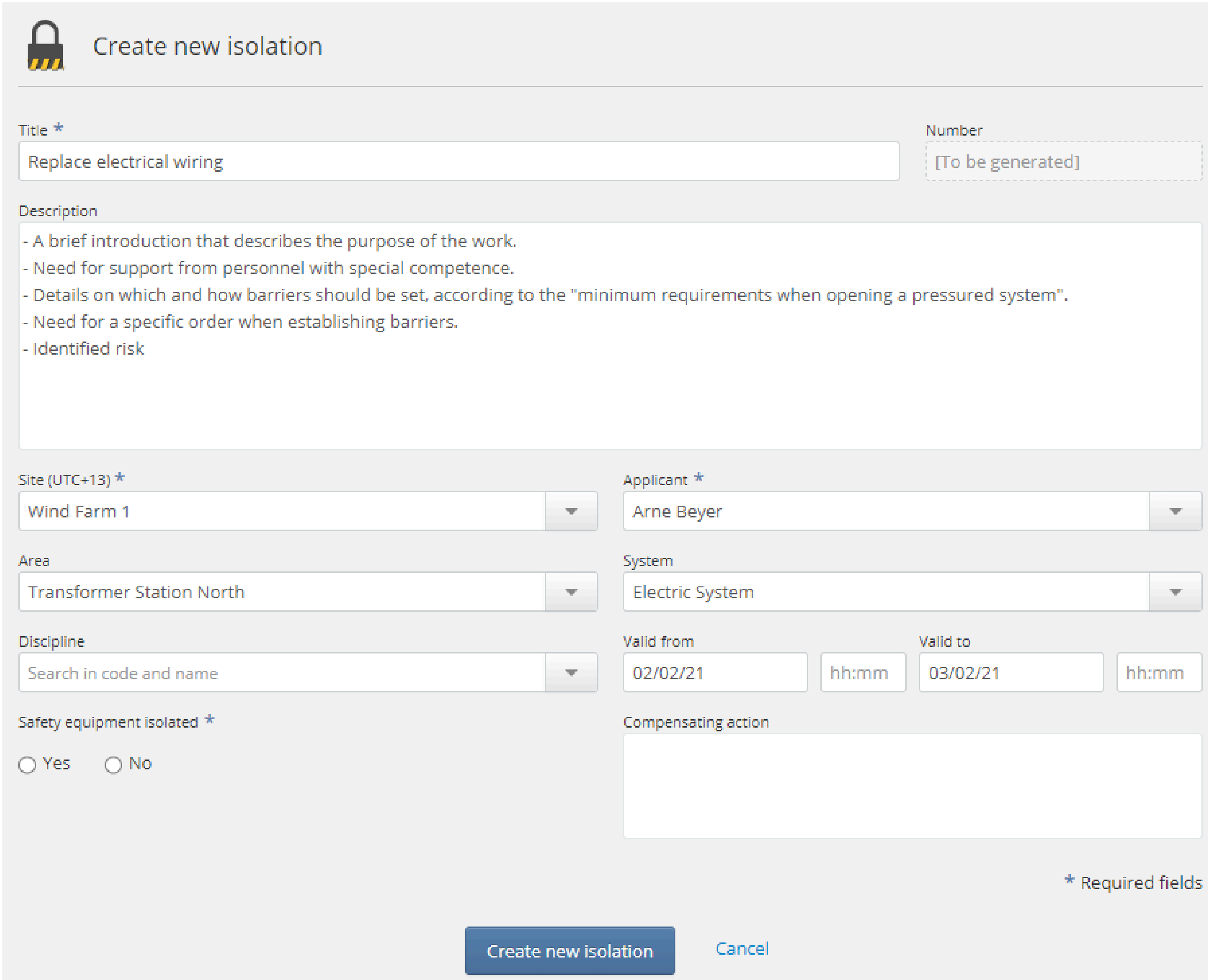
You can create a new isolation plan from the OSM Home page or from the library page.



Create from Library page

1. On the **Isolations Library** page, click the **Add**  button.
2. On the *Create New Isolation* screen, enter the details. The fields with a blue star indicate required information.

   For more information, see Fields on Create New Isolation page.
3. Click **Create new isolation**.



Fields on Create New Isolation page

These are the fields for an isolation plan item. Fields with an asterisk are required.

Field	Description
• *Title**	The title of the isolation plan.
• *Number*	The number will be auto-generated.
• *Description*	A description of the isolation plan.
• *Site**	The site where the isolation will be used.

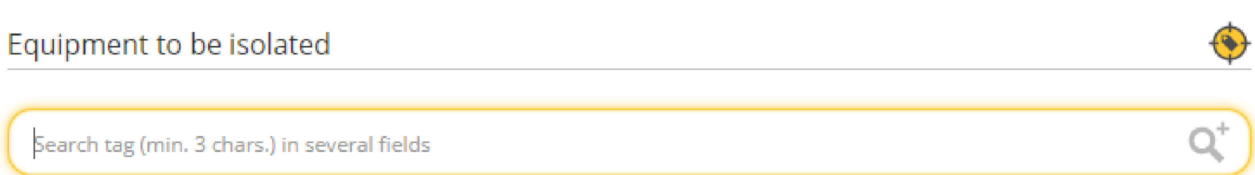
Field	Description
• *Applicant**	The name of the person creating the plan. Select from the drop-down list.
• *Area*	You can select an Area of the Site.
• *System*	You can specify the type of system that relates to this plan.
• *Valid from*	The start date that the plan will be valid.
• *Valid to*	The end date that the plan will be valid.
• *Discipline*	You can specify which discipline is performing this plan.
• *Compensating Action*	The compensating actions that will be taken. These are actions that will be taken to reduce risks during the work procedure.
• *Safety equipment isolated**	Select **Yes** if equipment is to be isolated. You must select Yes or No.

Add equipment to be isolated

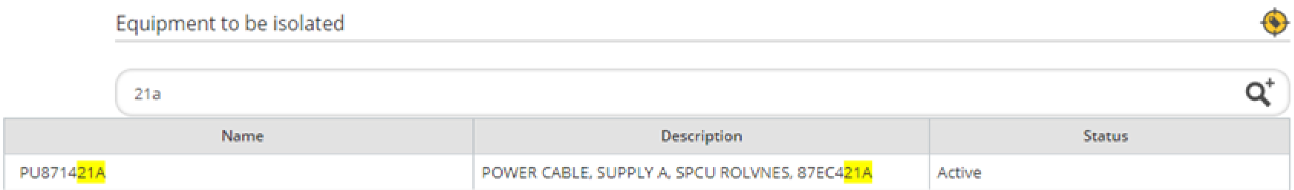
Use the Search bar to search for and add tags for pieces of equipment to be isolated.

Search for tags

1. Enter at least 3 characters and press Enter or the **Search** icon  .

   AVEVA™ Operational Safety Management will search the tags in the OSM Database and return any matching tags.
2. Select tag from the search results.

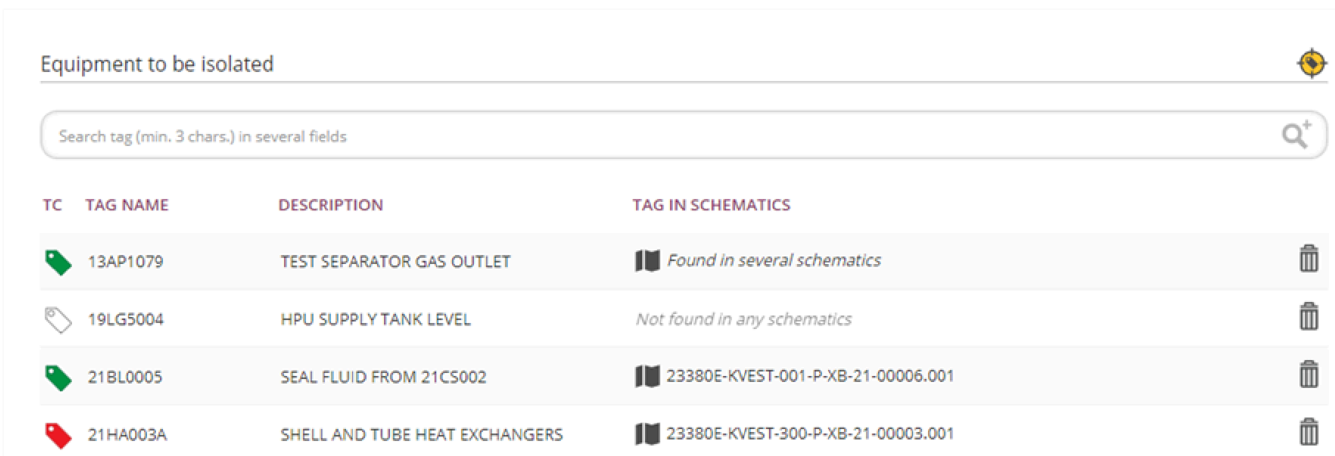


The selected tag appears in **Equipment to be Isolated** list.

Tags in schematics

After selecting a tag, AVEVA™ Operational Safety Management connects to AVEVA™ Asset Information Management (AIM) and searches to see if the tag is found in any schematics. Depending on whether the tag is found in any schematics in the external database, several messages can appear in the **Tag in Schematics** column.

Search results	Returned schematics IDs
If the tag is found in no schematics in AIM.	Message displays: *Not found in any schematics*
If the tag is found in 1 schematic in AIM.	Provides schematic ID.
If the tag is found in multiple schematics in AIM.	Message displays: *Found in several schematics*



Tag criticality

The color of the tag indicates the criticality level of the main item. See Tag criticality.

Search isolation plans

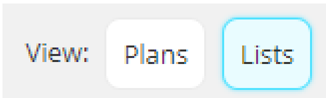
Different isolation list types can have different statuses; therefore, statuses do not show in the search filter if multiple isolation list types are selected.

You can search for a linked isolation plan and tag, which are either connected as an equipment to be isolated, or isolation point.

Search isolation plans

You can search isolations by querying for different parameters.

Tip: Switch between isolation plans and isolation lists by using the toggle buttons.



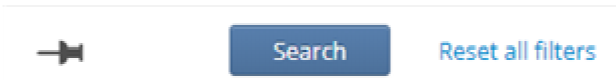
Open the Search panel

1. Click the icon on right side of the screen. The Search panel expands.
2. Select the search details and click **Search** to search with the given parameters.

   The search panel closes and the library list refreshes to show only isolations that meet the search filter.

Reset the search query

- Click **Reset all filters** to reset the search query values.



Close the Search panel

- Click to close the Search panel.

Pin the search panel

- Pin the search panel to have it always open.

See also Isolation plan search parameters

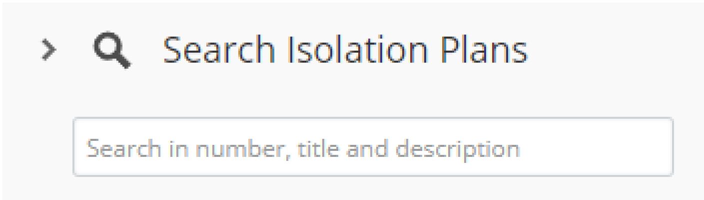
Isolation plan search parameters

Using the Search panel

This topic describes using search parameters in the search panel for isolation plans.

Search for an isolation plan

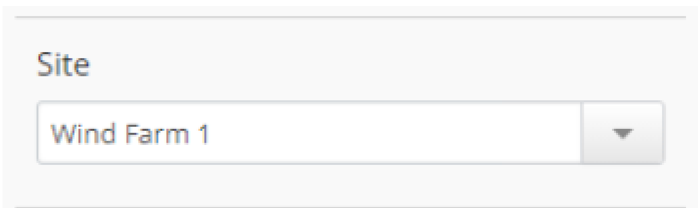
Enter a minimum of three characters that appear in the number, title, or description.



Site

Click the **Search** icon to display drop-down menu of available sites.

Click **Reset** to return the filter to empty.



Status

Select the relevant statuses to include in the search filter.

Click **Reset** to return the filter to its default state. Some statuses are configured as default by the administrator.

Area

Limit the search to a specific Area.

System

Limit the search to a specific System.

Discipline

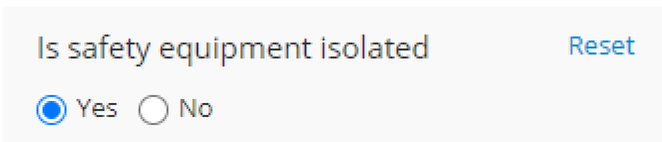
Limit the search to a specific Discipline.

Valid from and Valid to

Select the Valid From and Valid To dates.

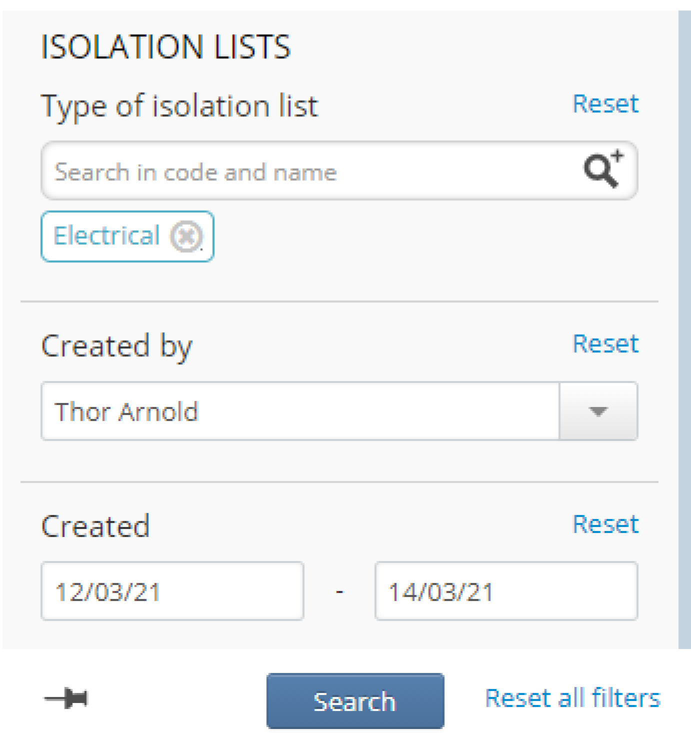
Is safety equipment isolated

Select Yes or No.



Isolation Lists

Include the details of an isolation list that is associated with the isolation plan.

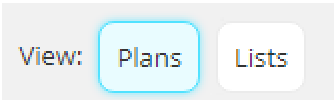


Details for isolation plans

When you click on an isolation plan in the Isolations Library, you can access an overview of the details for that specific isolation plan.

Open an isolation plan

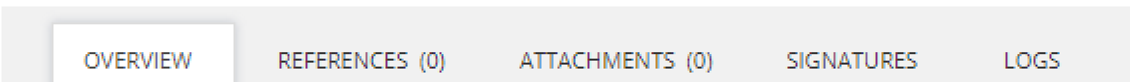
1. On the Isolations Library page, click the **Plans** button to view only isolation plans.



2. Double-click an isolation plan to open the Details pages.

Isolation plan tabs

Each isolation plan has several tabs containing the details about the isolation plan.



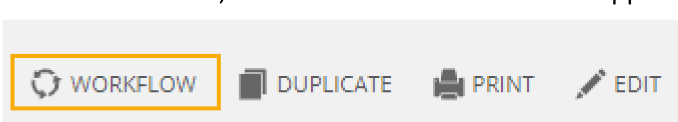
• Overview	Overview of isolation plan.
• References	Add references to an isolation plan.
• Attachments	Add attachments to an isolation plan.
• Signatures	View signatures for an isolation plan.
• Logs	View logs for an isolation plan.

Process workflow on isolation plan

The processes that you can perform will depend on the access you have in the configuration.

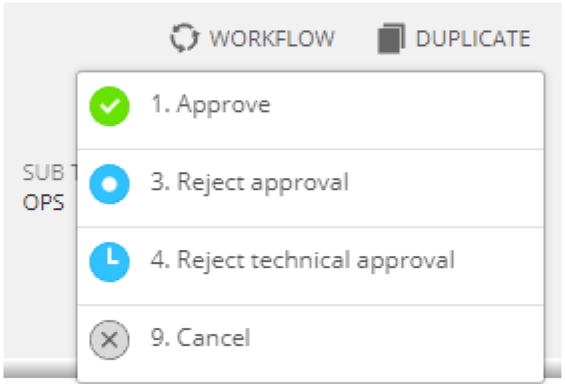
Perform workflow

1. In the Details view, click the **Workflow** icon in the upper-right corner.



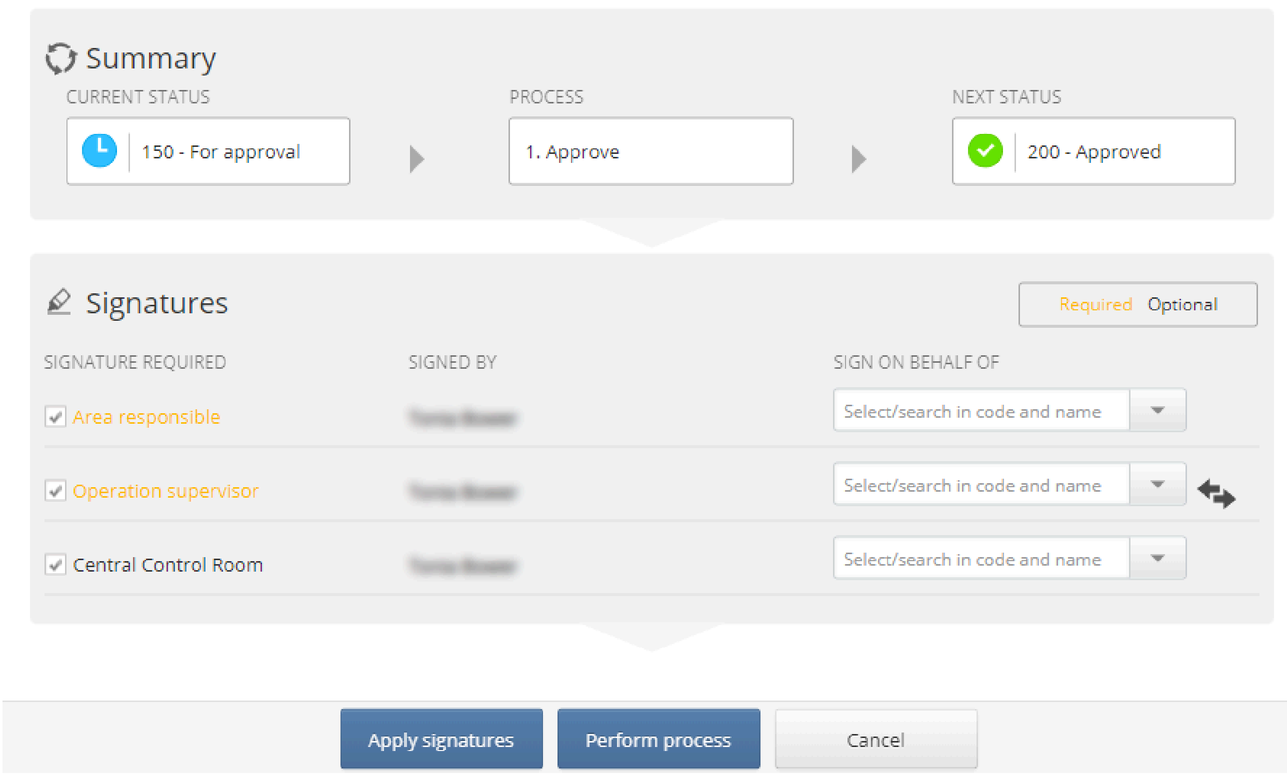
A list of processes displays.

2. Select a process to perform.



The **Workflow** dialog box appears.

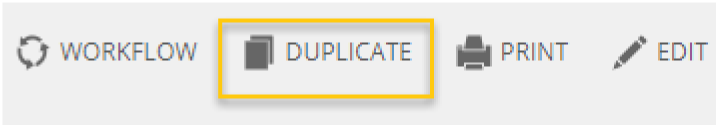
3. Review the Summary section that this is the operation you want to perform.
4. If signatures are required, sign in the Signatures section
5. If a message is required, write a message in the Send to Co-worker section.
6. Click **Perform process**.



Duplicate an isolation plan

Duplicate an isolation plan

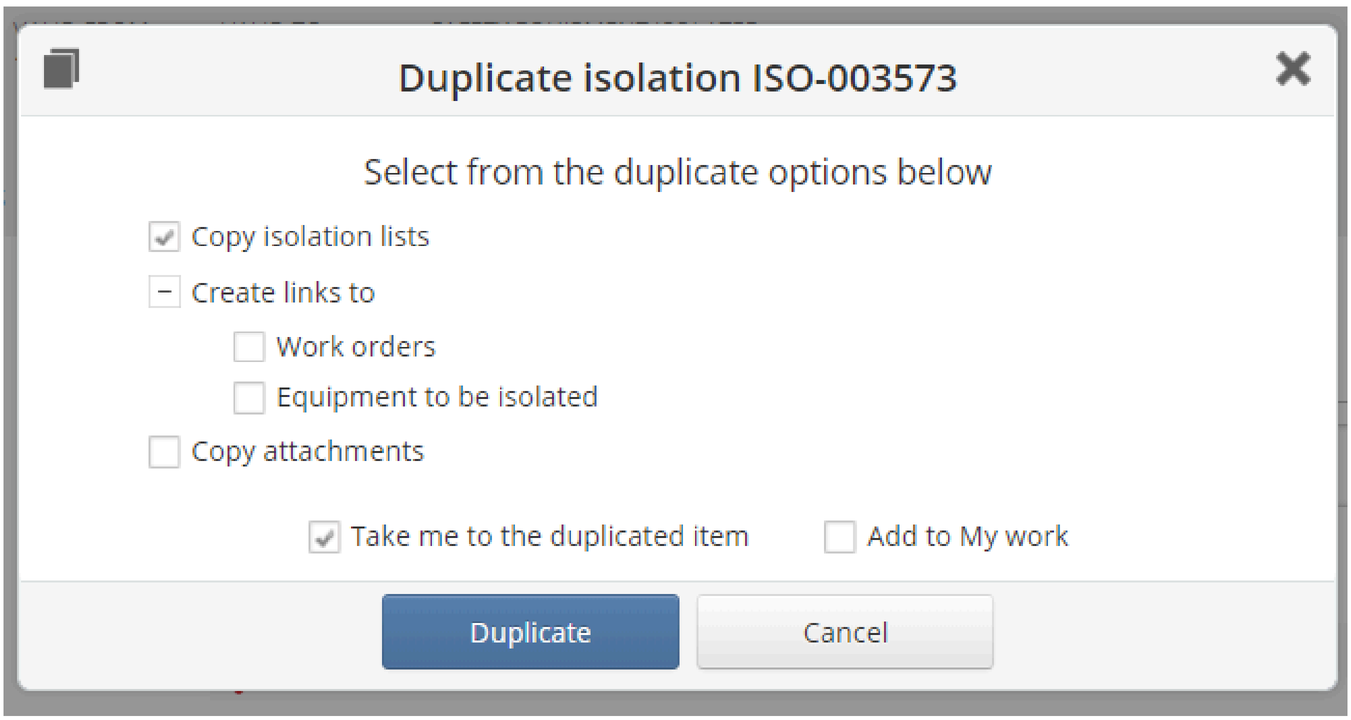
- Click the **Duplicate** button to duplicate an entire isolation plan.



Options

When duplicating an isolation plan, the following options are possible as shown below.

- Copy isolation lists
- Create links to
  - Work orders
  - Equipment to be isolated
- Copy attachments

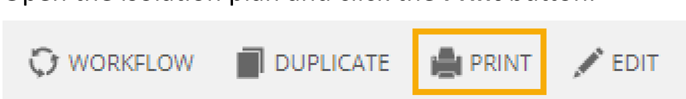


Print isolation plans

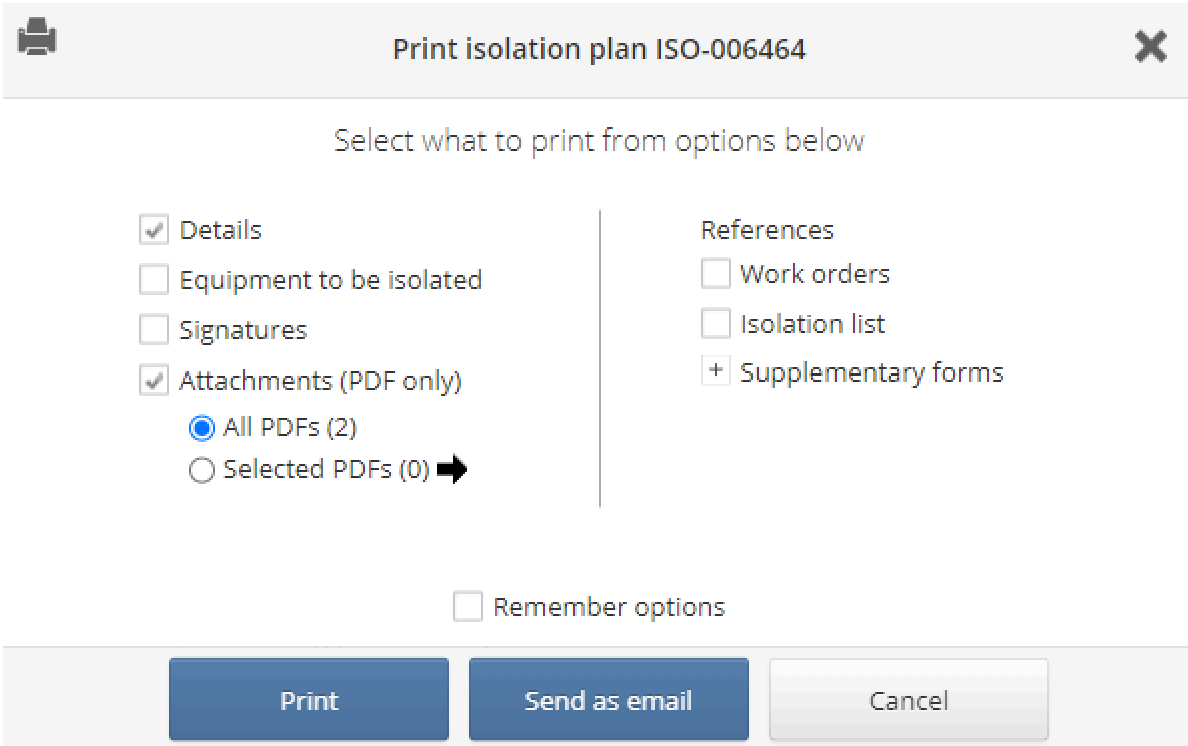
When printing an isolation plan, you are given the option to print details, attachments, and linked references at the same time.

Print an isolation plan and its attachments

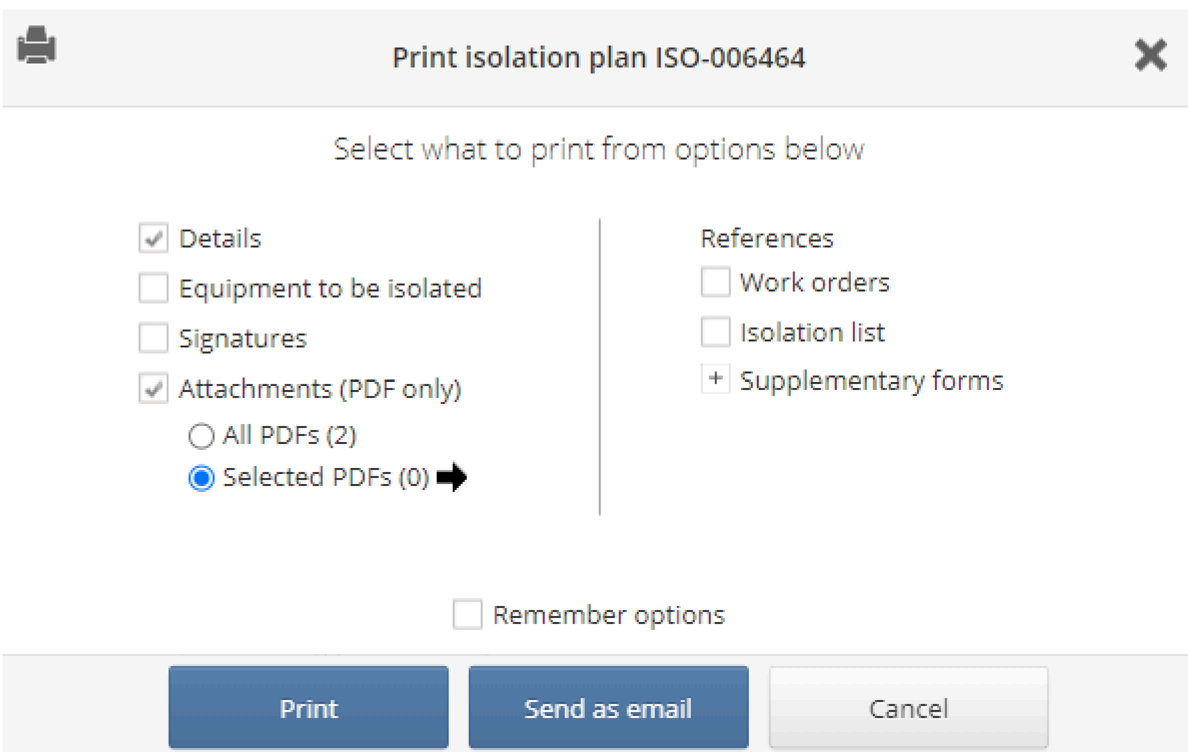
1. Open the isolation plan and click the **Print** button.



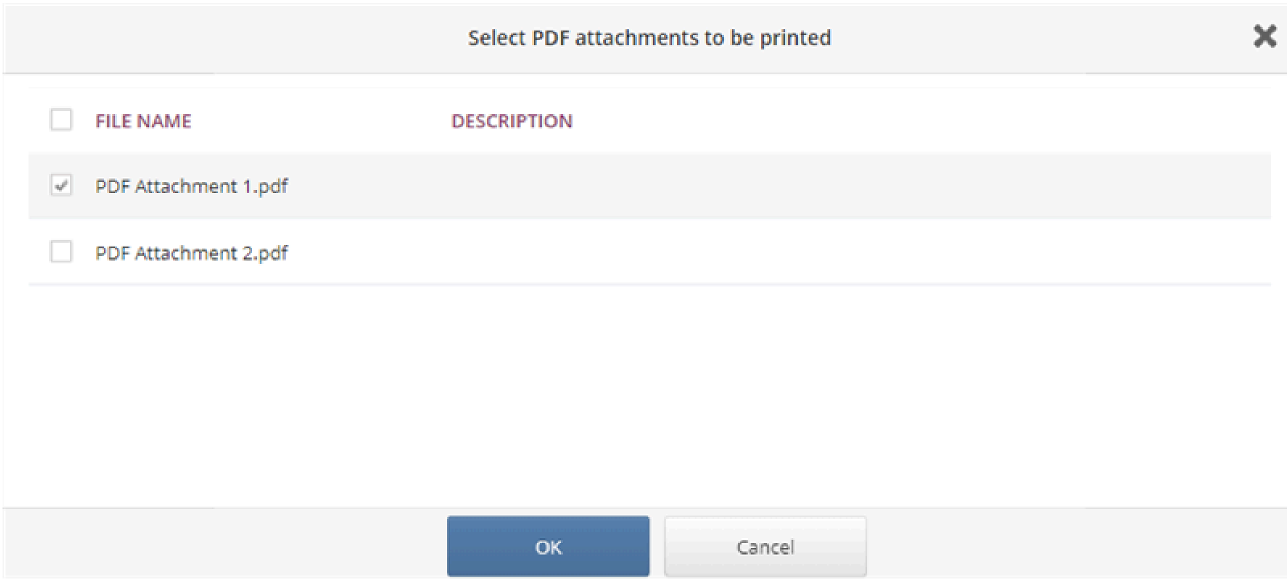
2. Select which details and linked items to print.
3. (Optional) If there is more than one PDF attachment, you can select the **Attachments** checkbox and choose whether to print all PDF attachments or select which PDFs to print.



4. (Optional) Click the **Selected PDFs** option and then click the arrow  icon.



5. Select the attachments you want to print and click **OK**.

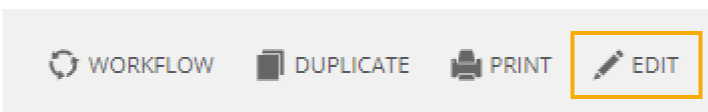


6. (Optional) Select the **Remember options** checkbox to remember these print options for next time.
7. Click **Print**.

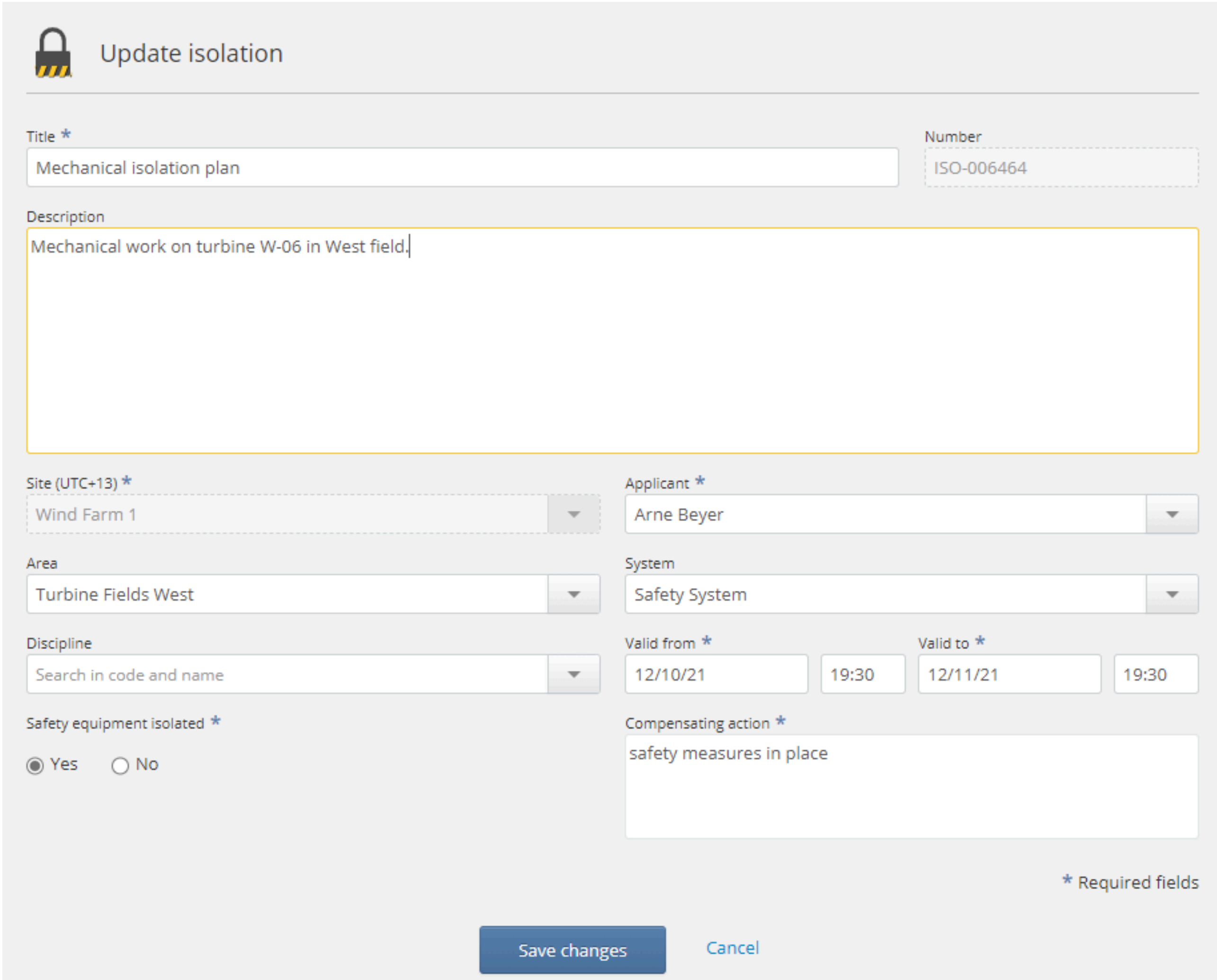
Edit an isolation plan

Edit an isolation plan

1. In the Details view, click the **Edit** icon in the upper-right corner.



2. On the Edit form, edit the details. For more information, see Fields on Create New Isolation page.
3. Click **Save changes**.



Fields on Edit Isolation page

These are the fields when editing an isolation plan item.

Field	Description
• *Title*	The title of the isolation plan.
• *Number*	The number that was auto-generated for isolation plan.
• *Description*	A description of the isolation plan.
• *Site**	In edit view, this field is read-only. It specifies the site where work will take place.

Field	Description
• *Applicant*	The name of who person created the plan. Select from the drop-down list.
• *Area*	You can select an Area of the Site.
• *System*	You can specify the type of system that relates to this plan.
• *Valid from*	The start date that the plan is valid.
• *Valid to*	The end date that the plan is valid.
• *Discipline*	The discipline that is performing this plan.
• *Compensating Action*	The compensating actions that will be taken. These are actions that will be taken to reduce risks during the work procedure.
• *Safety equipment isolated*	Specifies **Yes** if equipment is isolated.

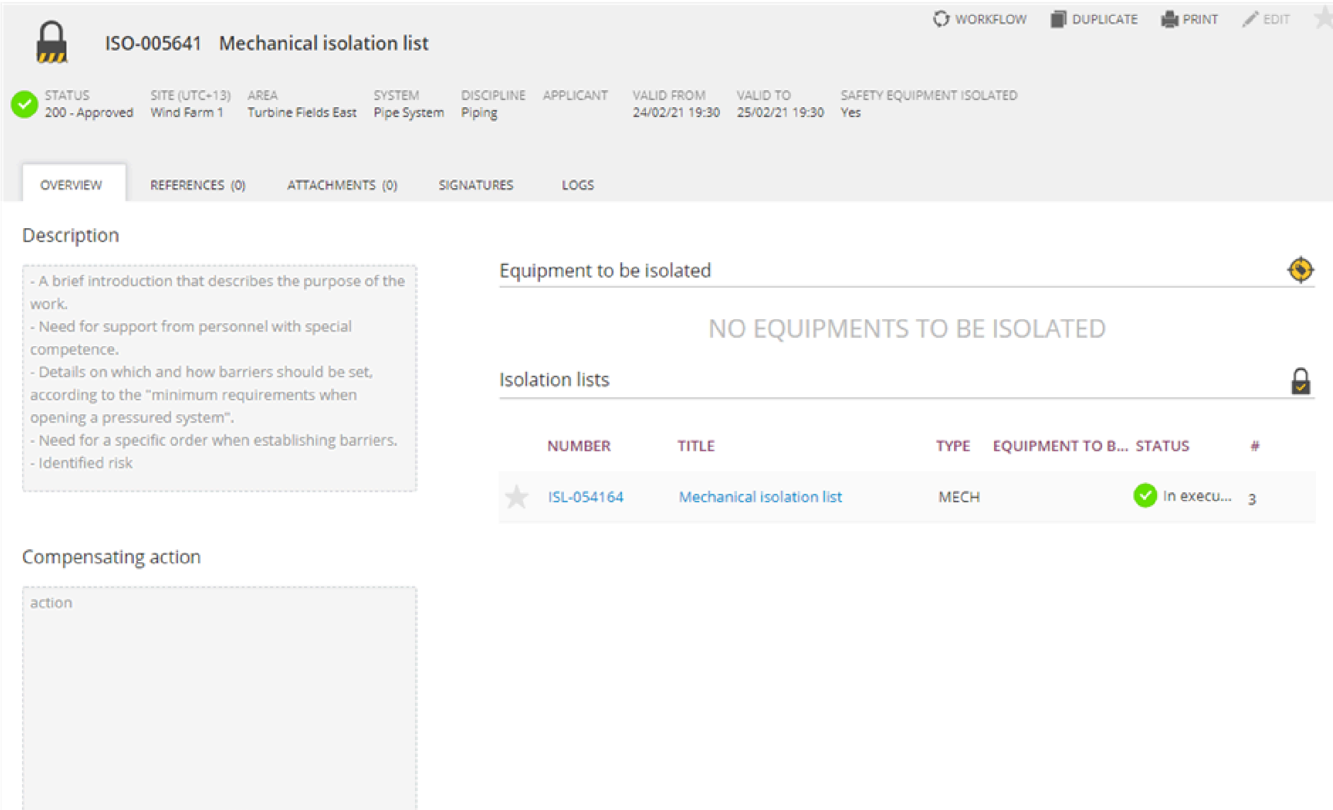
Overview

Overview of isolation plan

Overview tab

The Overview tab shows the description of the Isolation plan, the compensating action, and the equipment to be isolated.

It also has a list of the Isolation lists attached to the plan.



References

Manage references for isolation plan

References tab

On the **References** tab, you can search for and add work orders and supplementary forms as references to the isolation plan.

Guidelines

- You can add references when work item is in editable status.
- References to be added cannot be in *Canceled* or *Closed* status.
- If work item is cancelled, all references will be removed.
- You can remove linked references when work item is in editable status.
- For some reference types, you can perform the workflow directly from References page.

Log entry for deleted read-only references

When you delete a link to read-only reference, there is now a log entry for this action. This applies for all reference types for the following work items:

Work Permit, Isolation Plan, Isolation List, Task Risk Assessment, Safe Job Analysis and Supplementary Form.

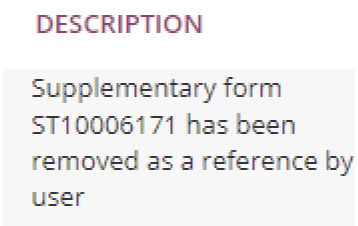
OSM makes a log entry only if the work item is in non-editable state (such as after approval). When the work item is in an editable state, there is no log entry.

- If both items are editable - no log entry
- If one item is non-editable - creates log entry
- If both items are non-editable - creates log entry

The log entry happens on both sides—on the work item side and on the reference side.

Why. Because if there is an audit, there is a record of previous associations between work items, even if these items have been removed.

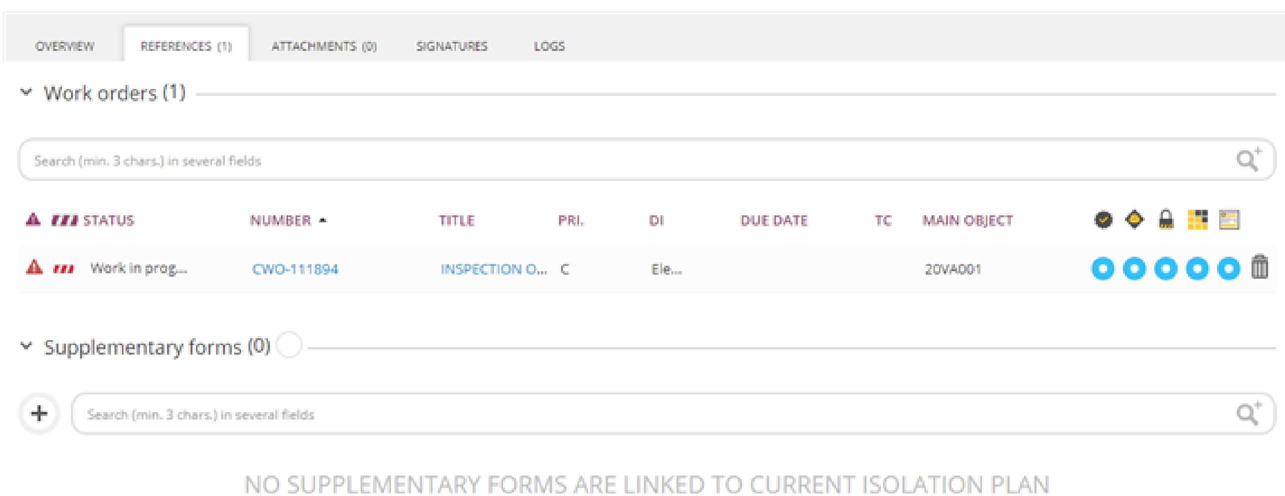
Example—An example of log entry for a deleted reference.



Sections

The References tab has these sections.

- **Work orders** - Search for and add Work Orders. If configured, dates from work order can be automatically copied to isolation plan when work order is added.
- **Supplementary forms** - Search for and add Supplementary Forms. You can create a Supplementary Form from here.



Icons

These icons appear on the References tab.

Icon	Description
	Performs a process change that moves the item from one status to another status in the workflow.
	Deletes the reference

Add a reference to an isolation plan

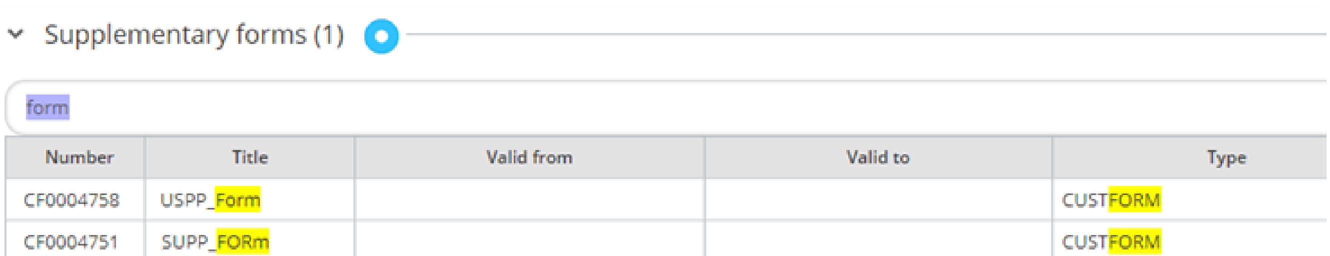
Reference sections

Depending on the type of work item, you can add different references to the work item.

Section titles show the number of attached references, such as (2) and an icon for lowest status indicator.

Add a reference

1. On the **References** tab, expand the relevant section.
2. Enter at least 3 characters into the Search bar and click the **Search** icon.
3. Select an item from the search results.
4. Click **Save changes**.



Delete a reference

- Click **Delete** next to the reference. The Delete option availability depends on the current status of the work item.

Status indicator icons

There are seven key phases, shared by all entities, that are identified and will be given the relevant color symbol.

Icon	Phase	Examples of statuses
	New	*New*
	In planning	*For approval*
	Approved	*Approved, In execution*
	Active	*Active, Active extended*
	Inactive	*On hold, Expired*
	Closed/Completed	*Completed, Closed*
	Canceled	*Canceled*

Attachments

Manage attachments for isolation plan

This topic relates to Details for isolation plans.The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

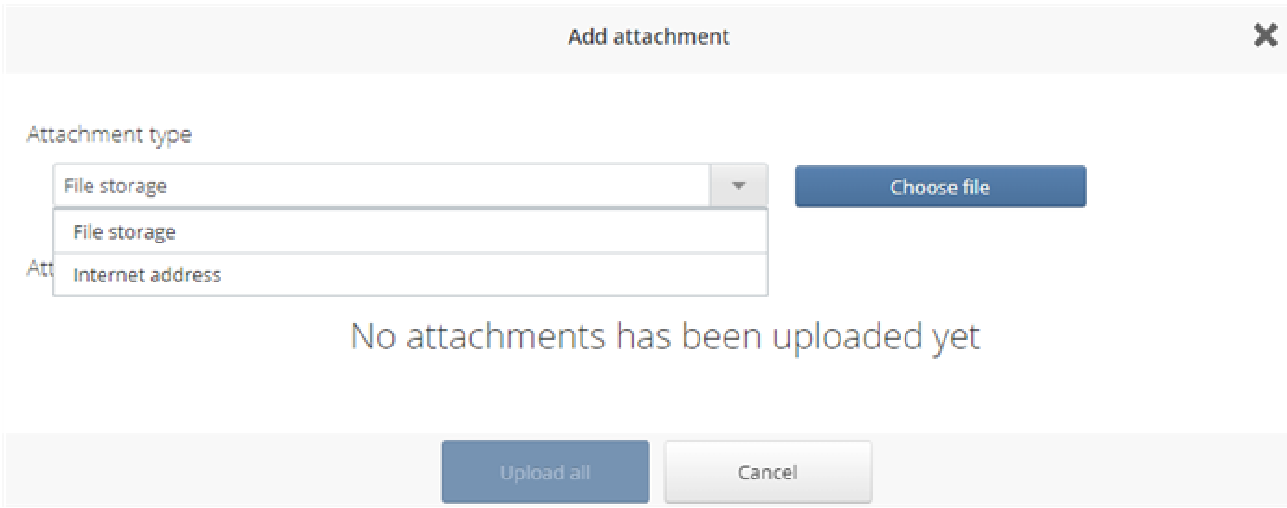
- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

Guidelines for adding files and URLs as attachments

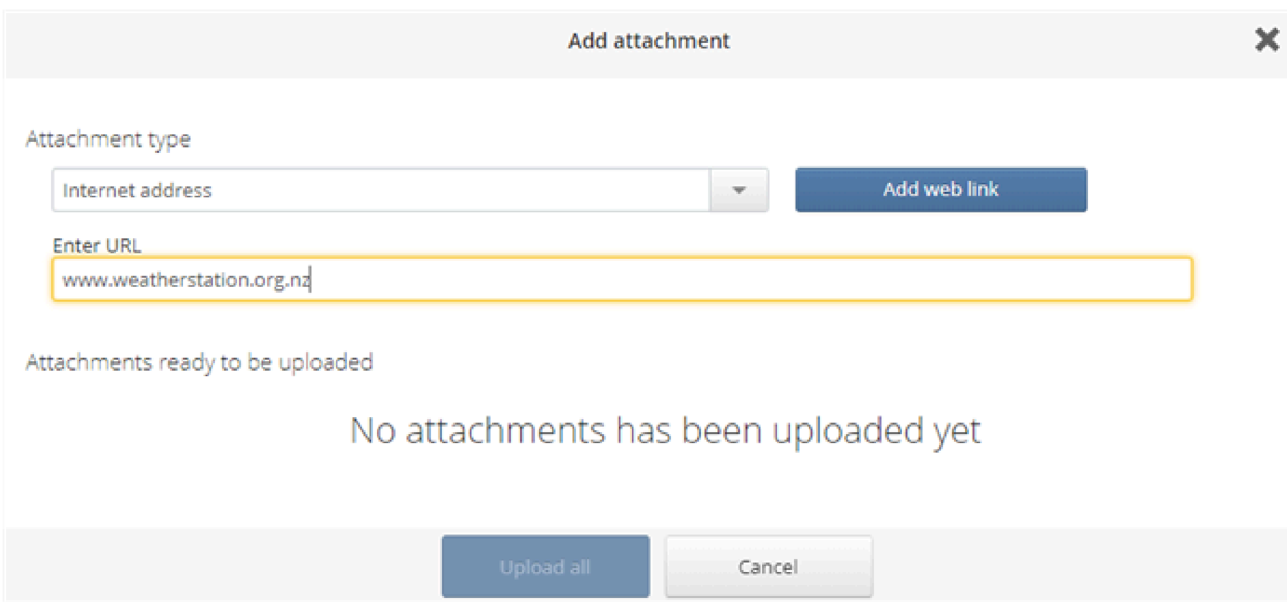
- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

Add an attachment

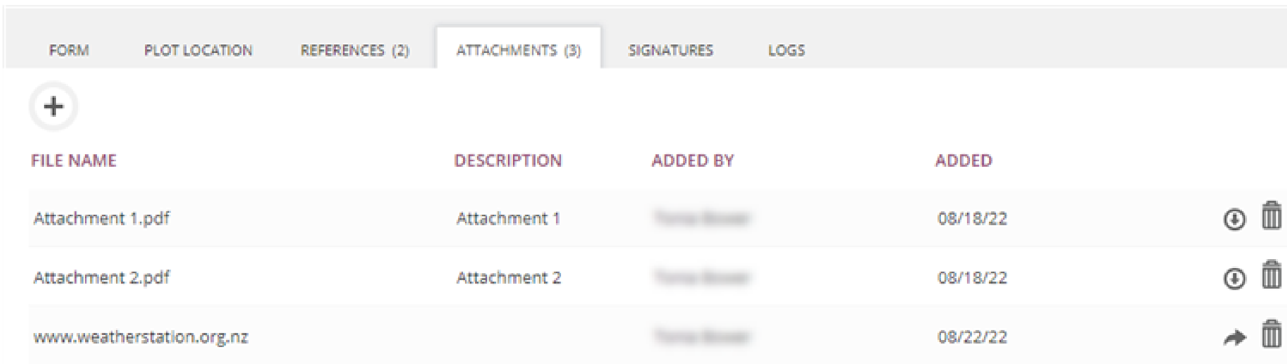
1. Select the **Add**  icon to add a new attachment.
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.



5. When you have finished adding files or URLs, click **Upload all**.



Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

Signatures

View signatures for isolation plan

Signatures tab

The **Signatures** tab contains all the signatures that have been applied to the current item. This is a read-only page.

Note: It is not possible to enter signatures through this page. Signatures are dynamic and are part of Workflow process.

Sometimes, this page may have the option to revoke signatures.

Logs

View logs and snapshots for isolation plan

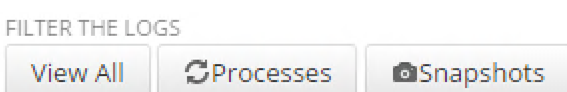
Logs tab

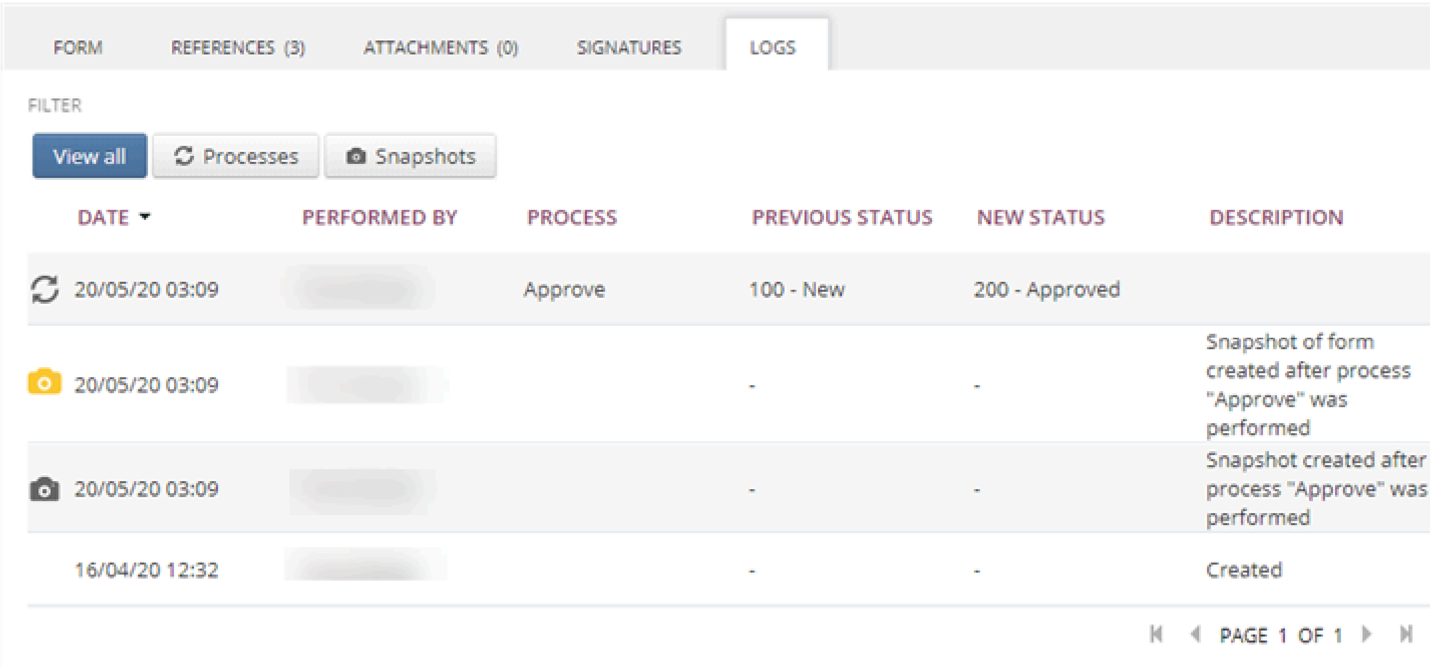
The **Logs** tab contains a history of changes that have been made to the item. The log includes process changes  and snapshots .

- **Process change.** A process change occurs when the item moves from one status to another status in the workflow.
- **Snapshot of data.** If configured, a snapshot of the data is recorded when a workflow process occurs. Snapshots are recorded so you can look back at data from an earlier time in the workflow. For example, a snapshot that was taken at the time an item was Approved.
- **Snapshot of form.** A snapshot of the form with manually entered data at a specific time.

Switch Log filter

- On the **Logs** tab, click **View All**, **Processes**, or **Snapshots** to change the filter.



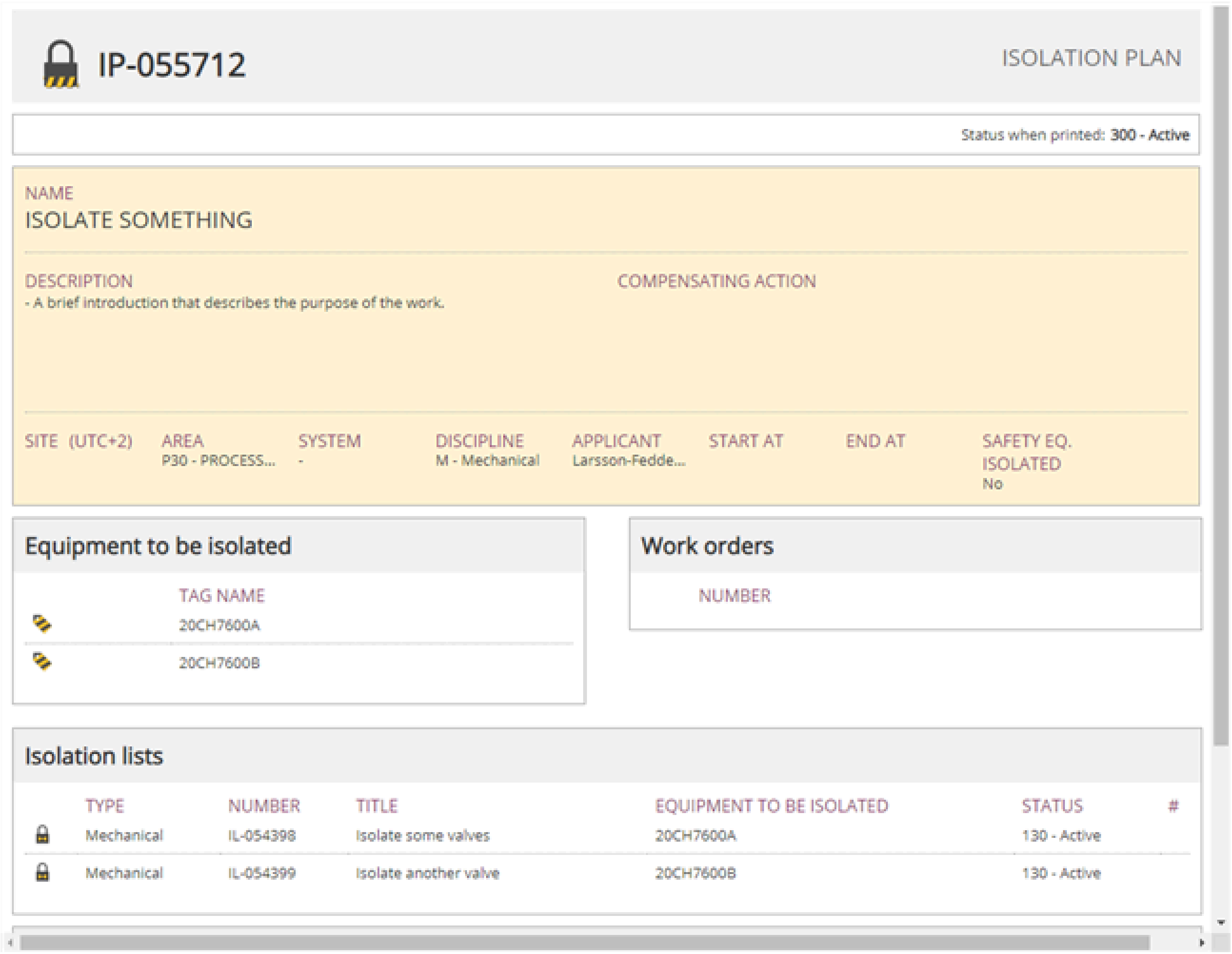


Icons

These icons appear on the Logs tab.

Icon	Description
	A process change that moved the item from one status to another in the workflow process.
	Data snapshot - View a snapshot of unformatted data at a specific time.
	Form snapshot - View a snapshot of the form with data at a specific time.

Example of data snapshot



Isolation Lists

What is an isolation list?

An Isolation List is a predetermined set of sequential steps that must be followed to isolate a system that will be worked on. An Isolation List must be part of an Isolation Plan.

Setting up isolation lists

Use this list as a basic guideline for setting up and using isolation lists.

• Create an isolation list	Create a new isolation list.
• Fields on Create Isolation List page	Enter the required fields.
• Manage references for isolation list	Add the related Work permit and other references.
• Add Isolation Points to isolation list	Create the Isolation points that determine the isolation list.
• Process the isolation list workflow	Process the status of the isolation list
• Sign for isolated on an isolation point	Sign off on each of the Isolation Points in the isolation list. Each isolated point must be signed.
• Add system locks to isolation points	Add a system lock or a personal lock to an isolation point, if needed.
• Sign for Reset on an isolation point	Reset the Isolation points to their starting positions. When work is complete, the points need to be reset to original position.

Process the isolation list workflow

Generally, specific functions will be available in the isolation list and to the Isolation Points in the list, depending on the current status of the workflow.

Therefore, when the status of the isolation list changes, the available functions will change.

Note: Due to dynamic configuration, there are many possibilities for custom configuration of the list functionality. The functionality of your isolation list will be configured to your business needs.

Example of Isolation List workflow

This is a general concept of the way an isolation list will usually work.

Starting Statuses	Available functions
	Example statuses: *New, Approval Pending, Approved* • Add Isolation Points • Edit the details of isolation points • Delete isolation points • Add system locks to Isolation Points

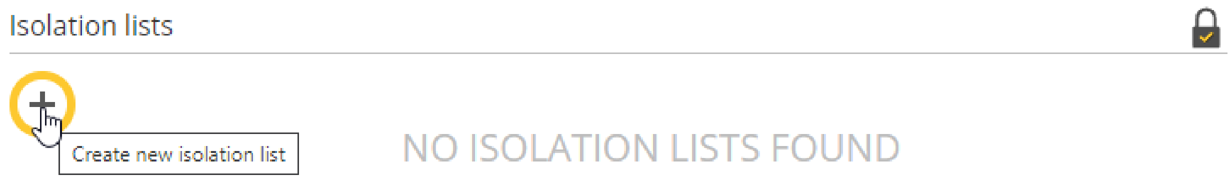
	• Add personal locks to Isolation Points
Operational Statuses	**Available functions** Example statuses: *Active, In Execution, Reset, Test* • Can not usually add Isolation Points while in this phase. • Can not usually delete Isolation Points while in this phase. • In this phase, points are signed as isolated and can be locked. • Add personal locks. • After work is complete, all points need to be reset before closing the list. • Sign for isolated on an isolation point • Add system locks to isolation points • Sign for Reset on an isolation point • Sign for Test on an isolation point
End Statuses	**Available functions** Example statuses: *Closed, Canceled* • Can no longer modify any details of the list. • When cancelled, all reference links are deleted. **Note:** All linked tag references for an isolation list will be deleted when the isolation list is processed to Canceled. This makes it possible in the future to delete a tag without having references in closed items that make it unable to delete the tag.

Create an isolation list

An Isolation plan can have multiple isolation lists. For more information, see Setting up isolation lists.

Create an isolation list

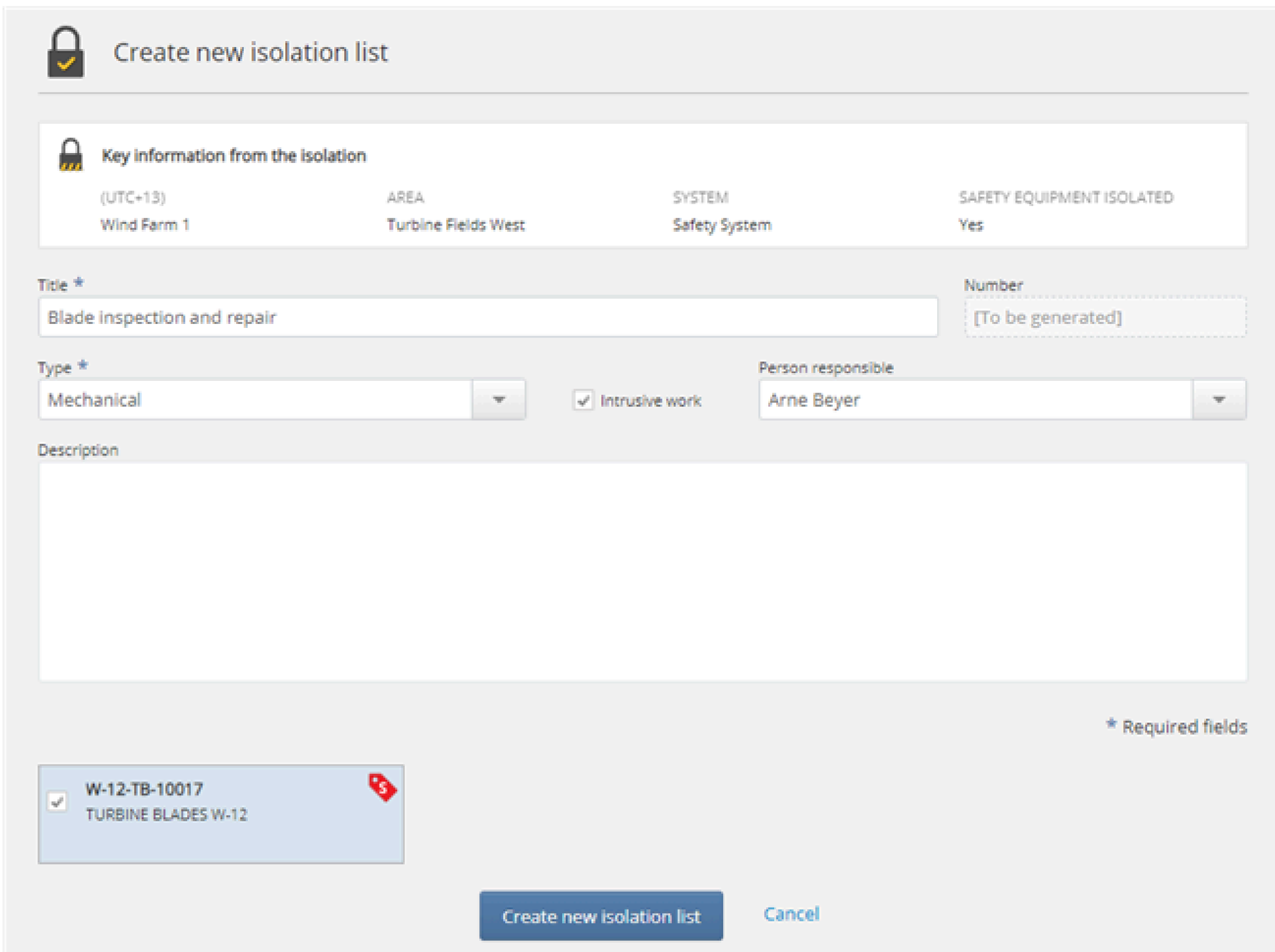
1. On the Isolation Plan page, under Isolation lists, click the **Add** + button to create new list.



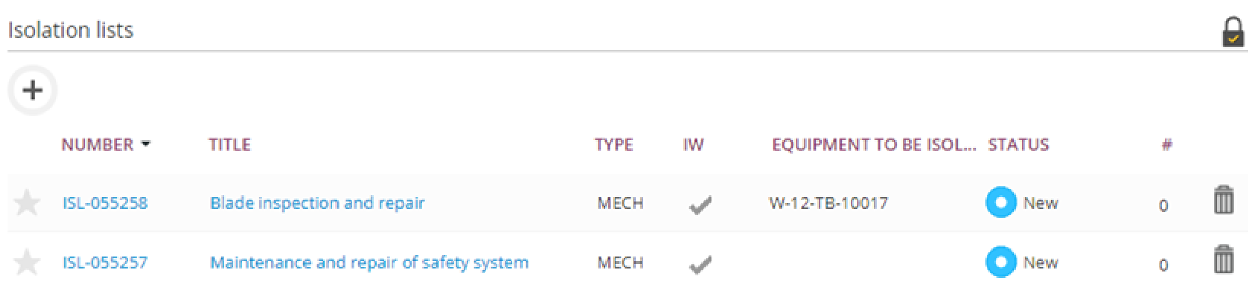
The *Create new isolation list* dialog box appears.

2. Enter the required details including **Title** and **Type**. Fields with an asterisk are required.

   For more information, see Fields on Create Isolation List page.



3. Click **Create new isolation list**.



Fields on Create Isolation List page

These are the fields for an isolation list item. Fields with an asterisk are required.

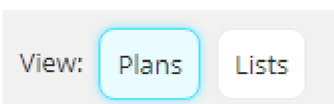
Field	Description
*Title**	The title of the isolation list.
Number	The number will be auto-generated.
*Type**	Select the isolation list type.
Intrusive work	Intrusive work is classified as any work that disturbs the production in a site.
Person responsible	The name of the person responsible for this list. Select from the drop-down list.
Description	A description of the isolation list.

Delete an isolation list

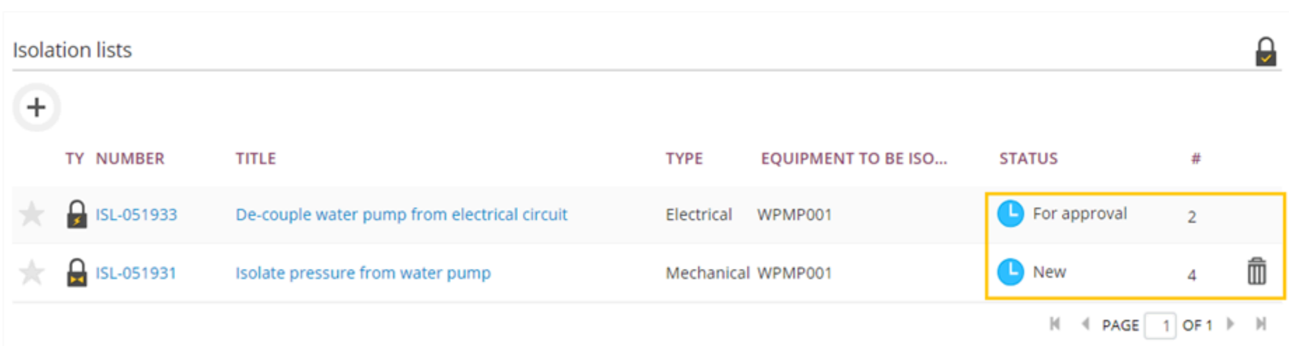
Note: You can delete Isolation lists only while they have a status of *New*.

Delete an isolation list

1. On the Isolations Library page, click **Plans** to display the Plans view.



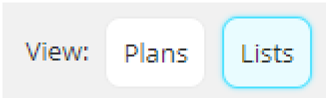
2. In the Plans library list, click an isolation plan to open it.
3. On the **Overview** tab, under **Isolations list**, find the list and click the **Delete** icon.



Search isolation lists

You can search isolations by querying for different parameters.

Tip: Switch between isolation plans and isolation lists by using the toggle buttons.

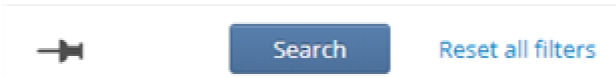


Open the Search panel

1. Click the icon on right side of the screen. The Search panel expands.
2. Select the search details and click **Search** to search with the given parameters.
   The search panel closes and the library list refreshes to show only isolations that meet the search filter.

Reset the search query

- Click **Reset all filters** to reset the search query values.



Close the Search panel

- Click to close the Search panel.

Pin the Search panel

- Pin the search panel to have it always open.

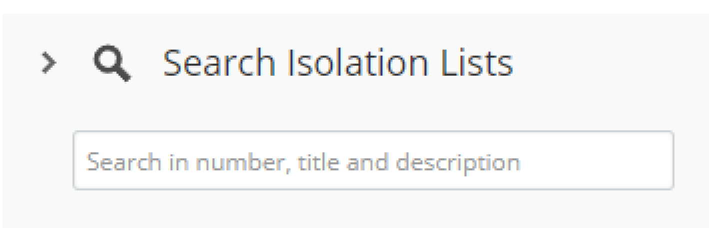
See also Isolation list search parameters

Isolation list search parameters

This topic describes using search parameters in the search panel for isolation lists.

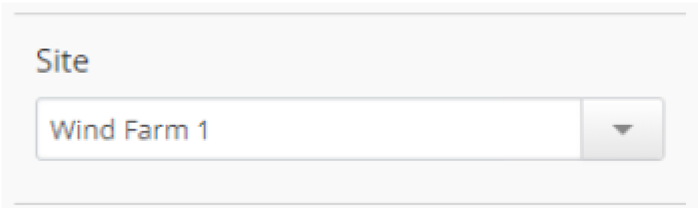
Search isolation lists

- Enter a minimum of three characters that appear in the number, title, or description.



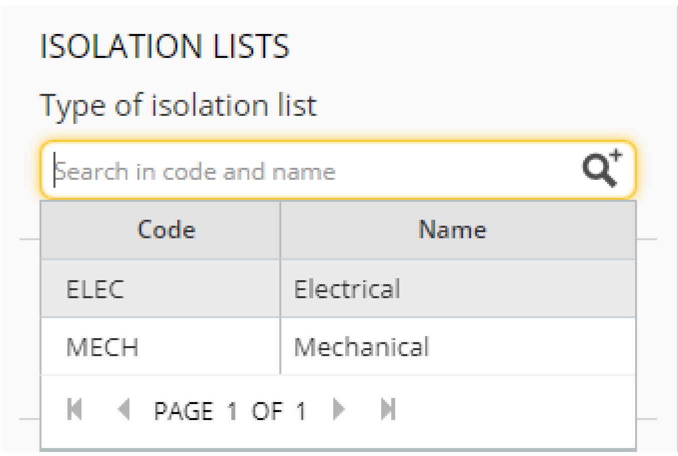
Site

- Click the **Search** icon to display drop-down menu of available sites.
  Click **Reset** to return the filter to empty.



Type of isolation list

- Enter three characters to search for the Type, or choose the Type from the drop-down list.

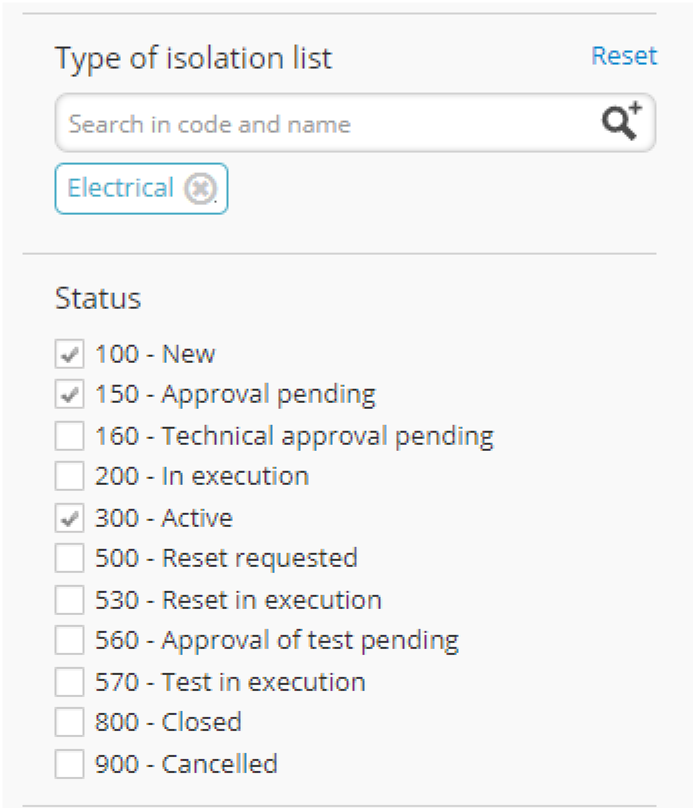


Status

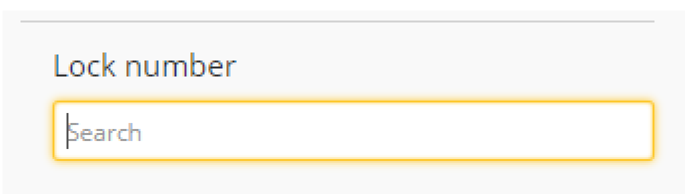
The status section thats displays depends on the type of isolation list.

- Select the relevant statuses to include in the search filter.

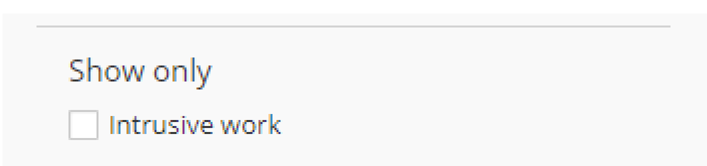
  Click **Reset** to return the filter to its default state. Some statuses are configured as default by the administrator.



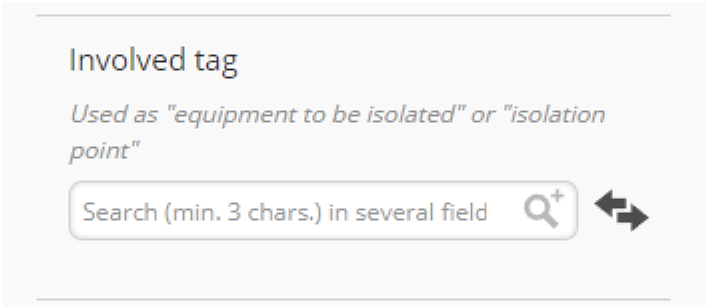
Lock number



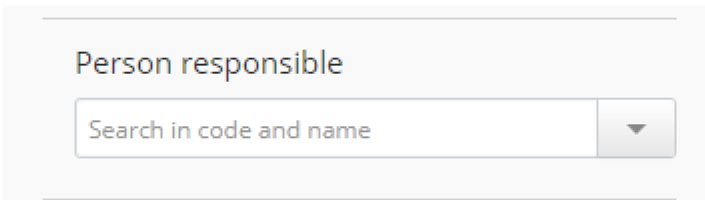
Show only



Involved tag

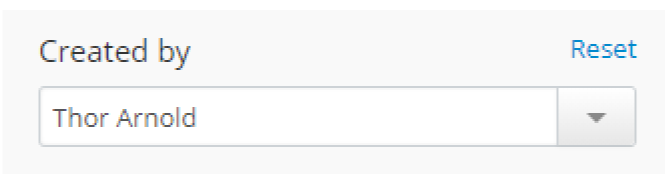


Person responsible



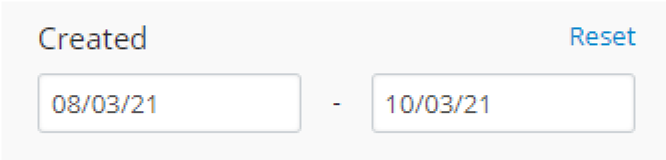
Created by

- Enter three characters to search for name of the person who created the isolation list, or choose name from the drop-down list.

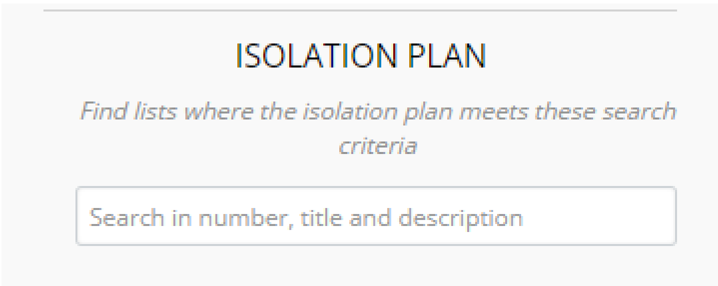


Created

- Select the starting date and end date of Creation date in the date range you are looking for.



Isolation Plan



Area

- Limit the search to a specific Area.

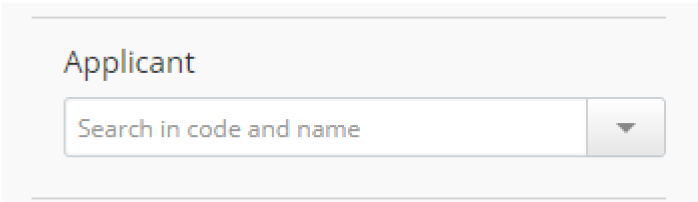
System

- Limit the search to a specific System.

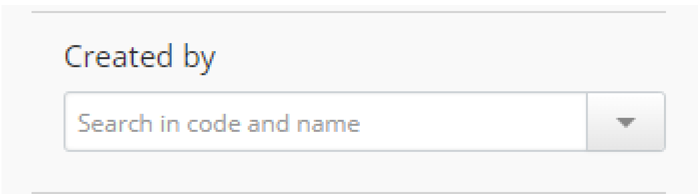
Discipline

- Limit the search to a specific Discipline.

Applicant



Created by

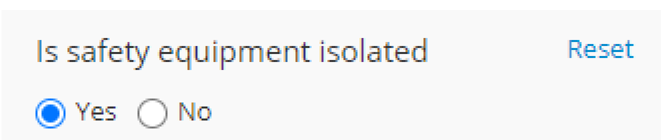


Valid from and Valid to

- Select the Valid From and Valid To dates.

Is safety equipment isolated

- Select **Yes** or **No**.

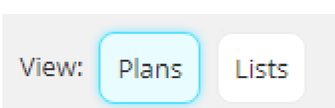


Details for isolation lists

When you click on an isolation list in the Isolations library, you can access an overview of the details for that specific isolation list.

Open an isolation list

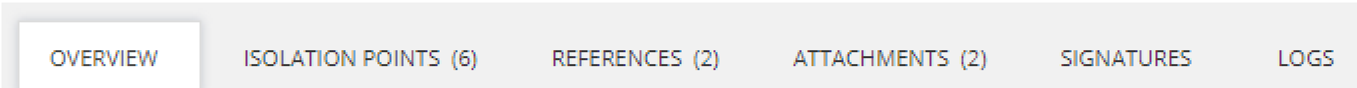
1. On the Isolations Library page, click the **Lists** button to view only isolation lists.



2. Double-click an isolation list to open the Details pages.

Isolation List tabs

Each isolation list has several tabs containing the details about the isolation list.



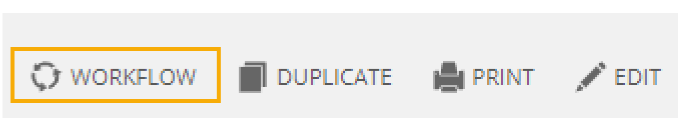
• Overview	Overview of isolation list.
• Isolation Points	Add isolation points to an isolation list.
• References	Add references to an isolation list.
• Attachments	Add attachments to an isolation list.
• Signatures	View signatures for an isolation list.
• Logs	View log for an isolation list.

Process workflow on isolation list

The processes that you can perform will depend on the access you have in the configuration.

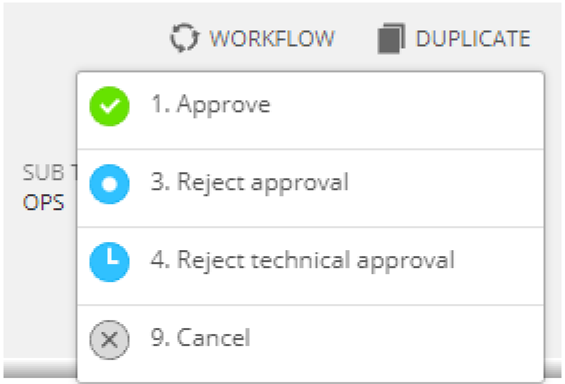
Perform workflow

1. In the Details view, click the **Workflow** icon in the upper-right corner.



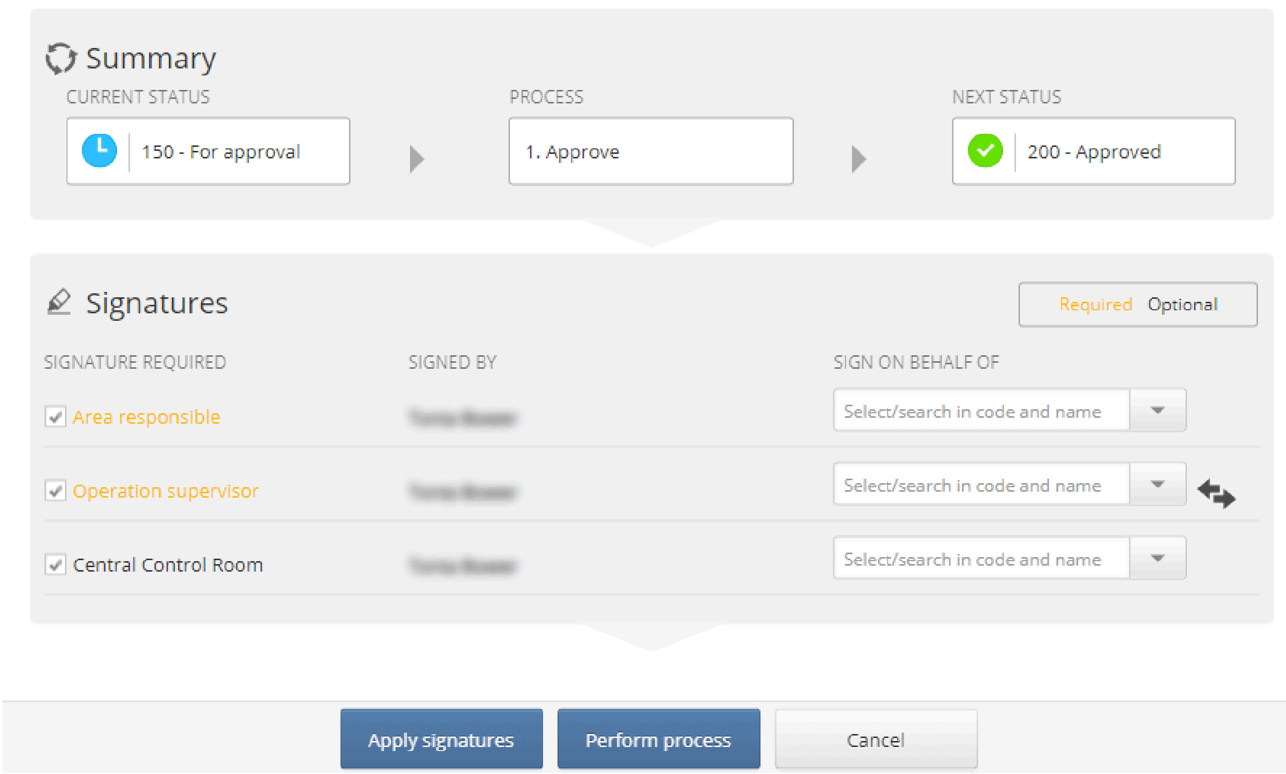
A list of processes displays.

2. Select a process to perform.



The **Workflow** dialog box appears.

3. Review the Summary section that this is the operation you want to perform.
4. If signatures are required, sign in the Signatures section
5. If a message is required, write a message in the Send to Co-worker section.
6. Click **Perform process**.

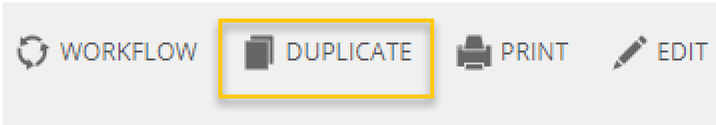


Duplicate an isolation list

Note: It will not be possible to duplicate an isolation list if the Isolation plan is in a status where duplication is not enabled.

Duplicate an isolation list

- Click the **Duplicate** button to duplicate an entire Isolation list.

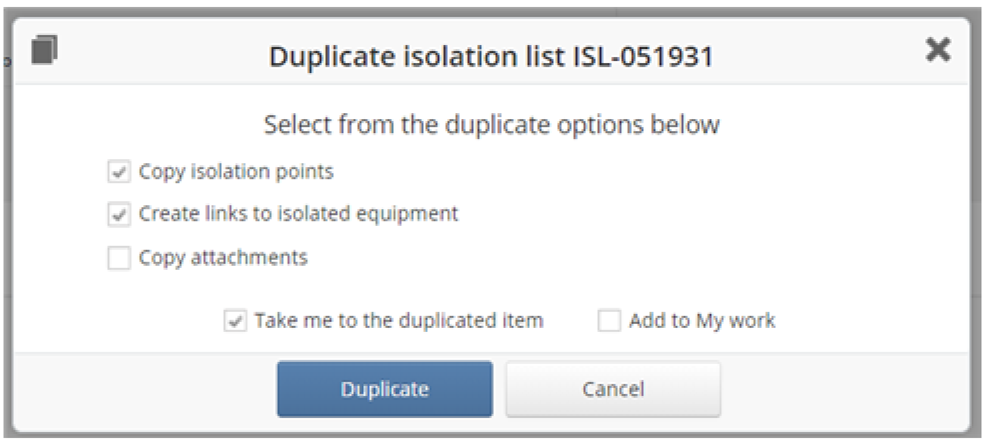


Note: If the change loop for mechanical isolation list is used for changing the position, the original maintenance position will be used for the duplication.

Options

When duplicating an isolation list, the following options are possible.

- Copy isolation points
- Create links to isolated equipment
- Copy attachments



Print isolation lists

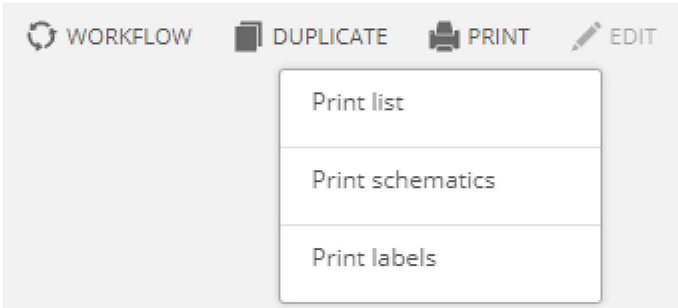
When printing an isolation list, you are given the option to print details, attachments, and linked references at the same time.

Note: All enabled Dynamic Functionality features will show on the printout, even if configured to be invisible in web application for current status. The fields will show, but the values will be empty.

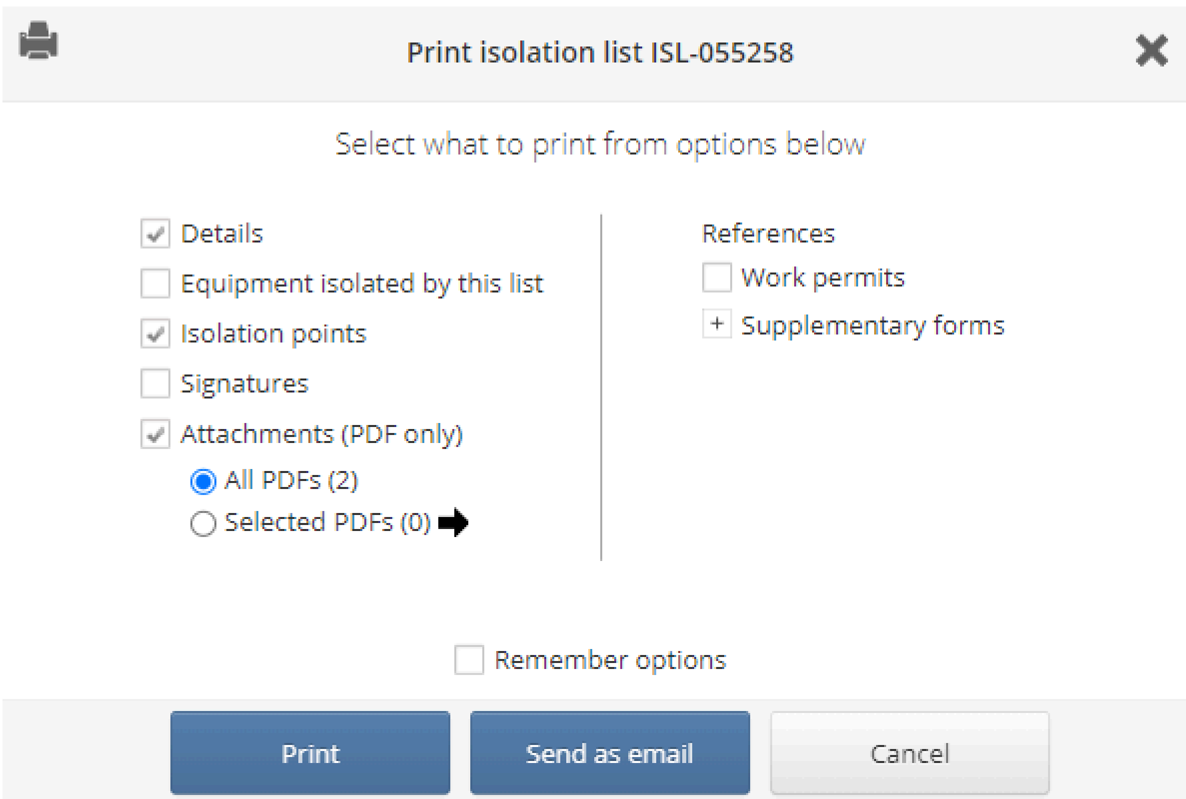
Print an isolation list and its attachments

1. Open the isolation list and click the **Print** button.

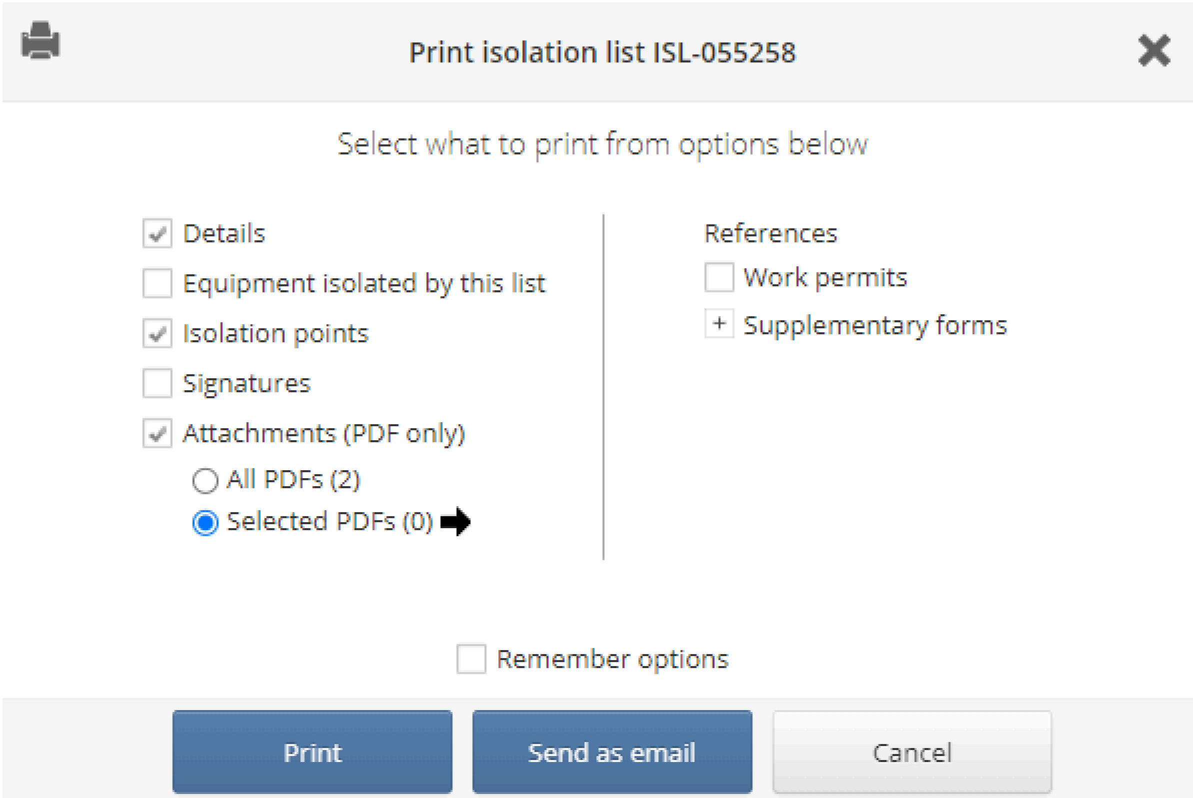
2. On the popup menu, click **Print list**.



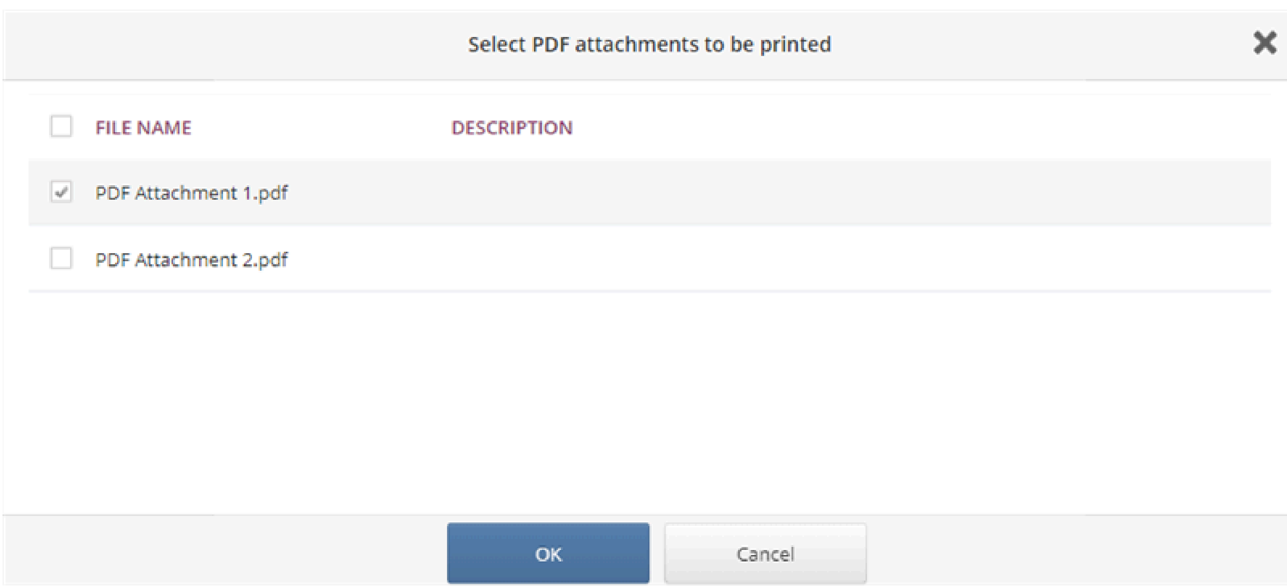
3. Select which details and linked items to print.
4. (Optional) If there is more than one PDF attachment, you can select the **Attachments** checkbox and choose whether to print all PDF attachments or select which PDFs to print.



5. (Optional) Click the **Selected PDFs** option and then click the arrow icon.



6. Select the attachments you want to print and click **OK**.



7. (Optional) Select the **Remember options** checkbox to remember these print options for next time.
8. Click **Print**.

Print isolation labels for list

> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the

dynamic configuration interface in OSM Administration.

Printing isolation list labels for list

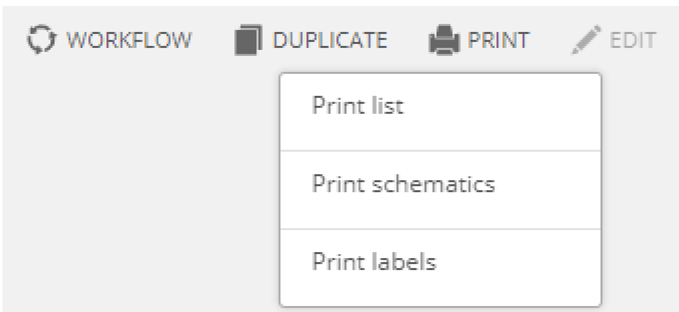
You can print the labels associated with an isolation list.

Note: The status of the isolation list must be in one of the operational statuses, such as *Active* or *In Execution*.

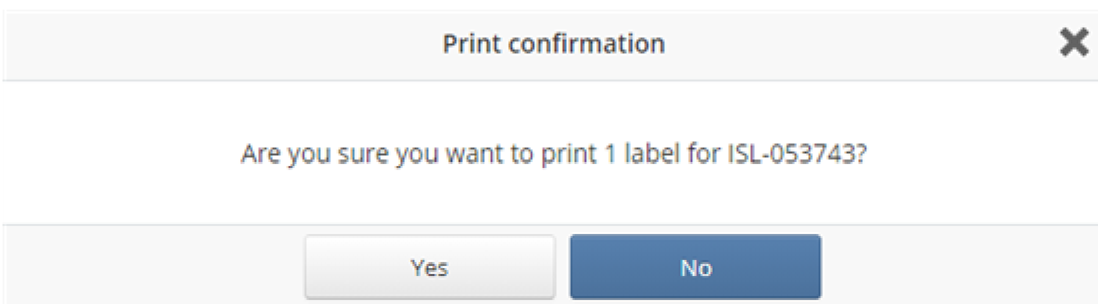
Print isolation list labels

1. Click the **Print** button.

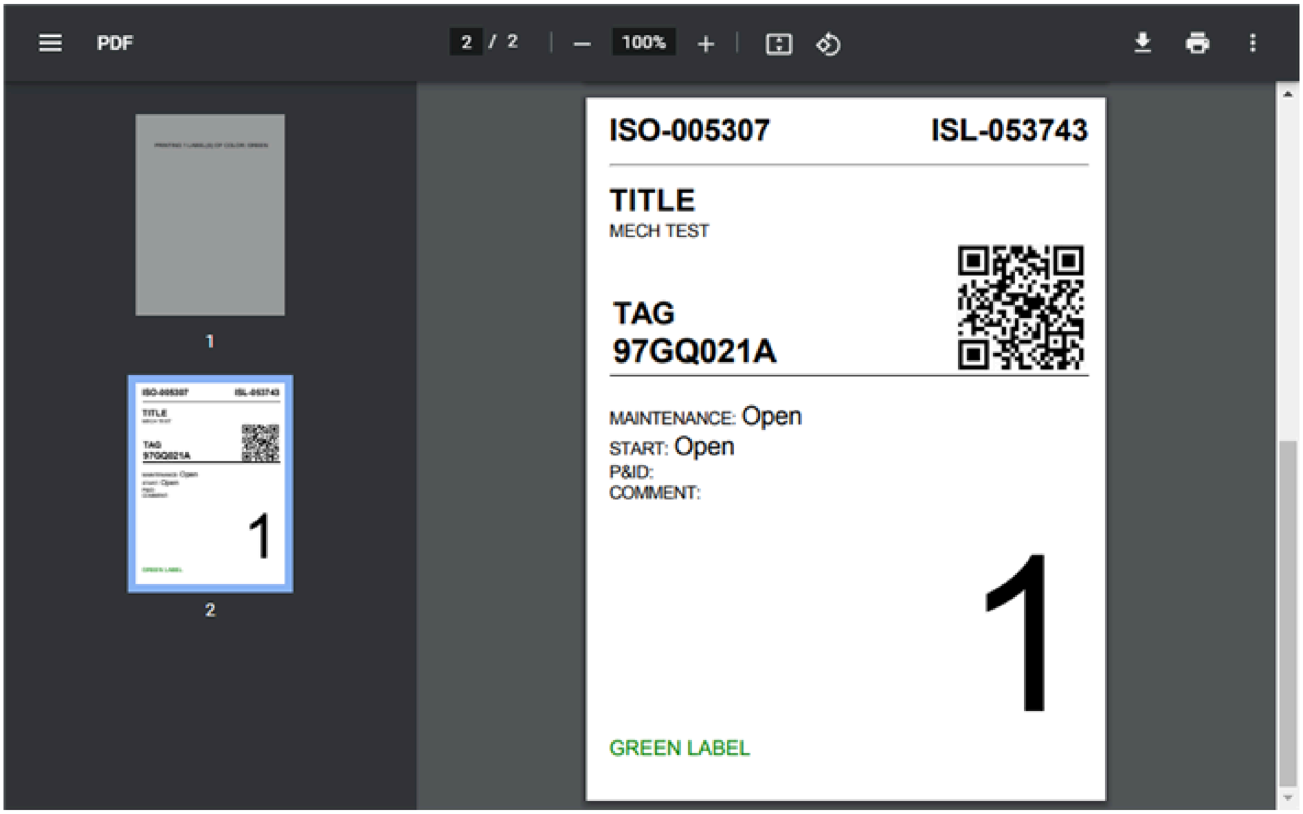
2. On the popup menu, click **Print labels**.



3. On the confirmation dialog box, click **Yes**.



The isolation list label is generated in PDF format.



Print isolation schematics for list

Dynamic configuration The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Printing isolation schematics for a list

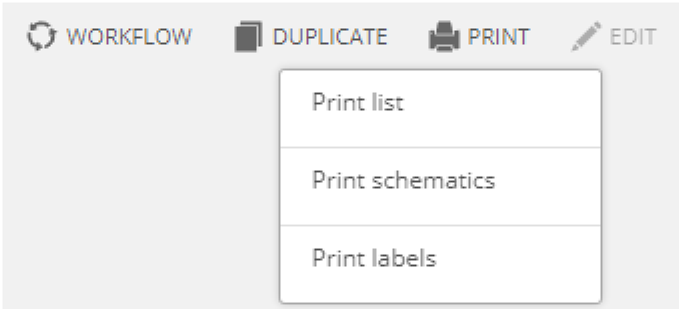
You can print the schematics associated with an isolation list.

Note: When you use the **Print schematics** feature, only schematics that *contain isolation points* will be printed. You can still print schematics that do not contain points, but you must print them individually. See Printing schematics with no isolation points.

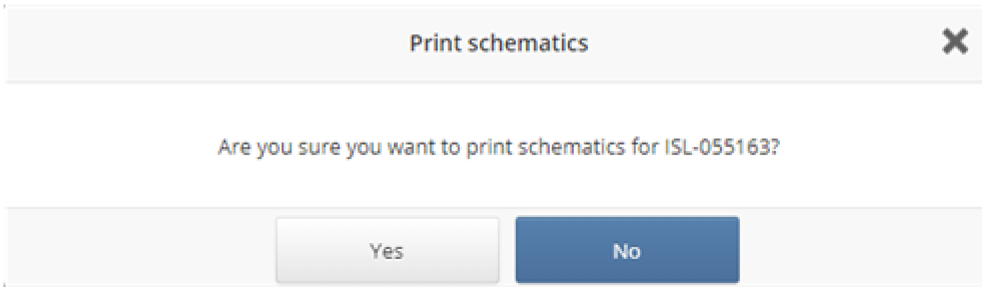
Print schematics in isolation list

1. Click the **Print** button in toolbar.

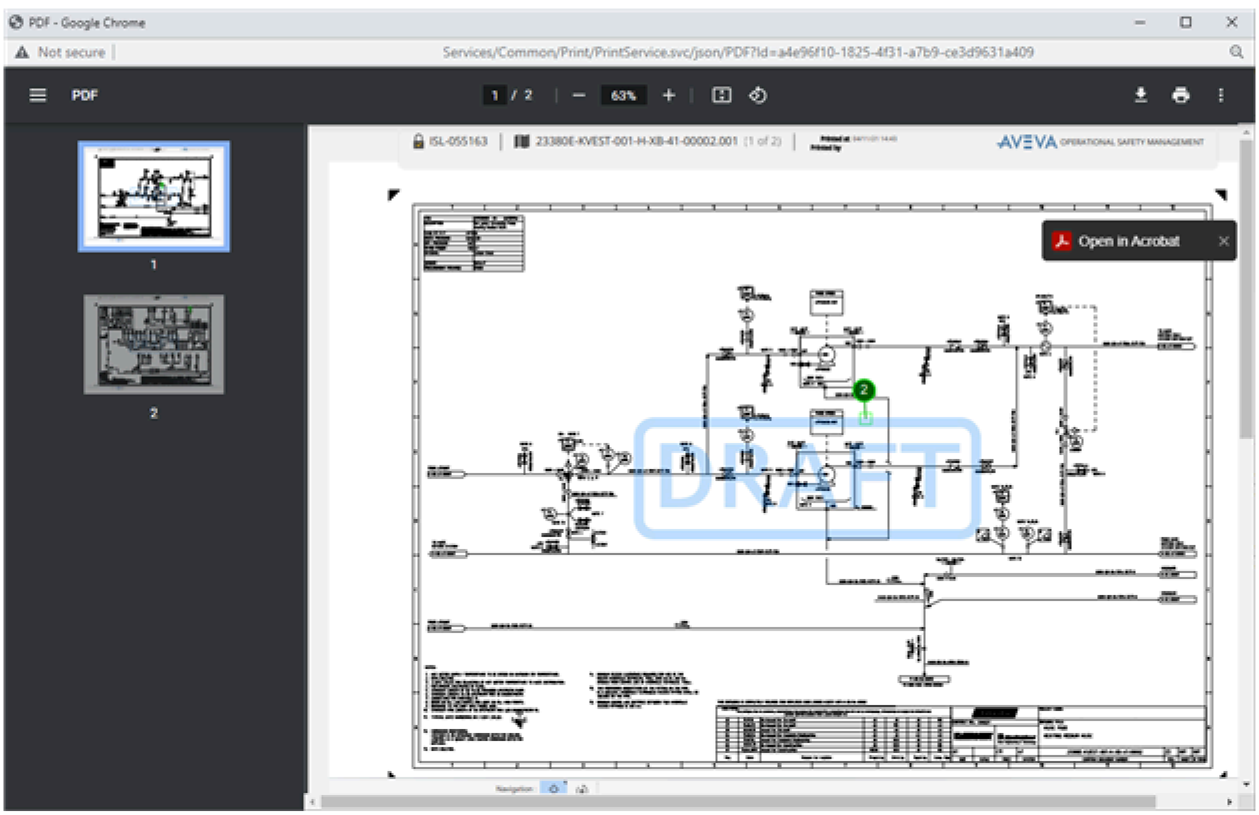
2. On the popup menu, click **Print schematics**.



3. On the confirmation dialog box, click **Yes**.



Depending on your print configuration, the print service generates a PDF or sends your schematics to the printer.



Printing schematics with no isolation points

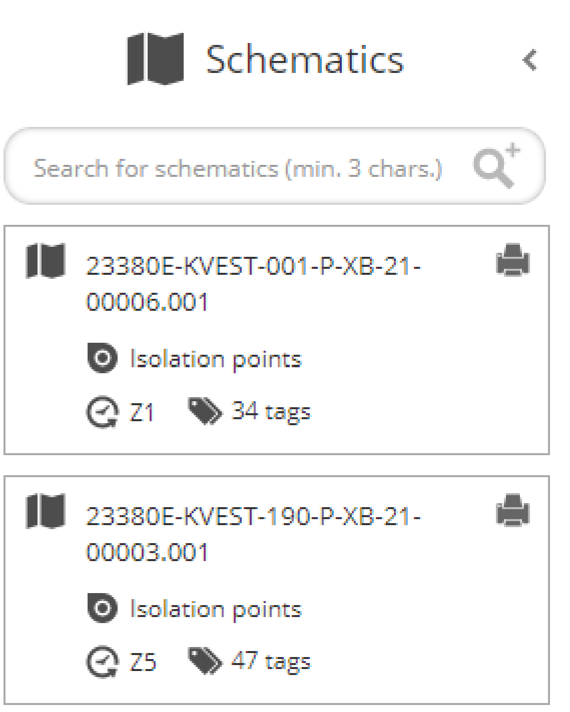
> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Print schematics that have no isolation points

You can print schematics that do not contain points, but you must print them individually.

Print schematic that has no isolation points

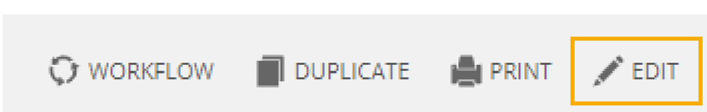
1. On the Schematics panel, locate the card for the schematic.
2. Click the **Print** icon for that card.



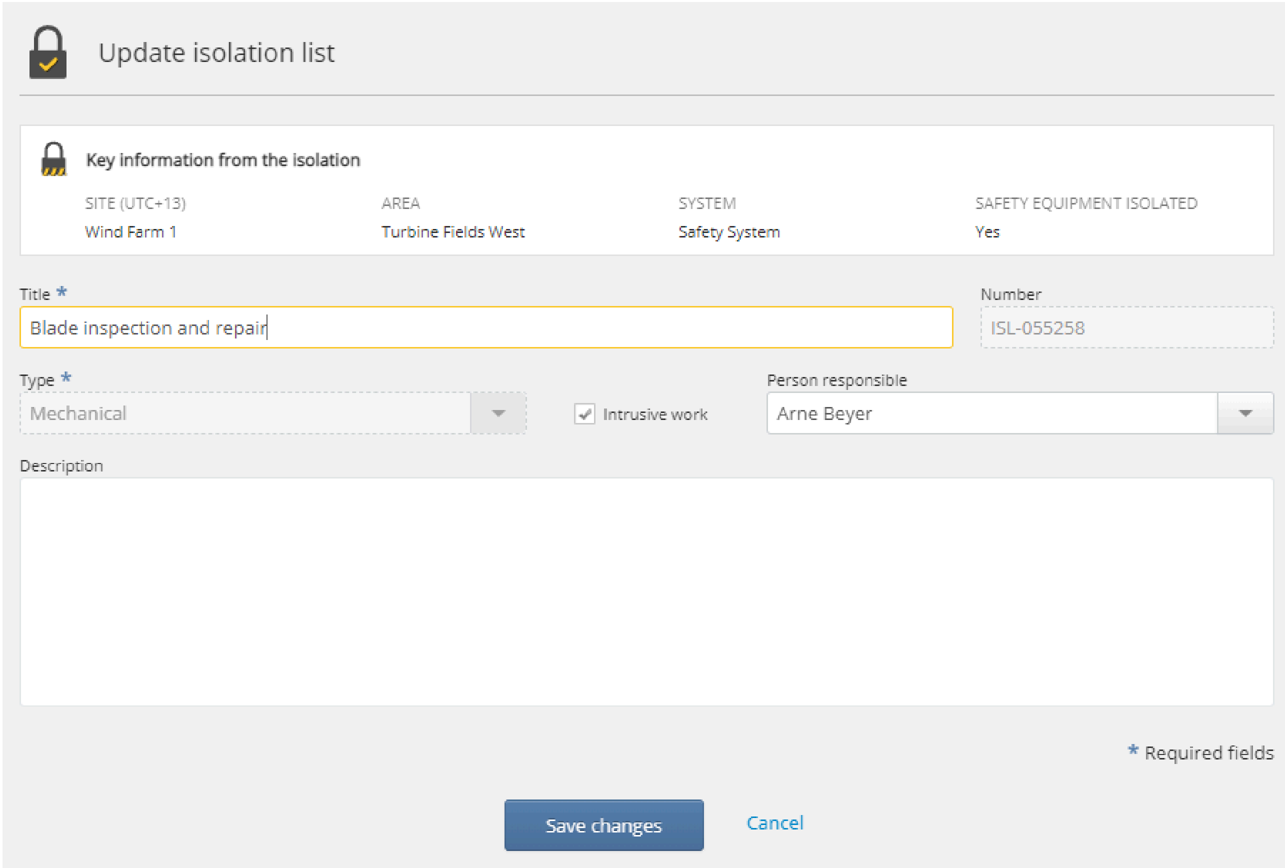
Edit an isolation list

Edit an isolation list

1. In the Details view, click the **Edit** icon in the upper-right corner.



2. On the Edit form, edit the details. For more information, see Fields on Update Isolation List page.
3. Click **Save changes**.



Fields on Update Isolation List page

These are the fields when editing an isolation list item.

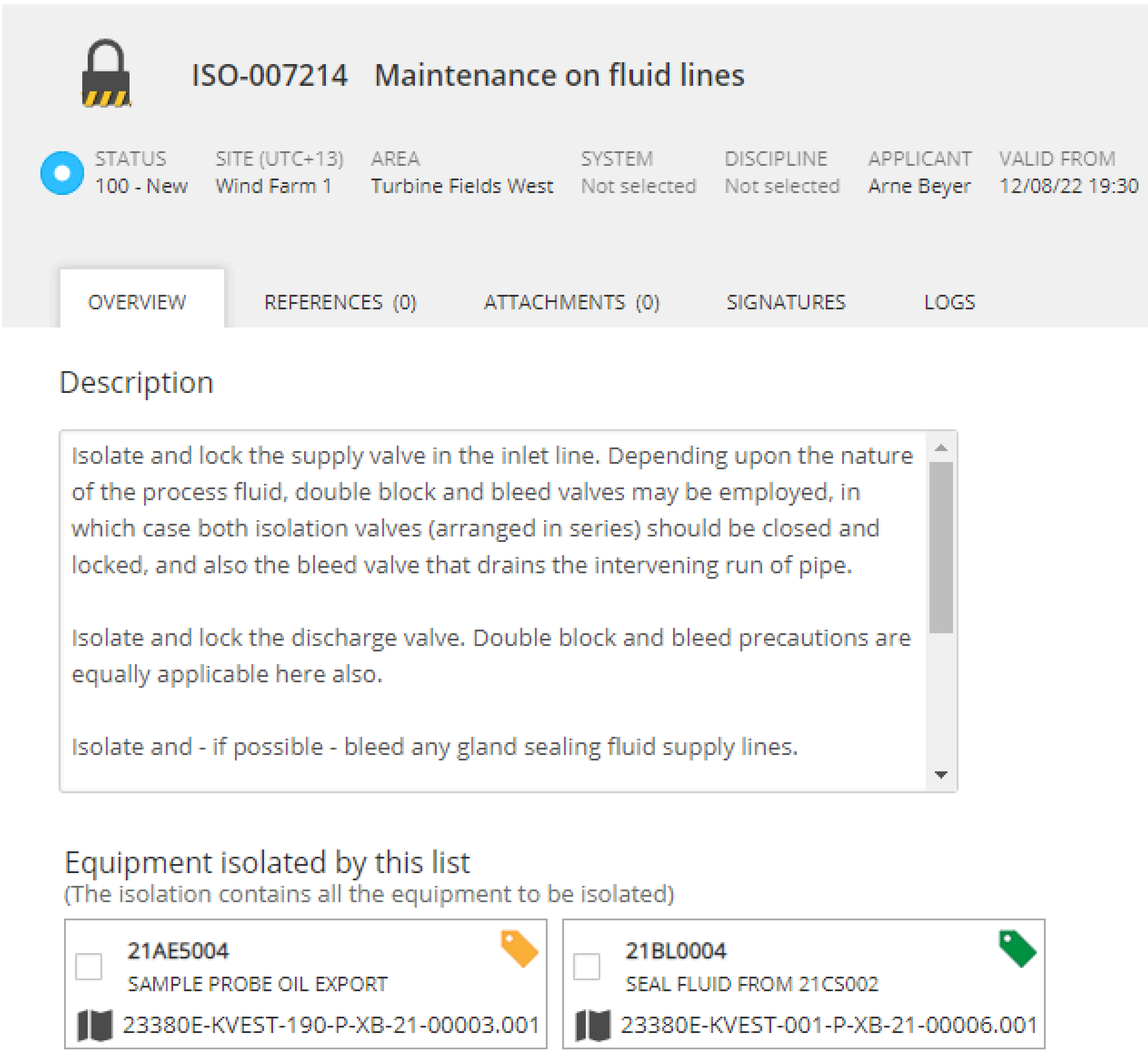
Field	Description
Title	The title of the isolation list.
Number	The number that was auto-generated for the isolation list.
Type	The isolation list type.
Intrusive work	Intrusive work is classified as any work that disturbs the production in a site.
Person responsible	The name of the person responsible for this list. Select from the drop-down list.
Description	A description of the isolation list.

Overview

Overview of isolation list

Overview tab

The Overview tab shows the description of the Isolation list and the equipment to be isolated.



References

Manage references for isolation list

References tab

On the **References** tab, you can search for and add work permits, supplementary forms, or other isolation lists as references to the isolation list.

Guidelines for links to other Isolation lists

- When you add a link to another isolation list, the source isolation list also shows up on the **References** tab of the destination isolation list.
- Can only link to other isolation lists in the same site.
- Can not link to canceled or closed isolation lists. It won't be possible to search for them. However, lists that were added while in another state will appear in list even if they have moved to a closed or canceled status.

Log entry for deleted read-only references

When you delete a link to read-only reference, there is now a log entry for this action. This applies for all reference types for the following work items:

Work Permit, Isolation Plan, Isolation List, Task Risk Assessment, Safe Job Analysis and Supplementary Form.

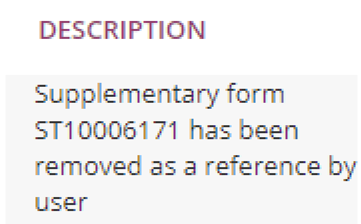
OSM makes a log entry only if the work item is in non-editable state (such as after approval). When the work item is in an editable state, there is no log entry.

- If both items are editable - no log entry
- If one item is non-editable - creates log entry
- If both items are non-editable - creates log entry

The log entry happens on both sides—on the work item side and on the reference side.

Why. Because if there is an audit, there is a record of previous associations between work items, even if these items have been removed.

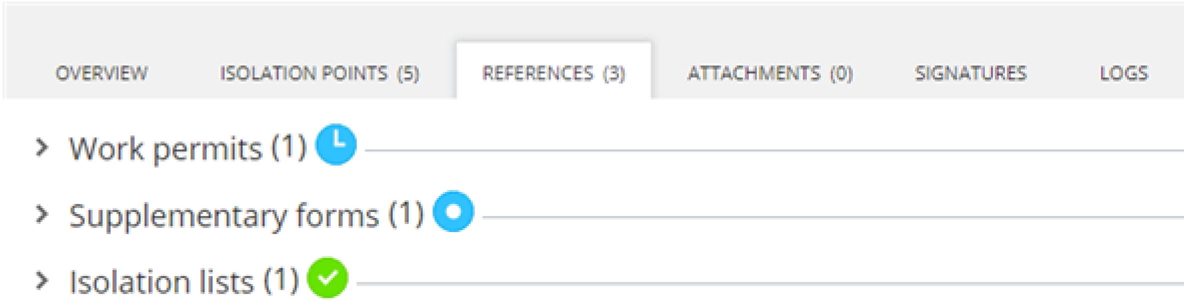
Example—An example of log entry for a deleted reference.



Sections

The References tab has these sections.

- **Work permits.** Search for and add Work Permits.
- **Supplementary. Forms** Search for and add Supplementary Forms.
- **Isolation lists.** Search for and add Isolation lists.



Icons

These icons appear on the References tab.

Icon	Description
	Performs a process change that moves the item from one status to another status in the workflow.
	Deletes the reference

Add a reference to an isolation list

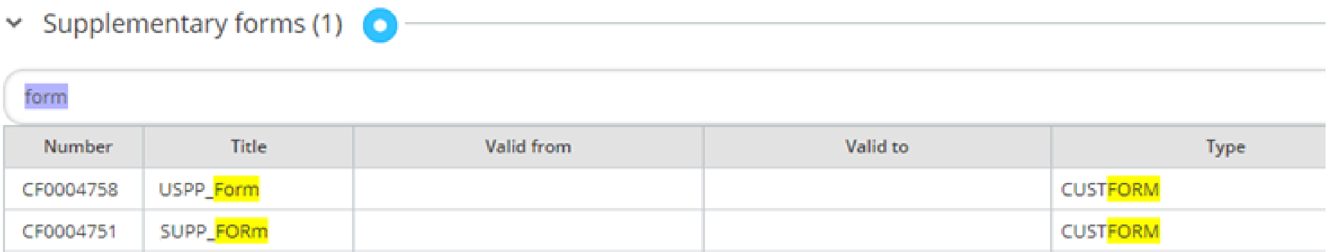
Reference sections

Depending on the type of work item, you can add different references to the work item.

Section titles show the number of attached references, such as (2) and an icon for lowest status indicator.

Add a reference

1. On the **References** tab, expand the relevant section.
2. Enter at least 3 characters into the Search bar and click the **Search**  icon.
3. Select an item from the search results.
4. Click **Save changes**.



Delete a reference

- Click **Delete** next to the reference. The Delete option availability depends on the current status of the work item.

Status indicator icons

There are seven key phases, shared by all entities, that are identified and will be given the relevant color symbol.

Icon	Phase	Examples of statuses
	New	*New*
	In planning	*For approval*
	Approved	*Approved, In execution*
	Active	*Active, Active extended*
	Inactive	*On hold, Expired*
	Closed/Completed	*Completed, Closed*
	Canceled	*Canceled*

Attachments

Manage attachments for isolation list

The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

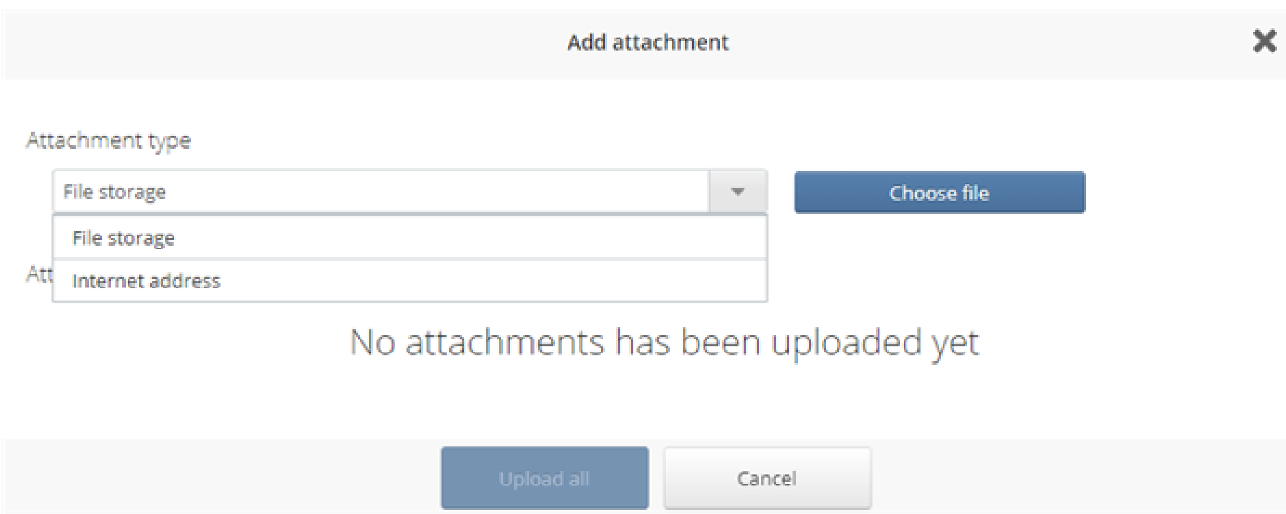
- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

Guidelines for adding files and URLs as attachments

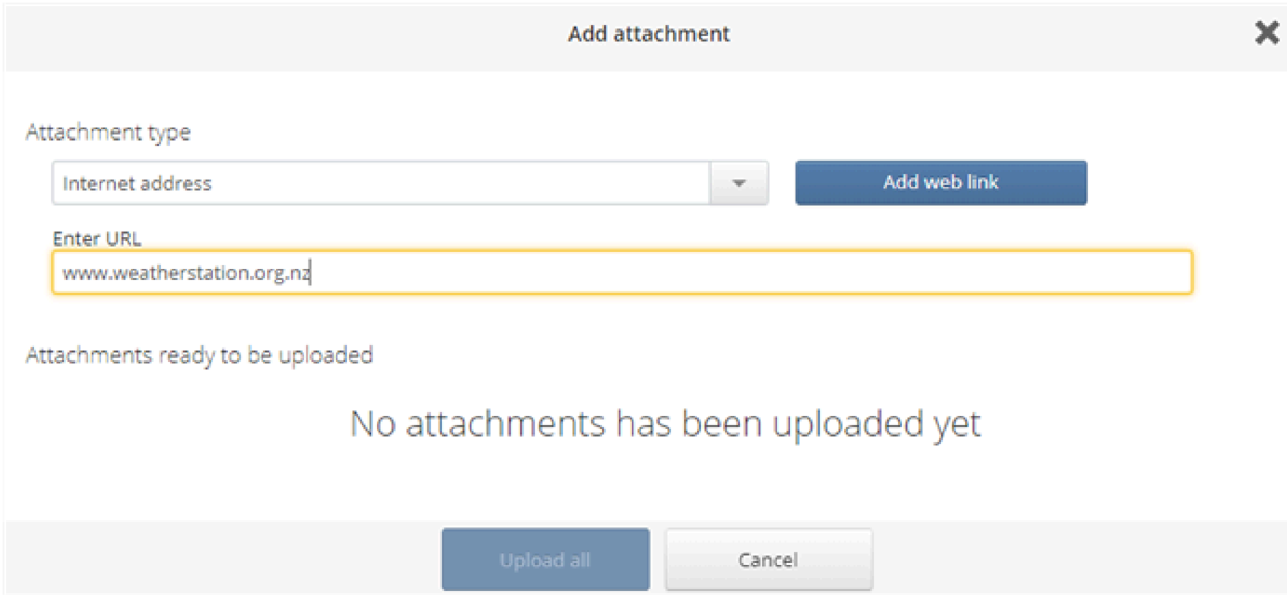
- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

Add an attachment

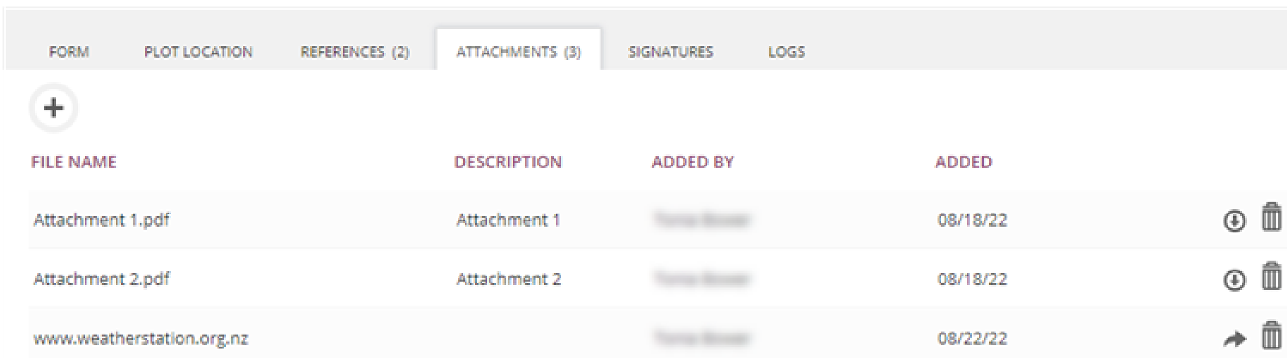
1. Select the **Add**  icon to add a new attachment.
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.



5. When you have finished adding files or URLs, click **Upload all**.



Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.

Icon	Description
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

Signatures

View signatures for isolation list

Signatures tab

The **Signatures** tab contains all the signatures that have been applied to the current item. This is a read-only page.

Note: It is not possible to enter signatures through this page. Signatures are dynamic and are part of Workflow process.

Sometimes, this page may have the option to revoke signatures.

Logs

View logs and snapshots for isolation list

Logs tab

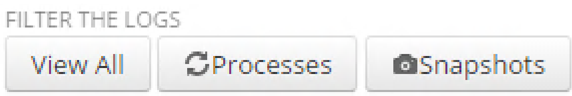
The **Logs** tab contains a history of changes that have been made to the item. The log includes process changes and snapshots .

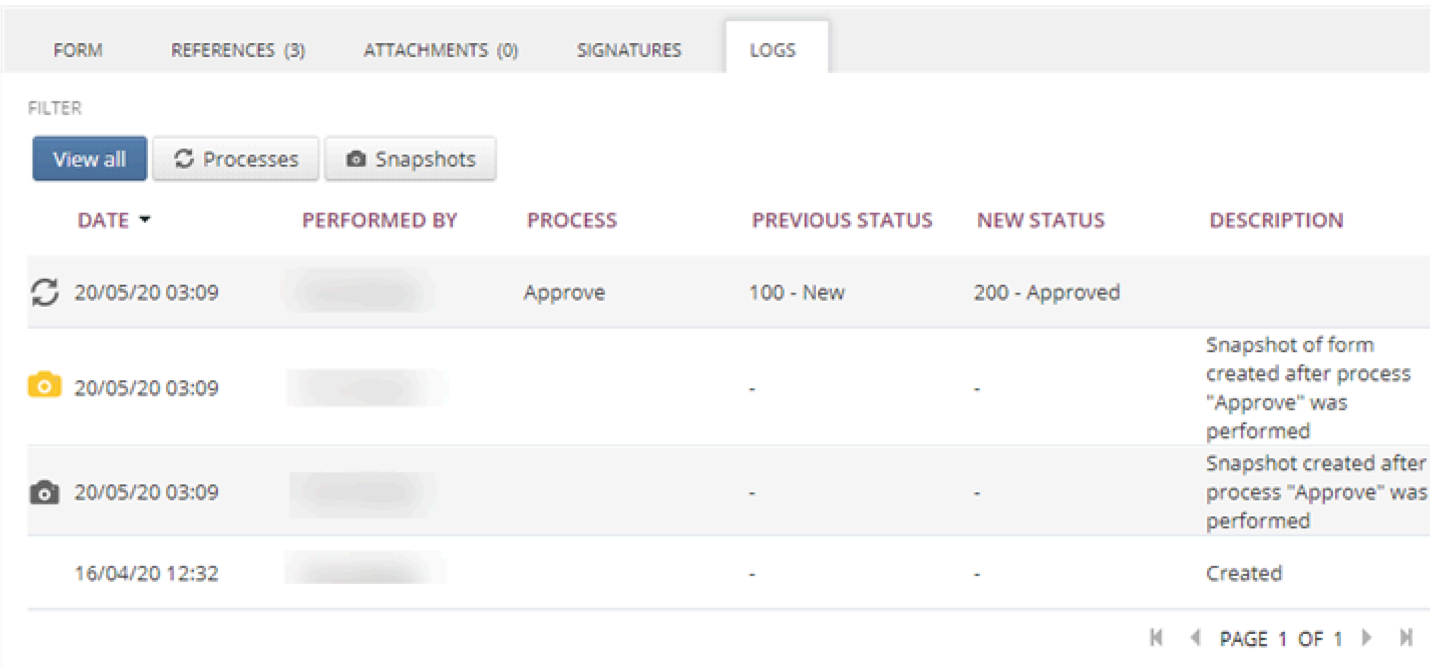
- **Process change.** A process change occurs when the item moves from one status to another status in the workflow.
- **Snapshot of data.** If configured, a snapshot of the data is recorded when a workflow process occurs. Snapshots are recorded so you can look back at data from an earlier time in the workflow. For example, a snapshot that was taken at the time an item was Approved.

- **Snapshot of form.** A snapshot of the form with manually entered data at a specific time.

Switch Log filter

- On the **Logs** tab, click **View All**, **Processes**, or **Snapshots** to change the filter.



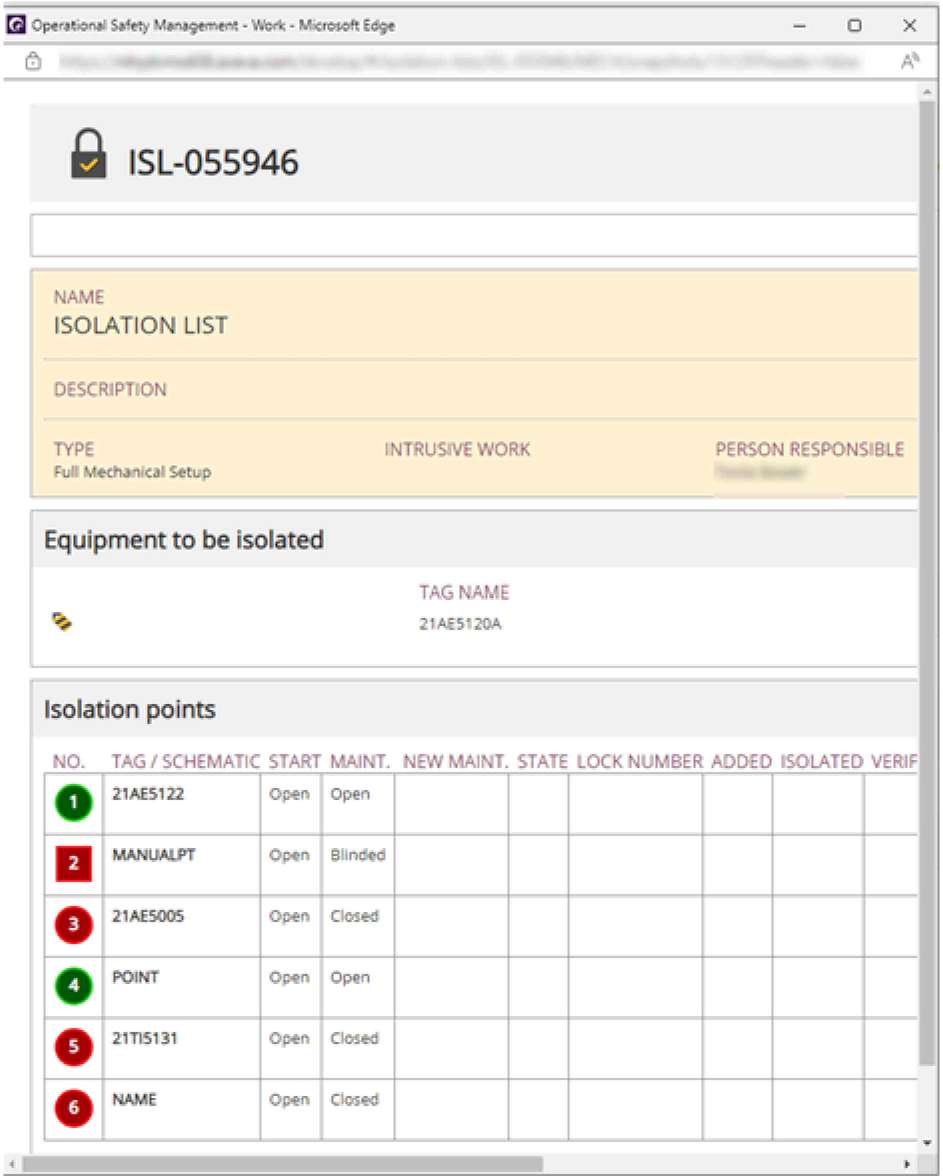


Icons

These icons appear on the Logs tab.

Icon	Description
	A process change that moved the item from one status to another in the workflow process.
	Data snapshot - View a snapshot of unformatted data at a specific time.
	Form snapshot - View a snapshot of the form with data at a specific time.

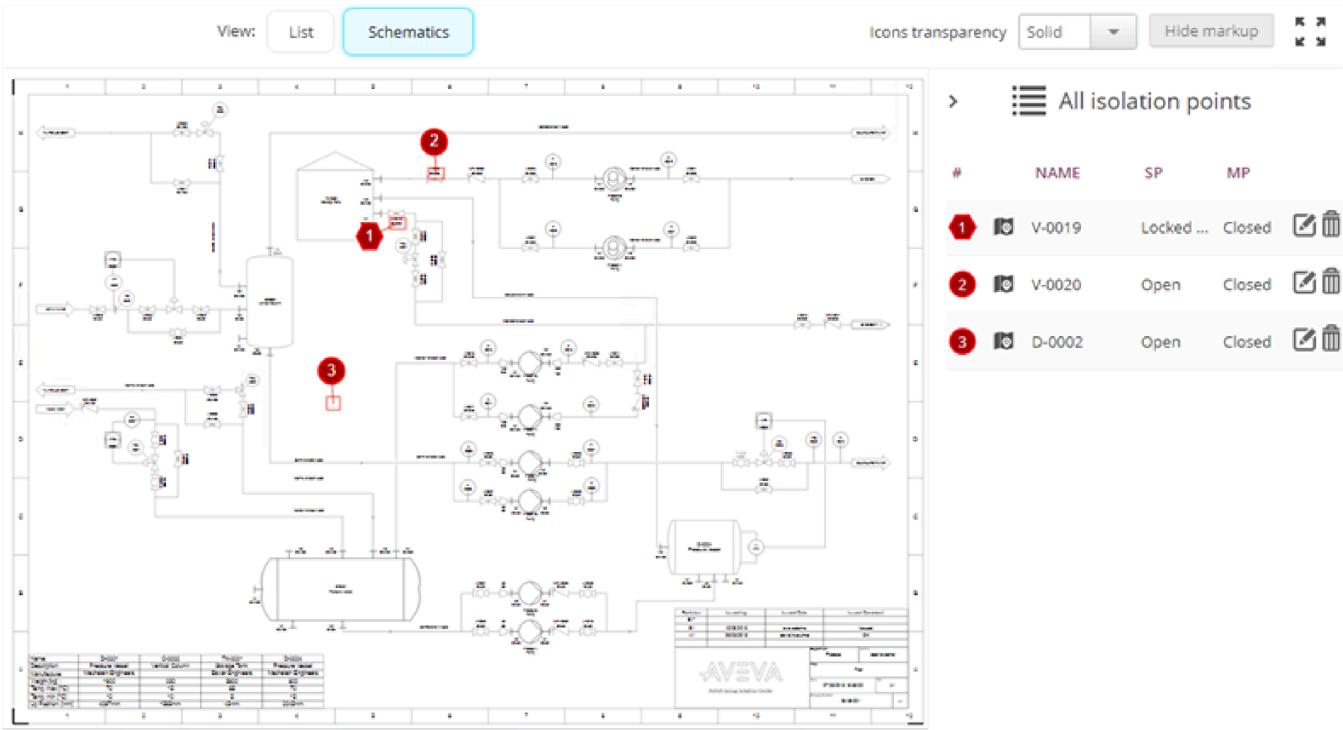
Example of snapshot



Schematics for isolation lists

Schematics is a general term that can refer to different types of engineering drawings.

- Loop
- Electrical
- Process & Instrumentation (P&ID)



Adding isolation points from schematics view

> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

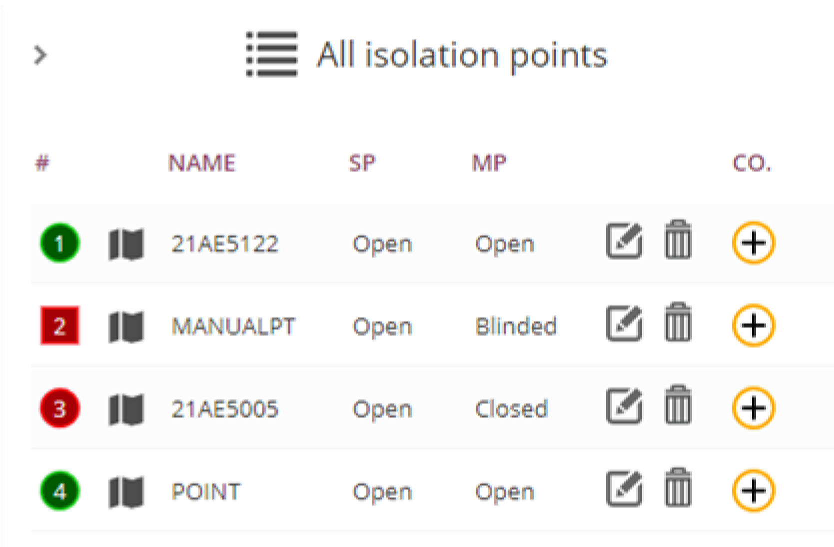
Adding isolation points from schematic

If configured for your system, you can add isolation points from the Schematic and they will appear in the isolation list.

There are different ways to add a point to an Isolation list from the Schematics view.

- Add isolation points through tags
- Create new isolation points manually

All isolation points, whether added in the List view or the Schematics view will appear in the same isolation list and have an automatic sequence number.

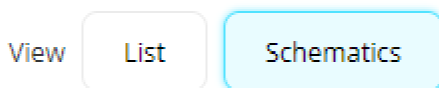


Add isolation points from tags

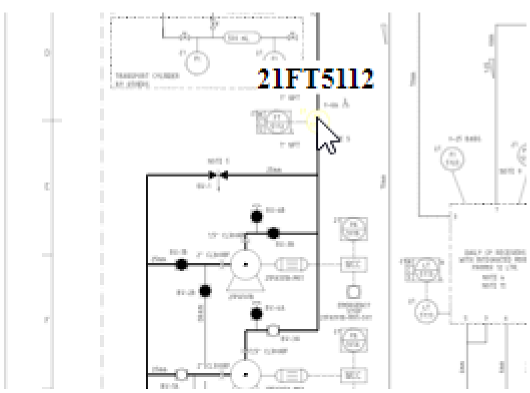
You can add isolation points list by clicking on existing tags on the schematic.

Add isolation points from existing tags on schematic

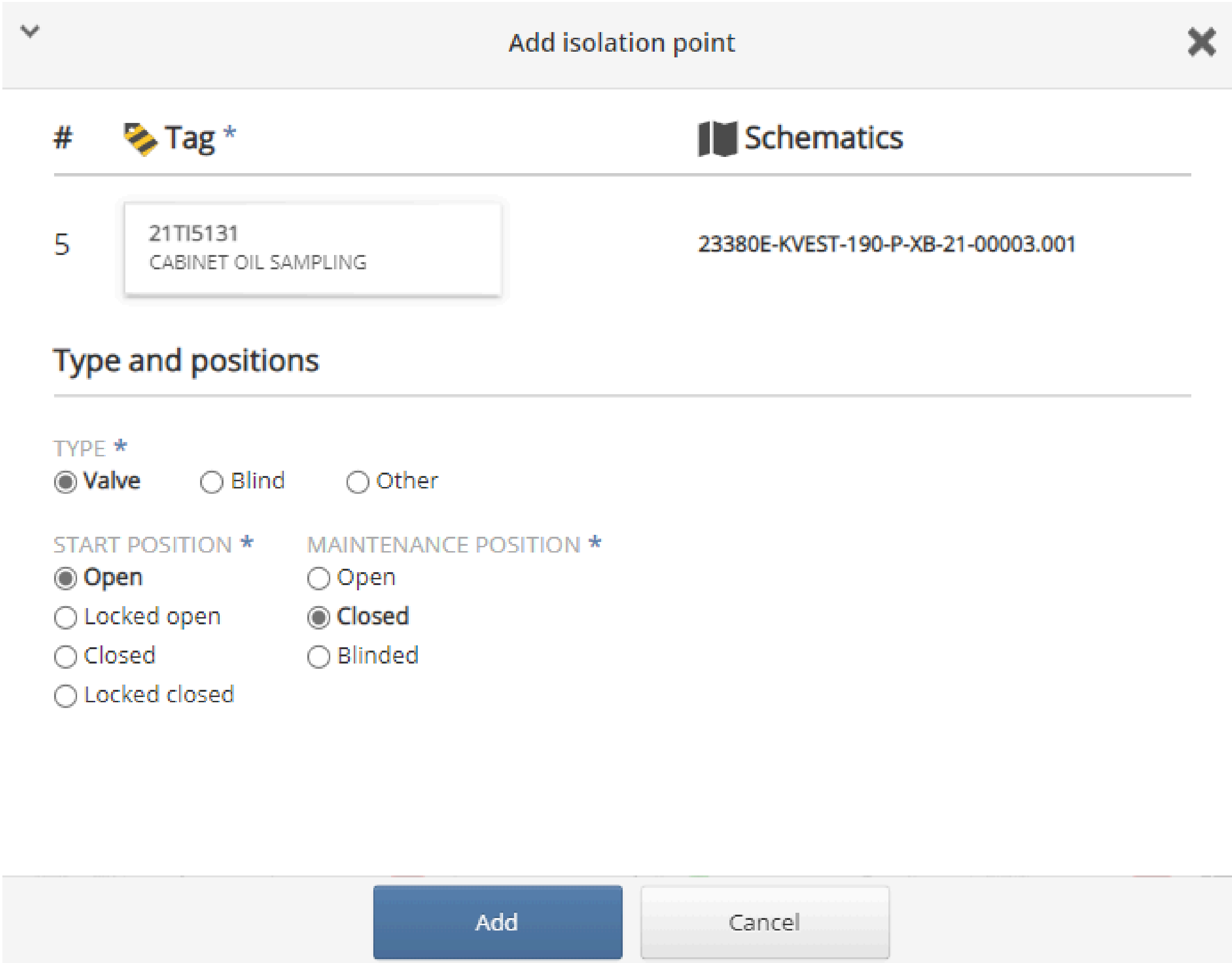
1. Open an Isolation list.
2. On the Isolations Points tab, click **Schematics** view.



3. Hover the mouse cursor over the schematic until you locate the tag. The tag number will display.
4. Click the mouse button.

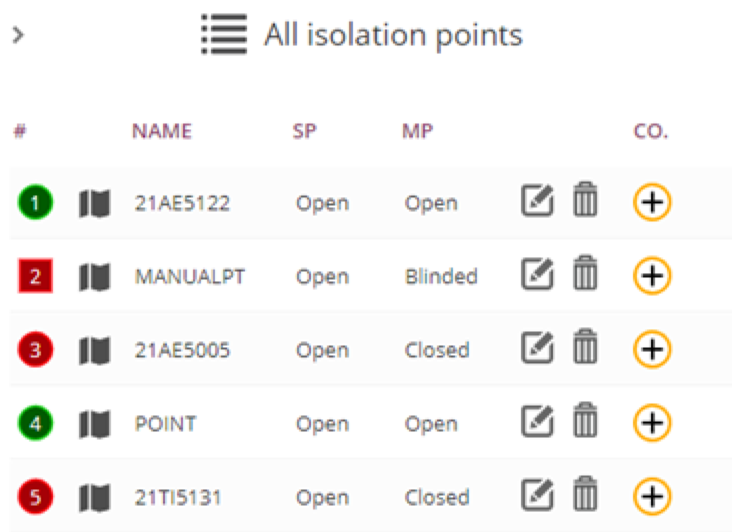


The Add isolation point dialog box appears to fill in information related to that point.



5. Specify the **Type and positions**.
6. Click **Add**.
7. Click **Save changes**.

   The new isolation point is added to the list.



Create isolation points manually

You can create a new isolation point manually or from an existing tag in the system. In this case, the tag does not already appear on the schematic, but you can add it from the database.

Create isolation points manually

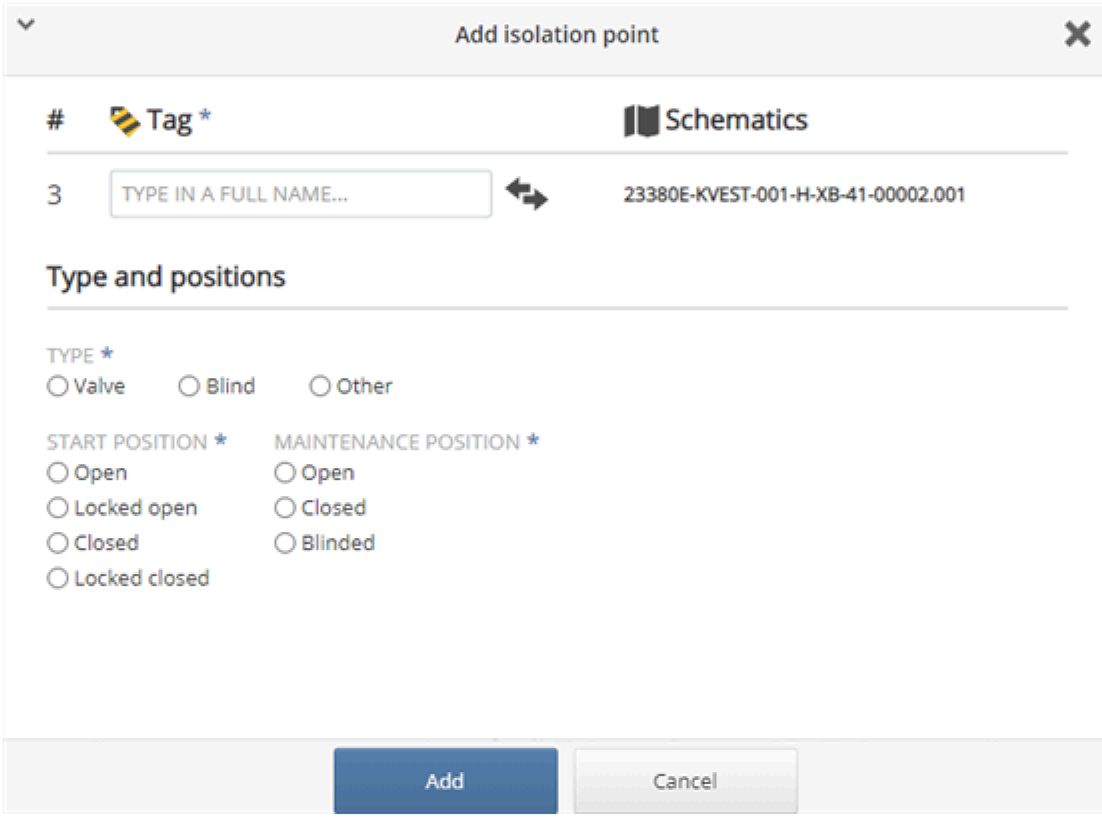
1. On the **Isolations Points** tab, click **Schematics** view.

2. Press **Ctrl+Click** anywhere on the schematic to create an isolation point exactly on that coordinate. The **Add isolation point** dialog box appears.
   - Type name of new manual point.

     or

   - Click the **Switch**  icon to change the field to search mode. Enter some characters to search for an existing tag in the database.



3. Specify the **Type and positions**.
4. Click **Add**.
5. Click **Save changes**.

For more information, see Add Isolation Points to isolation list.

Show names of points on schematic

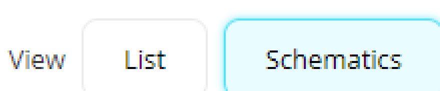
Dynamic configuration The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Add isolation points from schematic

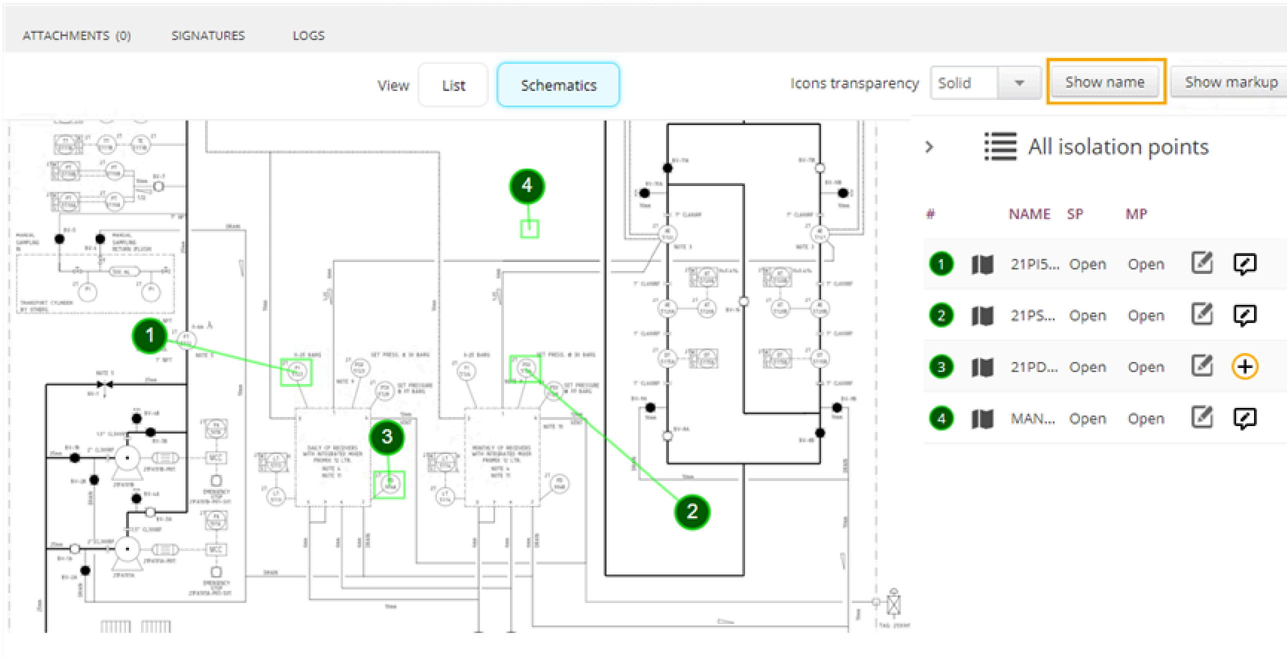
If configured for your system, there is a **Schematics** button to view and interact with the Schematic. Use the **Show name** toggle button to show or hide the full names of the isolation points on the schematic.

Show names of points on schematic

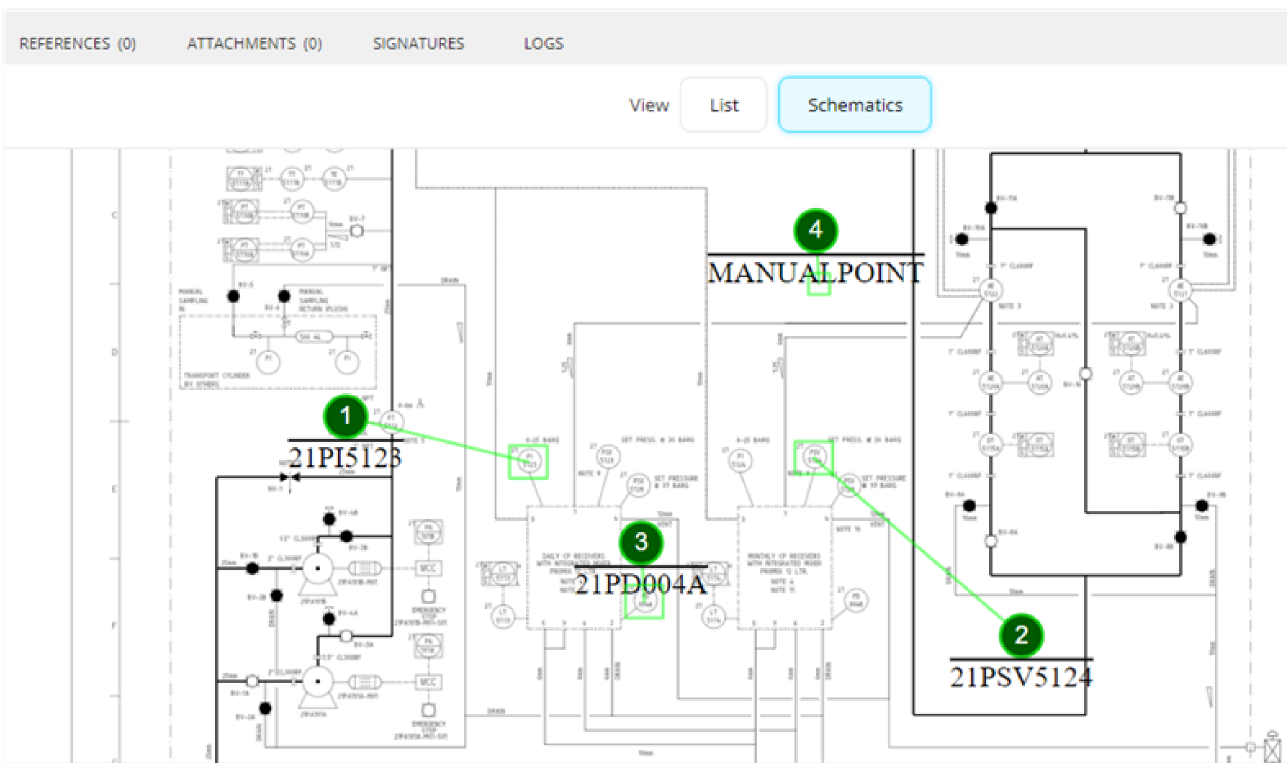
1. Open an Isolation list.
2. On the Isolations Points tab, click **Schematics** view.



3. Click **Show name**.



All Isolation points on the schematic, whether auto-generated or added manually, will show their name in large lettering.



4. Click **Hide name** to remove names from view.

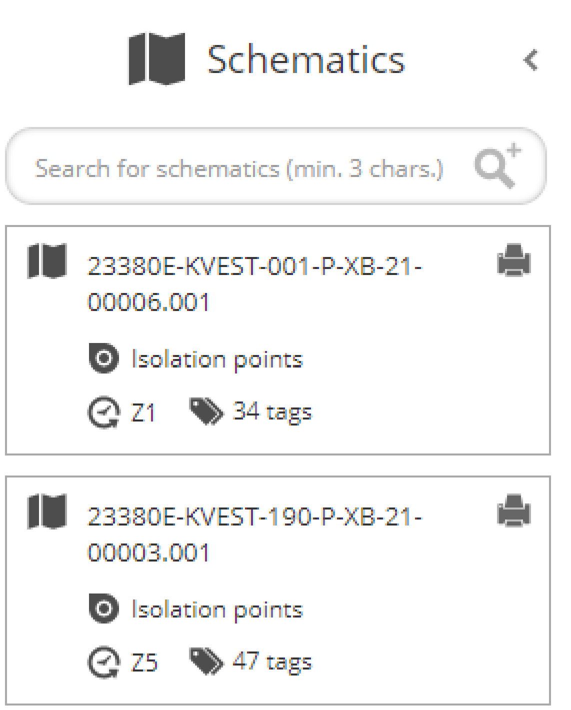
Add additional schematics

Schematics from the **Equipment to be isolated** will automatically appear as cards in the Schematics panel. You can search for and add additional schematics.

Note: Schematics will only be saved if you plot a point on them. If the schematic does not contain a plotted point, it will not appear next time you open the application.

Add an additional schematic

1. Enter at least three (3) characters into the Search panel and click **Enter**.
2. Select from the list. The new schematic appears in it's own card.



Change isolation point icon transparency on schematic

Select transparency level in Schematics view

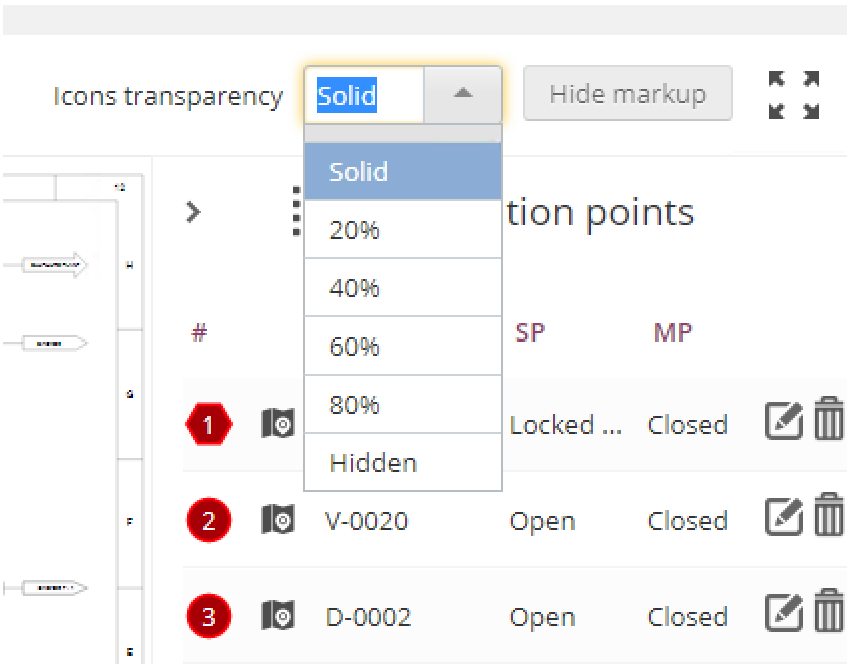
In the Schematics view, you can set the transparency level for all the isolation points added in the schematic. This lets you to see the information behind an icon.The same transparency is also reflected on the printout.

Set transparency for Isolation Point labels

1. On the Isolation Points tab, click **Schematics**.

2. Click the drop-down arrow next to **Icon transparency**.

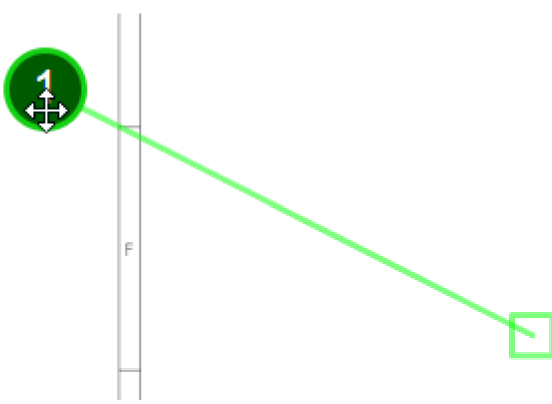
3. Choose a transparency level. For example, change from *Solid* to *80%* transparency.



Drag callouts on schematics

You can drag callouts around if you need to move them to see whats underneath.

Select the callout and drag it to another location.



The position of the point on the schematic does not change, only the position of the callout number.

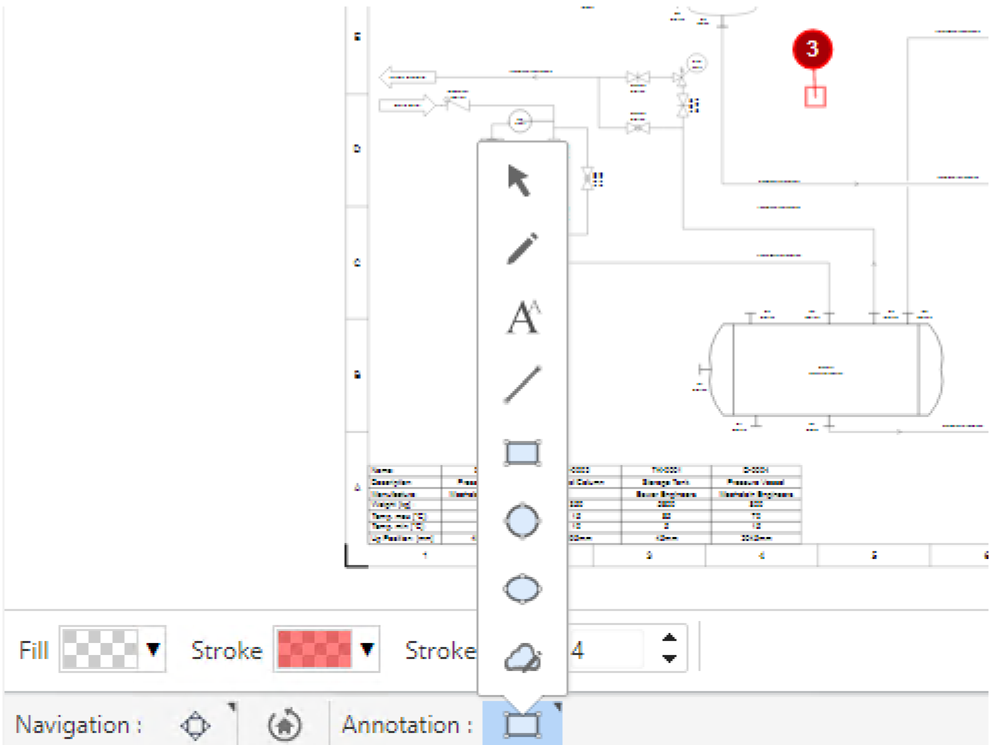
Use drawing tools on schematic

Drawing tools

There is a set of drawing tools that make it possible to mark up and make annotations on a schematic.

The available tools enable you to:

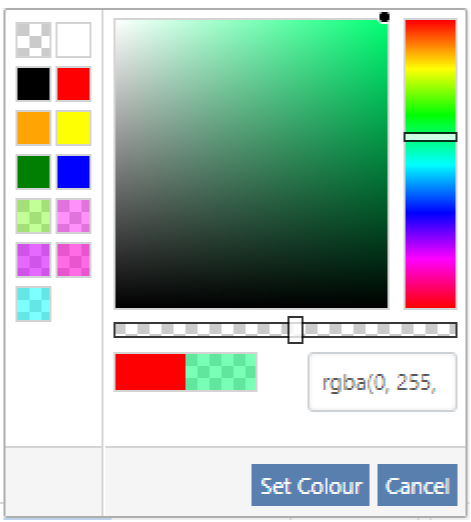
- Add lines, text, circles, squares with color and transparency.
- Add text.



Access the Drawing tools

The tools are available from the toolbar below the schematic.

Coloring and filling



Text and editing

Isolation points

What is an isolation point?

An *isolation point* is a physical point in the schematic where action occurs, such as disconnection points. For example, a cable has two disconnection points: The end that connects to power and the end that connects to the equipment.

Setting up isolation points

Use this list as a basic guideline for setting up and using isolation points.

• Add Isolation Points to isolation list	Add isolation points to the list. There are several ways to add isolation points. You can add Isolation points by searching for tags.
• Adding isolation points from schematics view	Add isolation points from tags in the schematic.
• Create isolation points manually	Optionally, you can plot new isolation points on the schematic drawing.
• Change maintenance position on points	Change the Maintenance position, if needed.
• Add system locks to isolation points • Add personal locks to isolation points	Add a system lock or personal lock to an isolation point, if needed. This indicates that the physical point is locked.
• Process the isolation list workflow	Process the status of the isolation list.
• Sign for isolated on an isolation point	Sign off on each of the isolation points in the isolation list. Each isolated point must be signed.
• Sign for Reset on an isolation point	Reset the isolation points to their starting positions. When work is complete, the points need to be reset to original position.
• Sign for Test on an isolation point	If required, test the resetting of isolation points to their starting positions.
• Process the isolation list workflow	When all points have been reset and tested, close the list. Close the isolation list by processing it to Closed status.

Add Isolation Points to isolation list

There are different ways to add a point to an Isolation list.

On the List view

- Add isolation points through tag
- Create new points manually

On the Schematics view

- Adding isolation points from schematics view

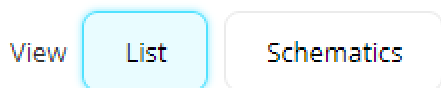
Search for tags to add as points

You can add isolation points by searching for tags in the OSM database. The tags in AVEVA™ Operational Safety Management are imported from an external EAM system. Only tags for the current site will be available for search.

> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Add an isolation point to isolation list

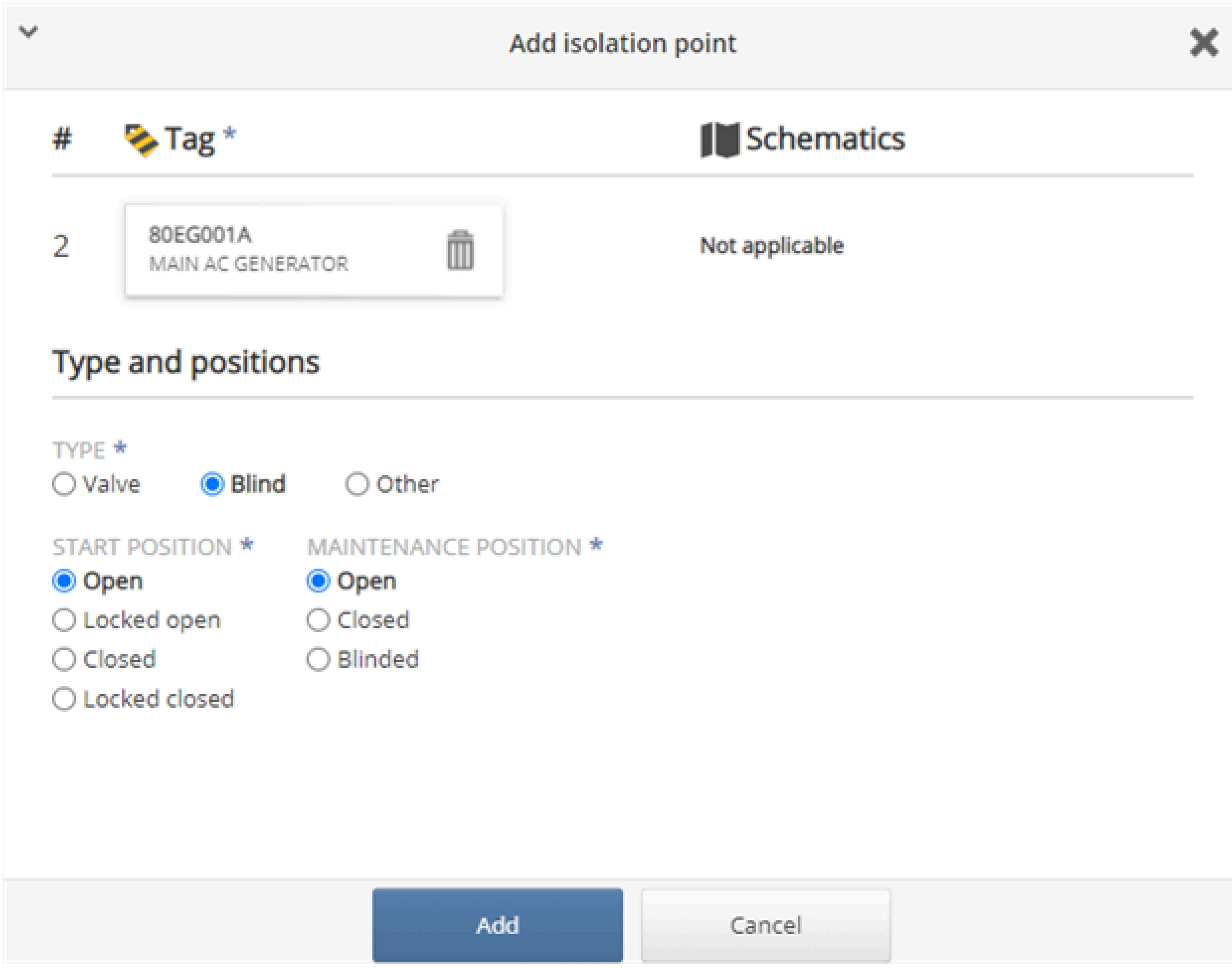
1. On the Isolations Points tab, click **List** view.



2. Click the **Add** icon. The **Add isolation point** dialog box opens.
   - Under **Tag**, enter at least 3 characters into the search box and press Enter to search for an existing tag.

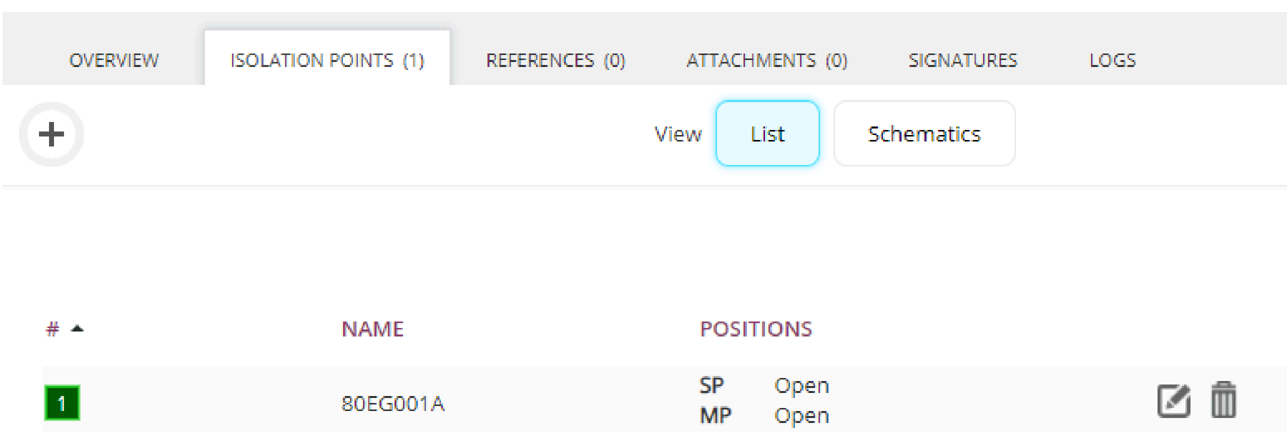
     or

     You can add isolation points manually. Manual isolation points are not related to tag hierarchy.
   - Click the **Switch** icon to type the name of a point manually. The free text name must have no spaces. You can edit free text names.



3. Edit the details of the Isolation point.
   - Specify the **Type** as *Valve, Blind*, or *Other*.
   - Under **Start Position**, choose initial position of the point. For example, *Open* or *Closed*.
   - Under **Maintenance Position**, choose the position that is required during the maintenance procedure. For example, *Closed*.
4. Click **Add**.

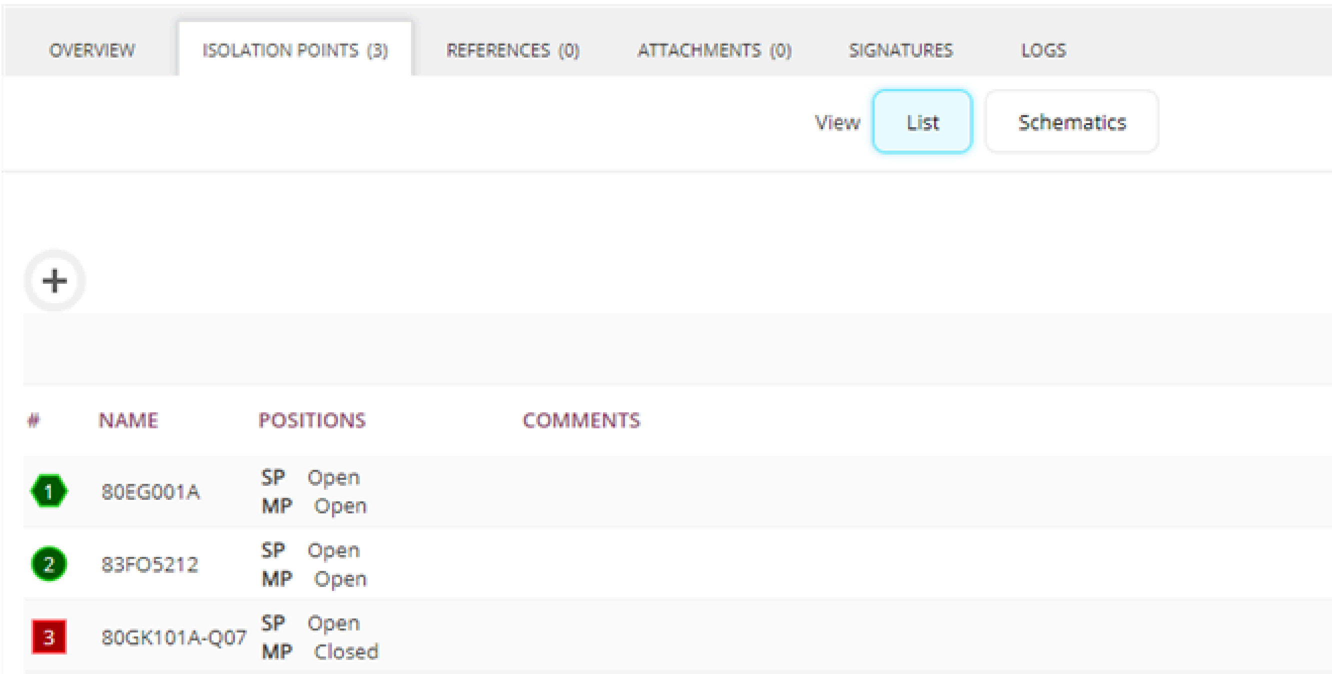
   The first point appears in the list.



Build the list

Keep adding isolation points until the list is complete. Drag and drop to change the order of the list items.

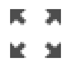
You can edit or delete added points based on the current status of isolation list. For more information about icons, see Isolation point shapes and color codes.



Icons

These icons appear on the Isolation Points List view.

Icon	Description
	Click the **Add** icon to add a new item to the list.
	Drag an item to change the list order.
	Point is plotted on schematic.
	Click to **Edit** the isolation point.
	Click the **Delete** icon to delete an isolation point.

Icon	Description
	Expand to Full Screen mode.

Circuit/tags for electrical template lists

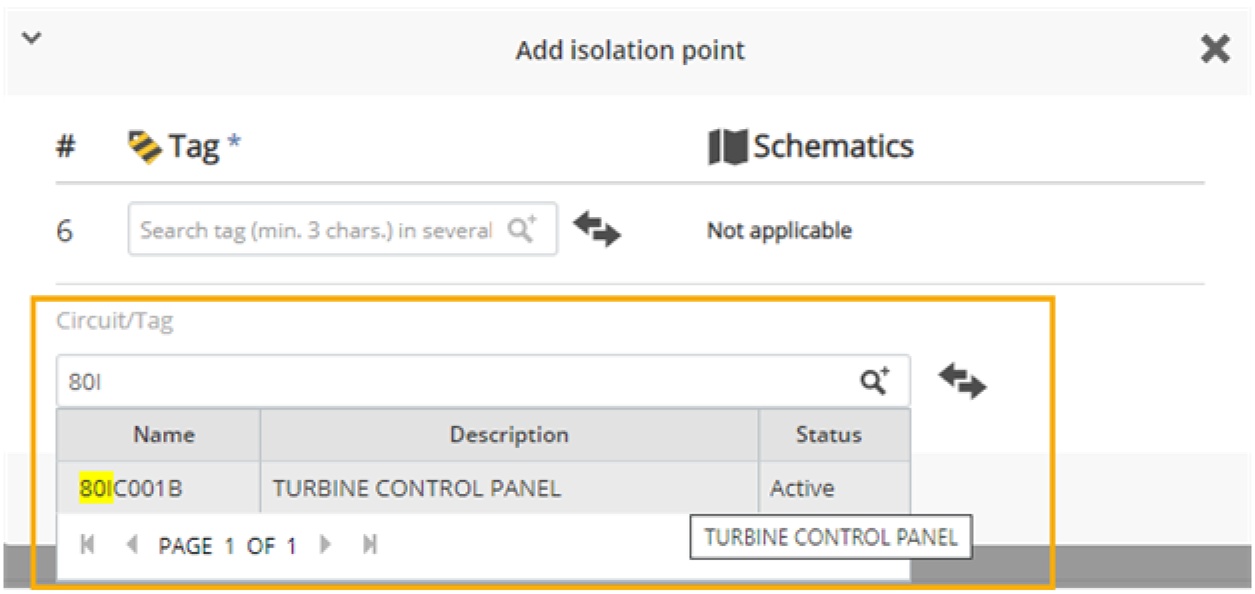
Depending on the type of template the isolation list is based on, different options may appear. Lists that are based on an electrical template will have the ability to add circuit/tags.

Add Circuit/Tag

1. On the Add Isolation Point dialog box, under **Circuit/Tag**, enter at least 3 characters into the search box and press **Enter** to search for an existing tag. Select from the drop-down list. You change the selected tag by removing the tag, and adding a different tag, if needed.

   or

   You can add a Circuit/Tag manually. Click the **Switch**  icon to type the name of a Circuit/Tag manually. The free text name must have no spaces. You can edit free text names.

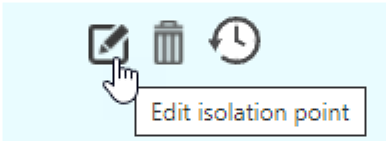
2. Click **Add**.

Modifying and deleting tags

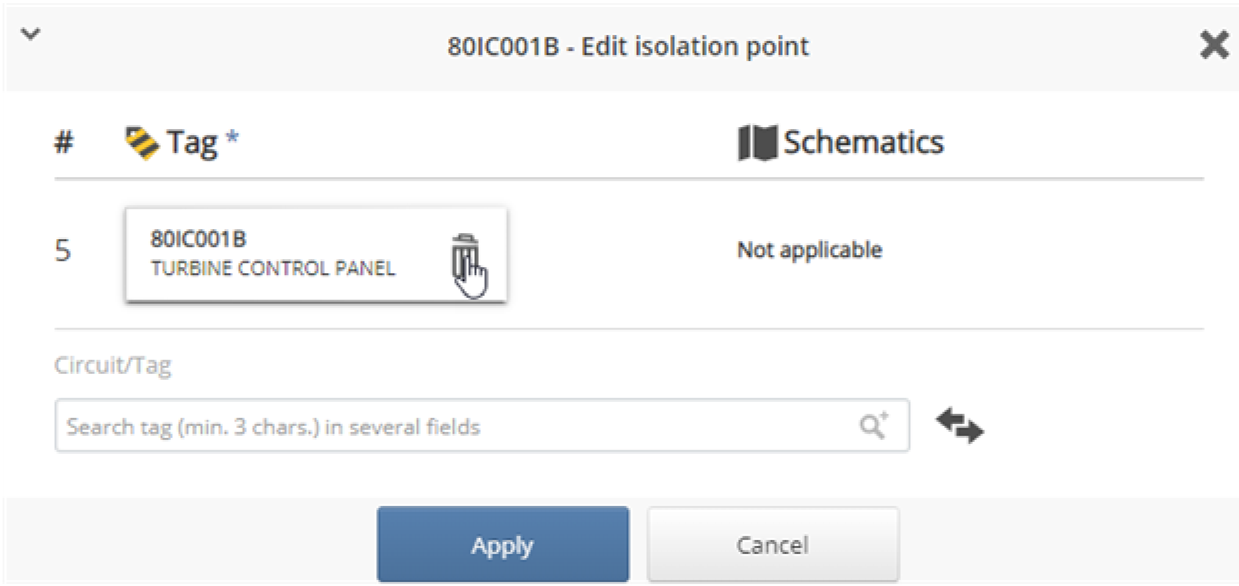
After you have created an isolation point, you can edit the details of a point and change or delete a tag. To delete an entire isolation point, see Delete isolation points.

Edit or delete tags in isolation points

1. On the Isolations Points tab, click the **Edit** icon for the isolation point at the end of the row.



2. On the **Edit isolation point** dialog box, next to the **Tag**, click the **Delete** icon.



3. Search for, or enter a new tag name, then click **Apply**.

Reorder isolation points

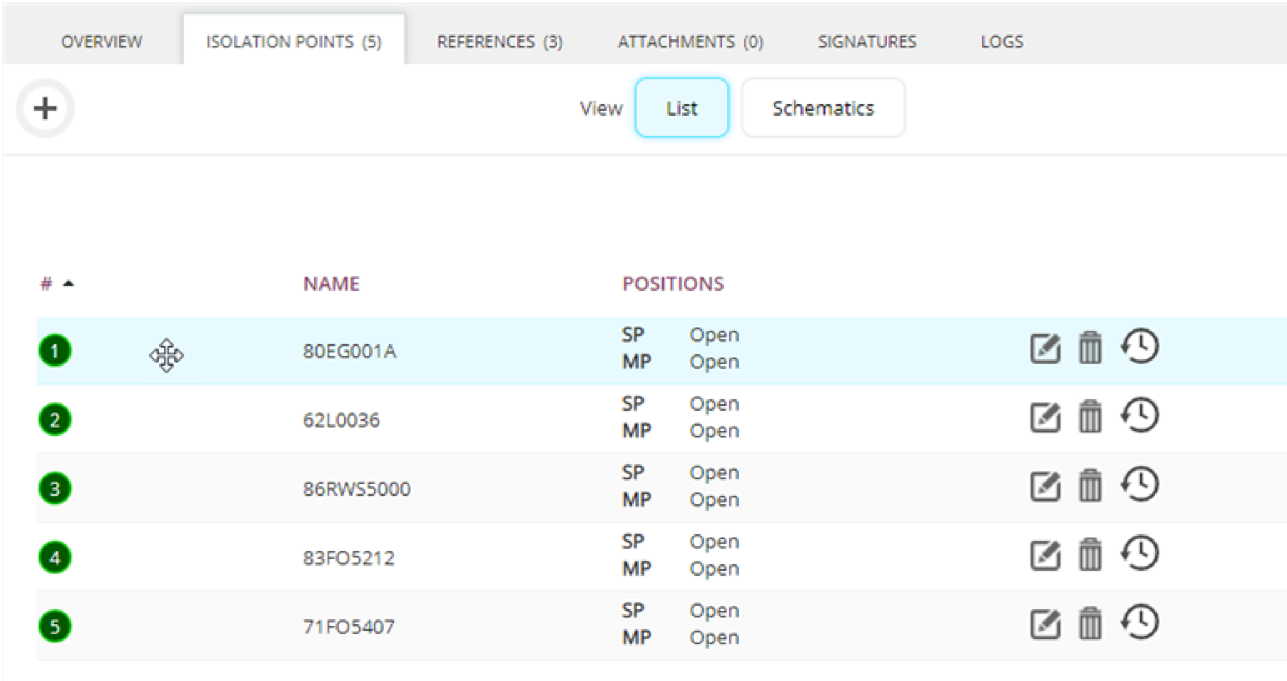
Dynamic configuration The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Isolation points

Note: You can reorder Isolation points whenever it is possible to add or change points.

Reorder isolation points

1. Open an Isolation list.
2. Drag and drop the isolation points to rearrange the sequence.

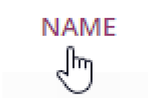


Sort isolation points

It is possible to sort on many of the columns in the list of isolation points.

Sort on a column header

1. Click the column header.



   A small arrow appears next to the column header.

2. Click the column header again to toggle between ascending and descending order.

Sortable columns

Column	Comments
#	Sequence number of the isolation point in the list. Sorts numerically in ascending or descending order.
Name	Sorts alphabetically in ascending or descending order.
State	Sorts alphabetically in ascending or descending order.
Circuit/tag	Sorts alphabetically in ascending or descending order. Points with no circuit or tag will be at the bottom of the list.
Lock number	Sorts on system lock number. Points with no system lock number will be at the bottom of the list.
Isolated	Points that are not signed will be at the top of the list. Points that are signed are sorted on date/time ascending.
Verified isolated	Points that are not signed will be at the top of the list. Points that are signed are sorted on date/time ascending.
Reset	Points that are not signed will be at the top of the list. Points that are signed are sorted on date/time ascending.
Verified reset	Points that are not signed will be at the top of the list. Points that are signed are sorted on date/time ascending.
Test	Points that are not signed will be at the top of the list. Points that are signed are sorted on date/time ascending.

Delete isolation points

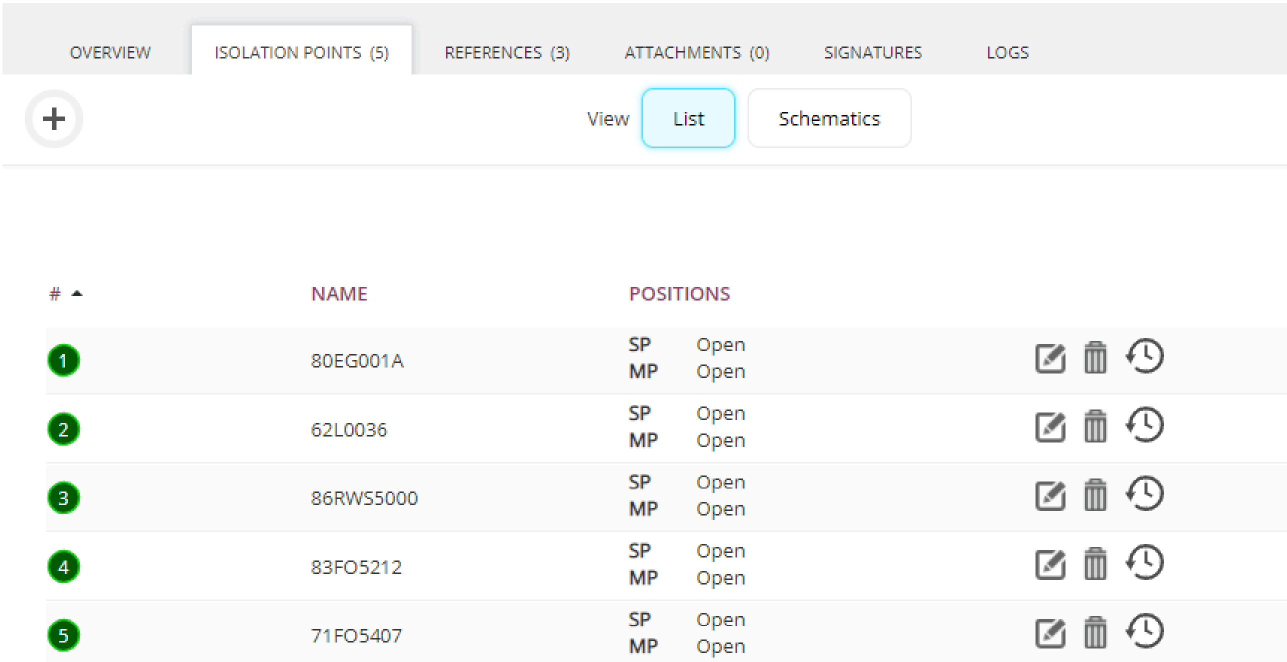
> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Delete an isolation point

You can edit Isolation points only when this feature is enabled on a status.

Delete an Isolation point

1. In the Isolation list, find the point and click the **Delete** bin icon at the end of the row.



2. Save the list.

Edit the details of isolation points

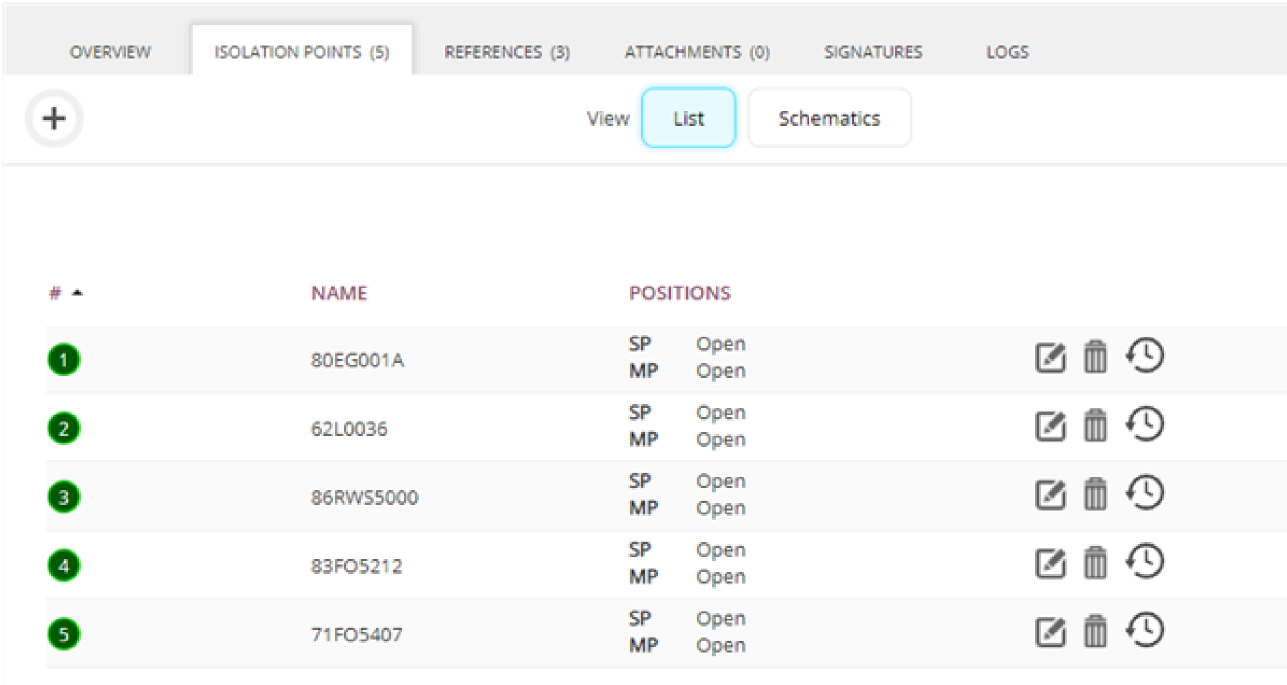
> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Edit an Isolation point

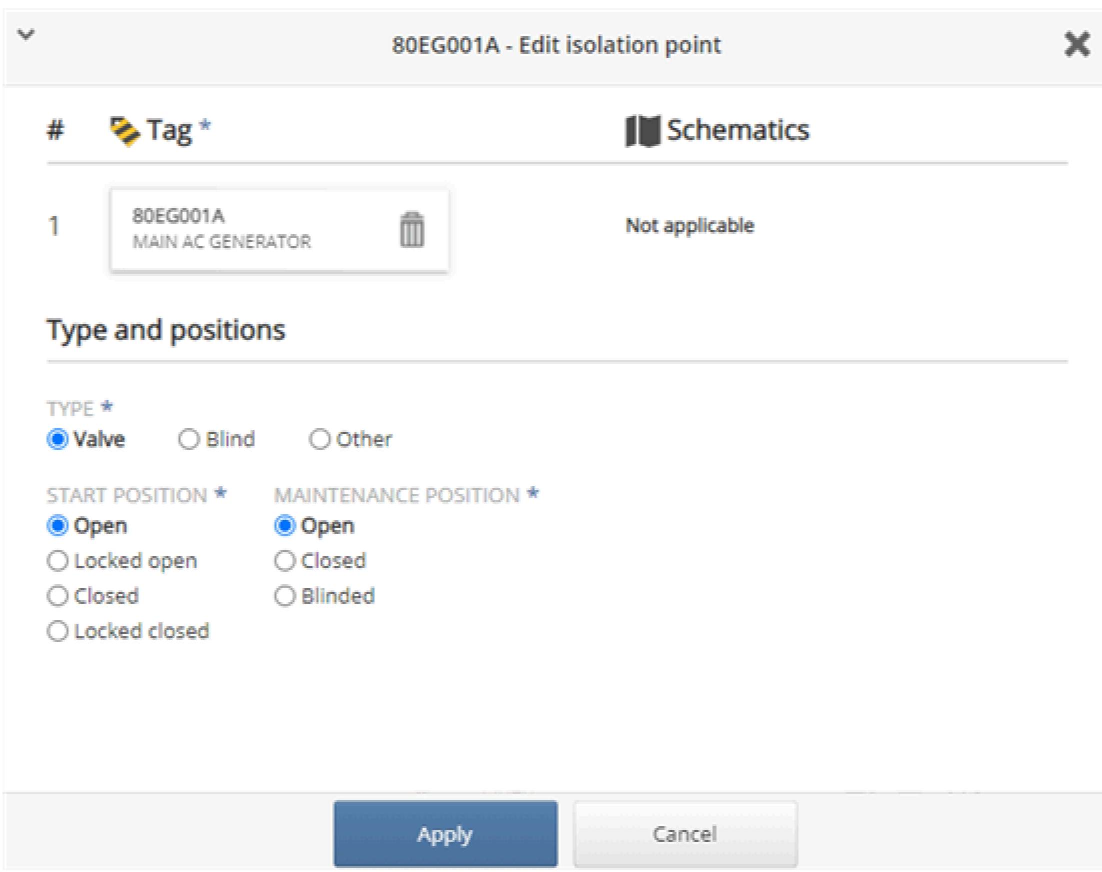
You can edit Isolation points only when this feature is enabled on a status.

Edit the details of an Isolation point

1. In the Isolation list, find the point and click the **Edit** icon at the end of the row.



The Edit isolation point dialog box opens.



2. Edit the details of the Isolation point.
   - Specify the **Type** as *Valve, Blind*, or *Other*.
   - Under **Start Position**, choose initial position of the point. For example, *Open* or *Closed*.

- Under **Maintenance Position**, choose the position that is required during the maintenance procedure. For example, *Closed*.

3. Click **Apply**.

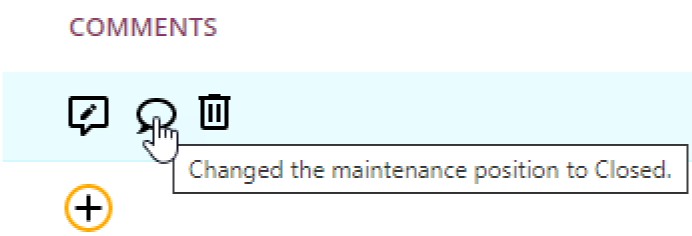
Edit comments on isolation points

Dynamic configuration The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

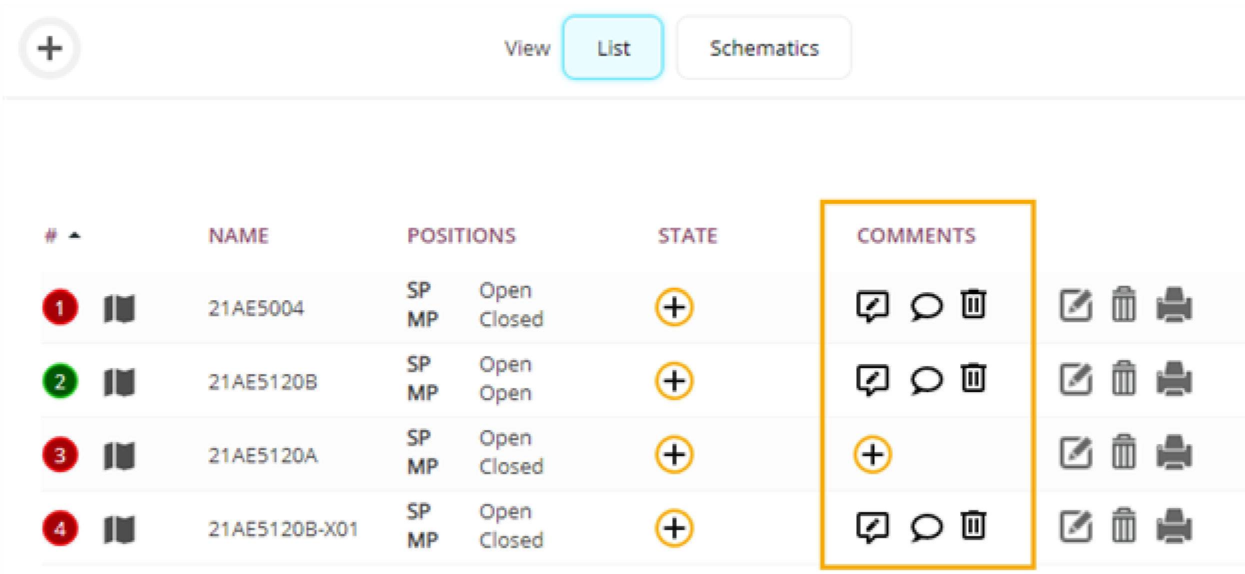
Editing comments for an isolation point

If configured, you can add a comment to an existing point, or edit comments for an existing point.

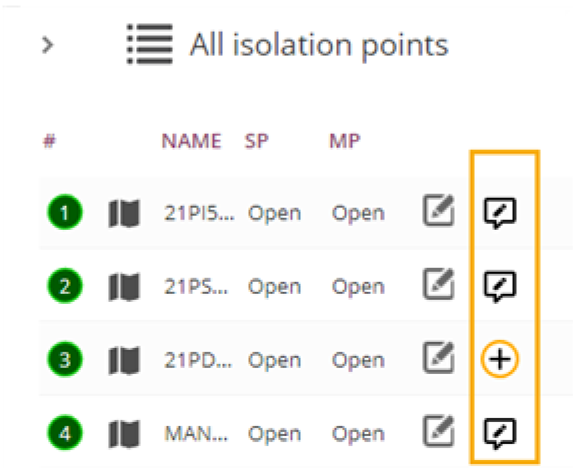
Comments will remain editable for configured statuses.



You can add, edit, view, and delete comments in **List** view.

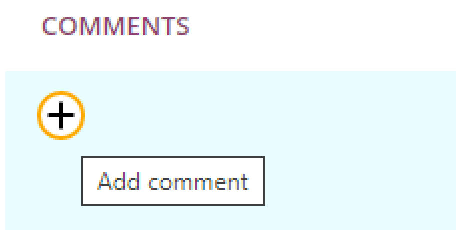


You can also add and edit comments on isolation points in the Schematics view.

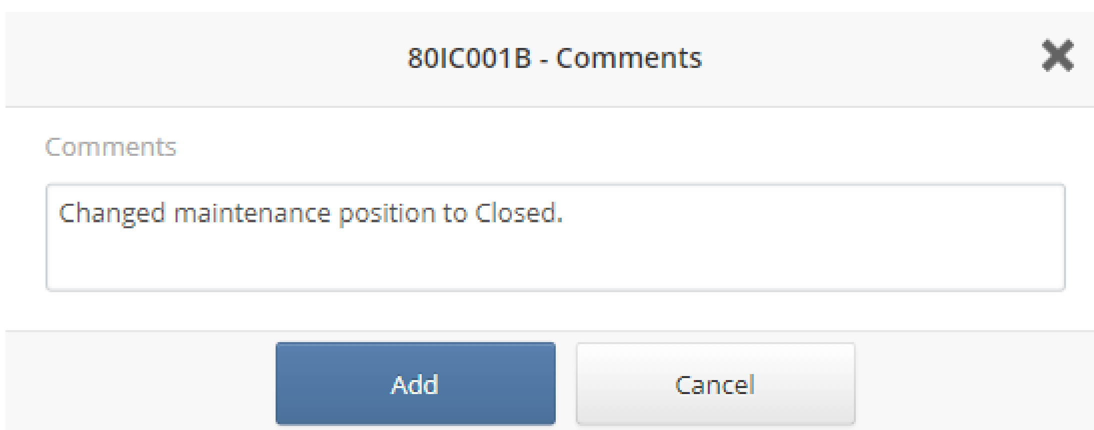


Edit comments on isolation points in List view

1. On the **Isolation Points** tab, in the **List** view, locate the isolation point in the list of points.
2. At the end of the row, click the **Add** icon under the **Comments** column.

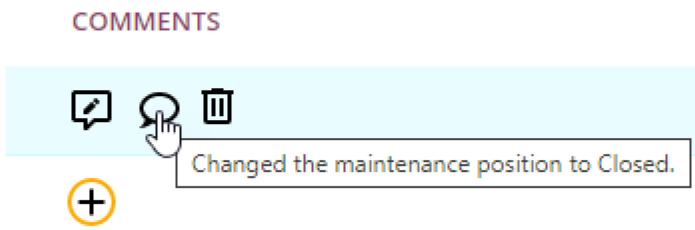


3. Enter your comments into the pop-up window.



4. Click **Add**.
5. Click **Save changes** on the main window.

   The Comments icons at the end of the row change. Hover over the bubble icon to see a tooltip of the Comment text.



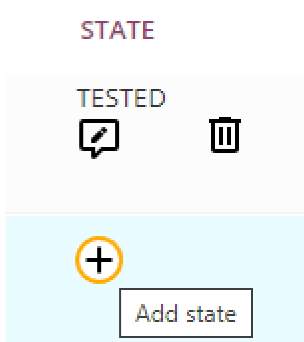
Add or change state for isolation point

> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Add or change state for an Isolation point

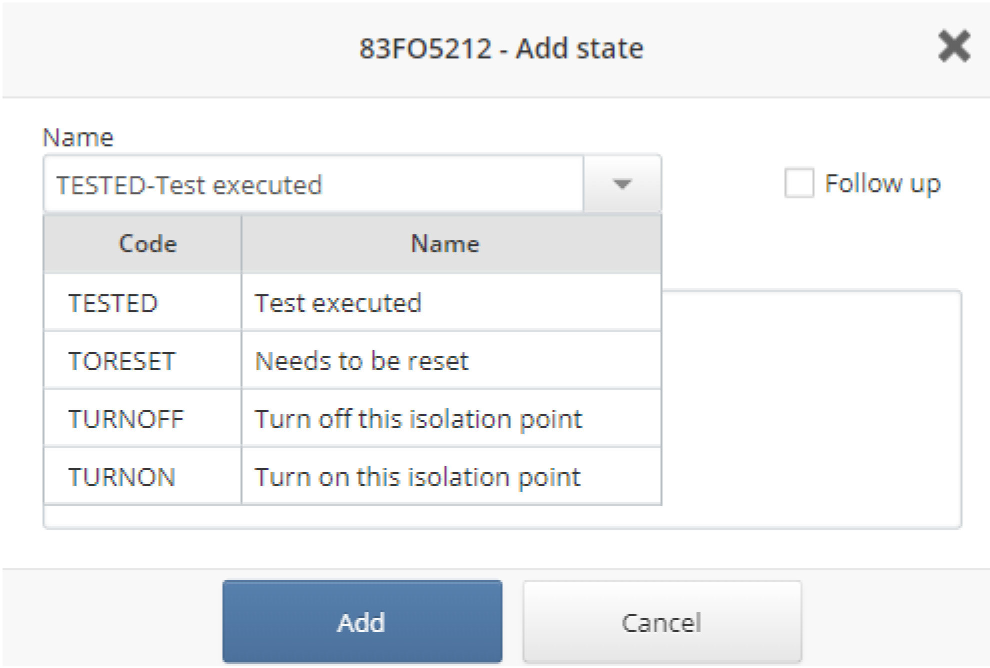
You can add a state to an isolation point if this feature is enabled. The selectable states are preconfigured by the system administrator.

These are custom states that your site might use for adding certain labels to isolation points to bring attention to their particular status.

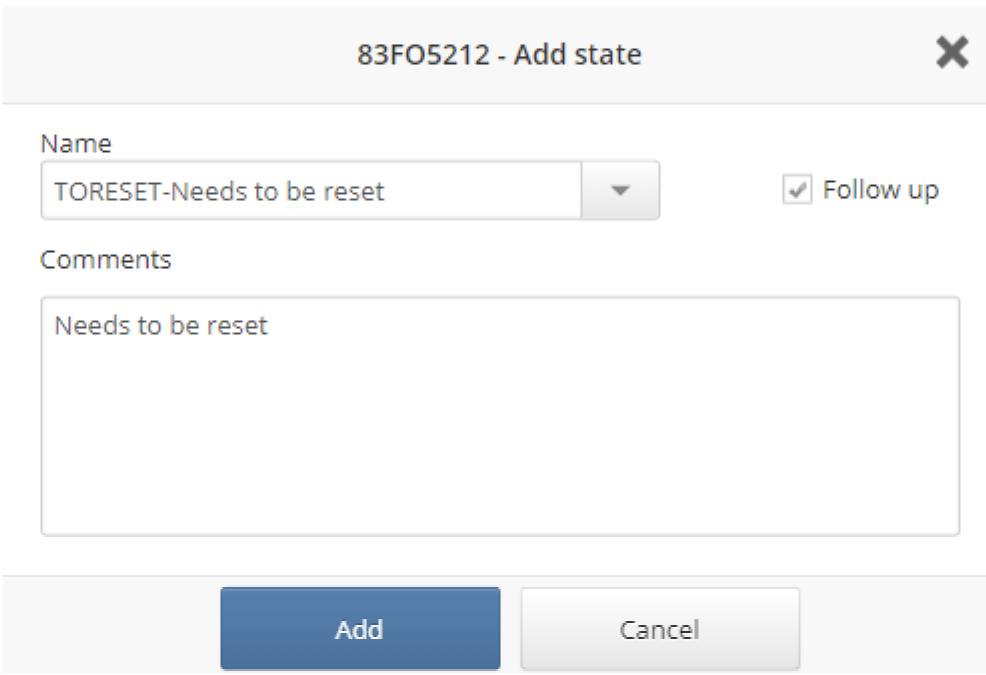


Add or change state

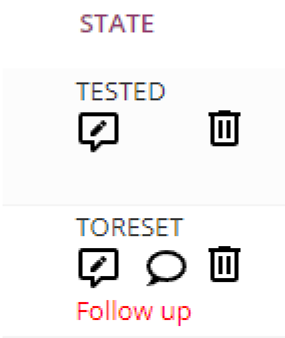
1. On the Isolation Points tab, locate the isolation point in the list of points.
2. Click the **Add** icon under the **State** column.
3. On the pop-up window, select the state to apply to the isolation point.



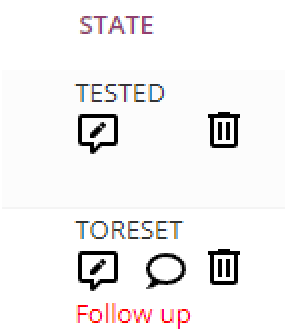
4. (Optional) Select the **Follow up** checkbox and add comments if you want.



5. Click **Add**.
6. Click **Save changes** on the main window.



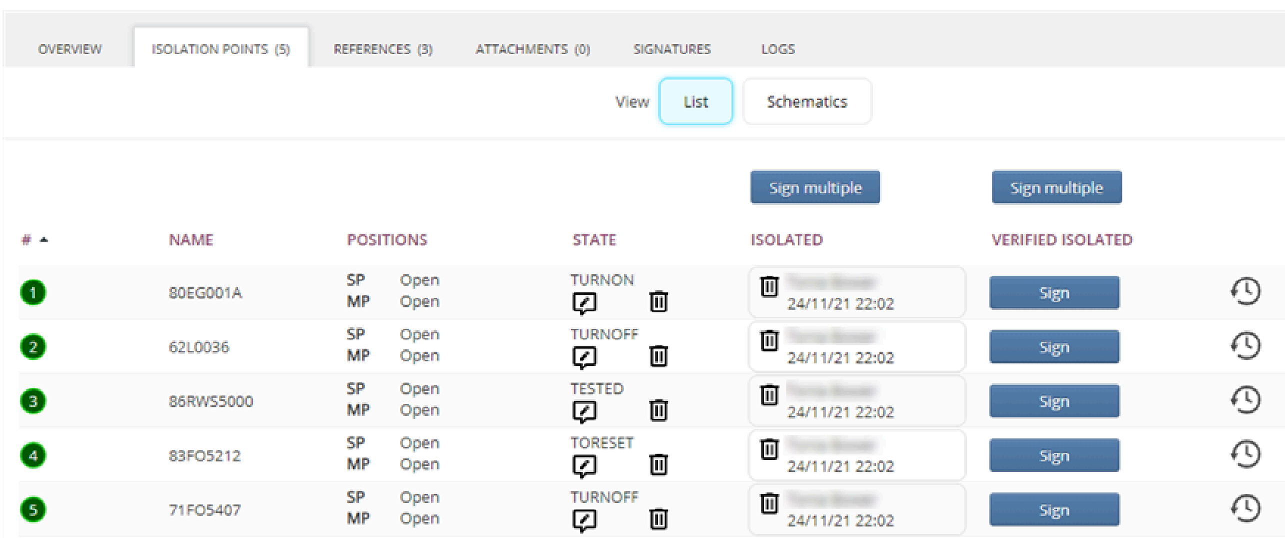
The state you selected now appears in the column and *Follow up* appears in red if you selected it.



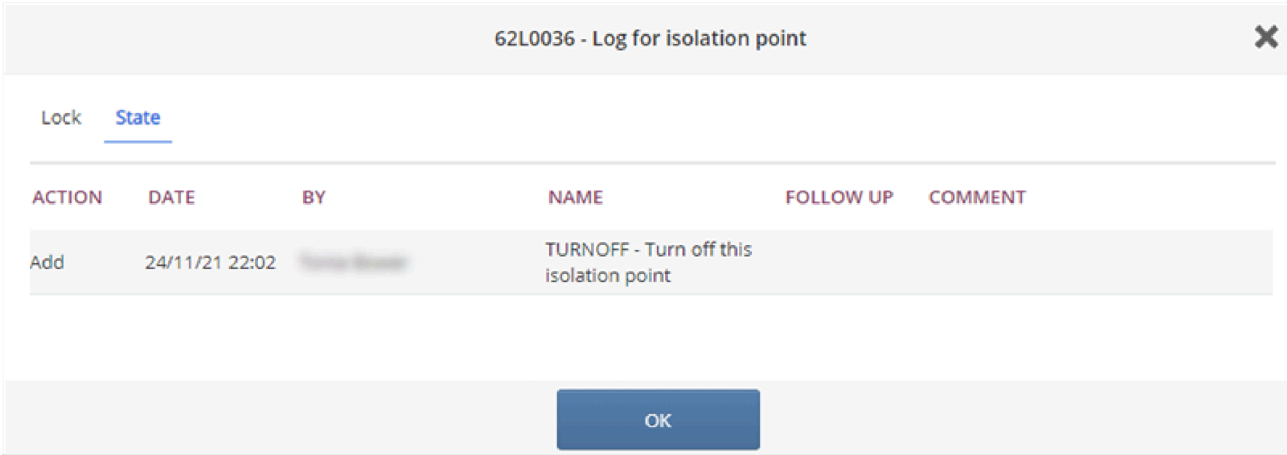
Viewing the log for lock and state changes

View the log for lock and state changes

1. Click the **Log** icon to see a log history of changes to locks and state.



2. Select either the **Lock** tab or the **State** tab.

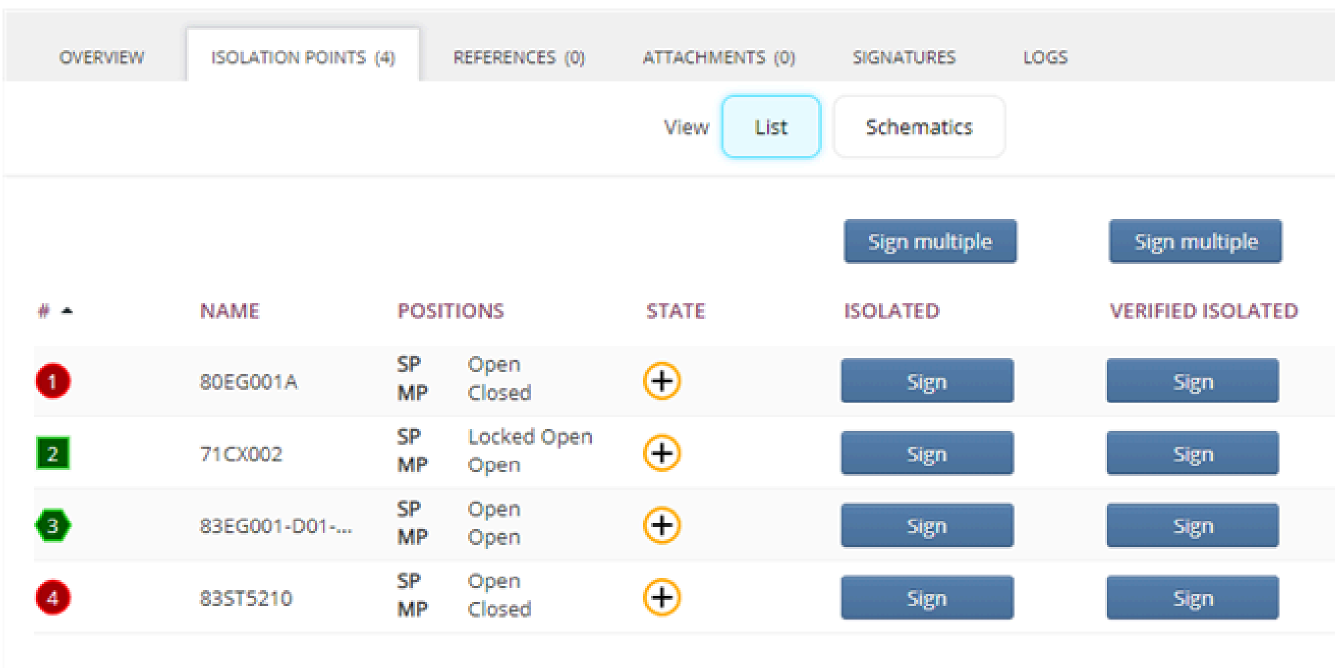


3. Click **OK**.

Isolation point shapes and color codes

Color coding

Isolation point icons have color coding and shapes to indicate information about the type and status of the point.



Shapes

The shape of the symbol indicates the type of isolation point: Valve, Blind, or Other.

Symbol	Shape	Type
1	Circle	Valve
2	Square	Blind
3	Hexagon	Other

Colors

The color of the symbol indicates the type of isolation point and whether the maintenance position is Open or Closed.

Color	Type of point	Color of symbol	Maintenance position is
1	Mechanical	Green	Open
2	Mechanical	Red	Closed or blinded
2	Electrical	Purple	

Change maintenance position on points

Dynamic configuration The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Changing maintenance position on a point

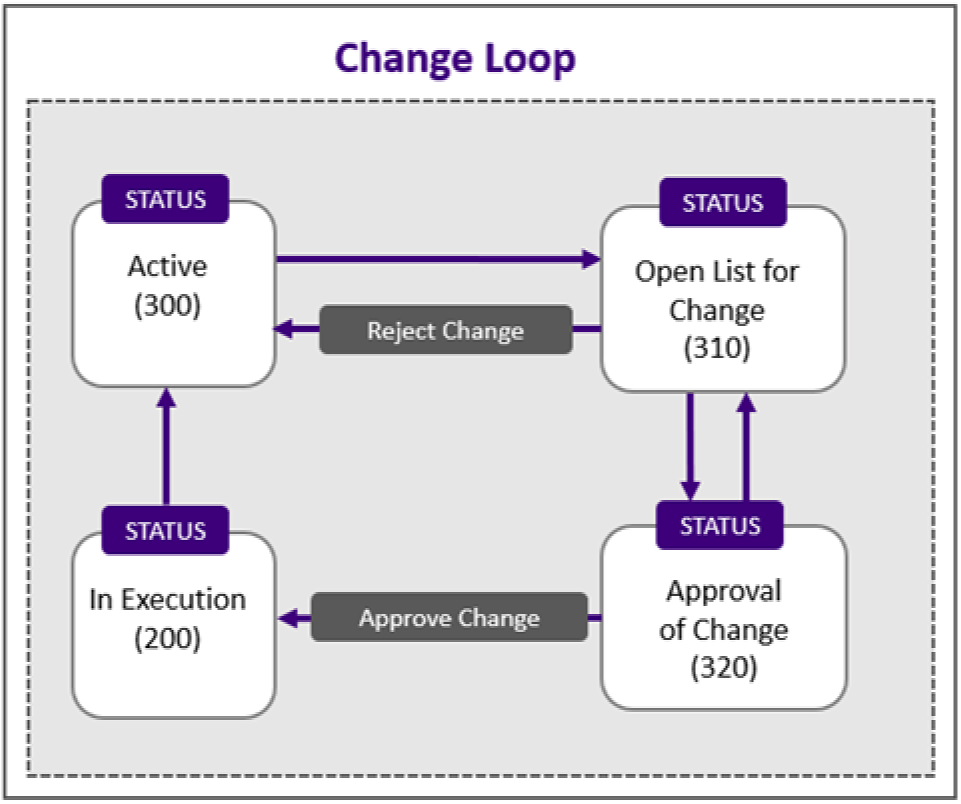
Changing the Maintenance position on an Isolation point is usually done when Isolation list is *Active* and a worker discovers that the Maintenance position needs to be changed.

Change loop

Making a change to one of the isolation points will usually cause those points to need resigning and the list to need reapproval.

- The Change icon will only be visible when the Isolation list is in a status that is configured to show Change icon.

- After a position change, the list will need approval for the change and reactivation.
- Any signatures on the isolation point will disappear and need resigning.



Start position and maintenance position

The **Positions** column indicates the current status of the starting and maintenance positions.

- SP - Start Position
- MP - Maintenance Position
- NMP - New Maintenance Position

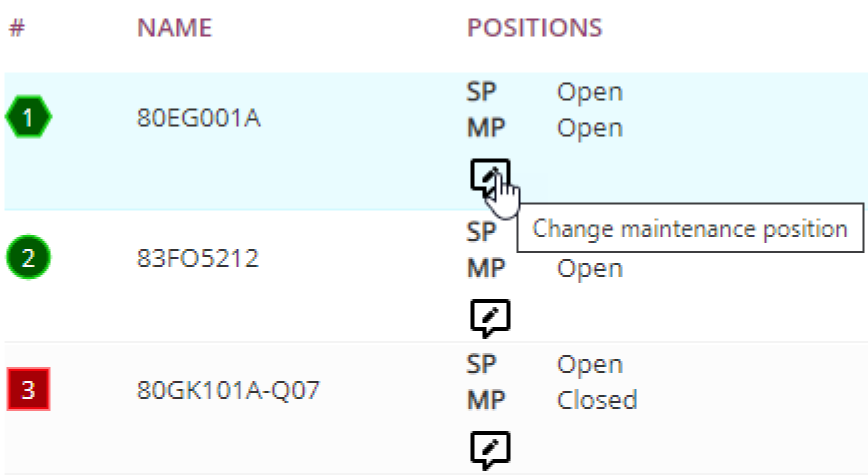
If you change the maintenance position, the new maintenance position is NMP - New Maintenance Position.

Guidelines

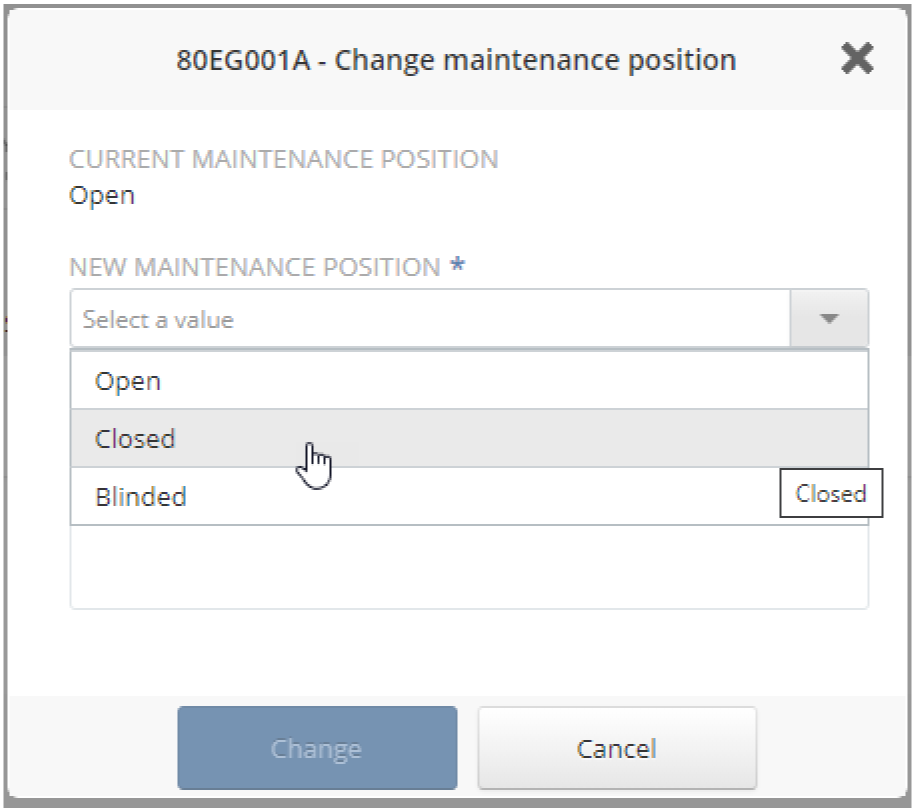
- There is no limit on the numbers of time the maintenance position can be changed. However, each time will cause the list to need reapproval.
- It is recommended to use a change loop in the workflow to approve changes to position.

Change maintenance position on isolation point

1. On the Isolation Points tab, find the Isolation point and click the **Change** icon.



2. Click the drop-down arrow and select the new Maintenance position from the list.



3. (Optional) Add a comment about why you are changing the position.
4. Click **Change** on the dialog box.
5. Click **Save changes** at the bottom of the screen.

The New Maintenance Position appears in yellow until the list is approved for changes. When approved, the position text will change to black.

Add system locks to isolation points

Dynamic configuration The availability of this feature depends on the functionality being enabled in the

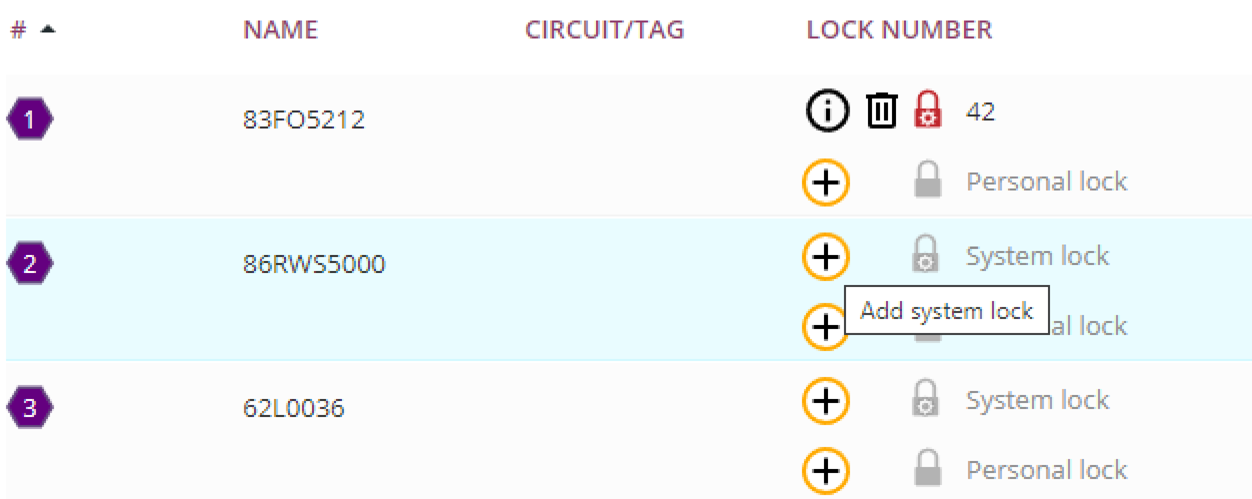
dynamic configuration interface in OSM Administration.

Add locks to isolation points

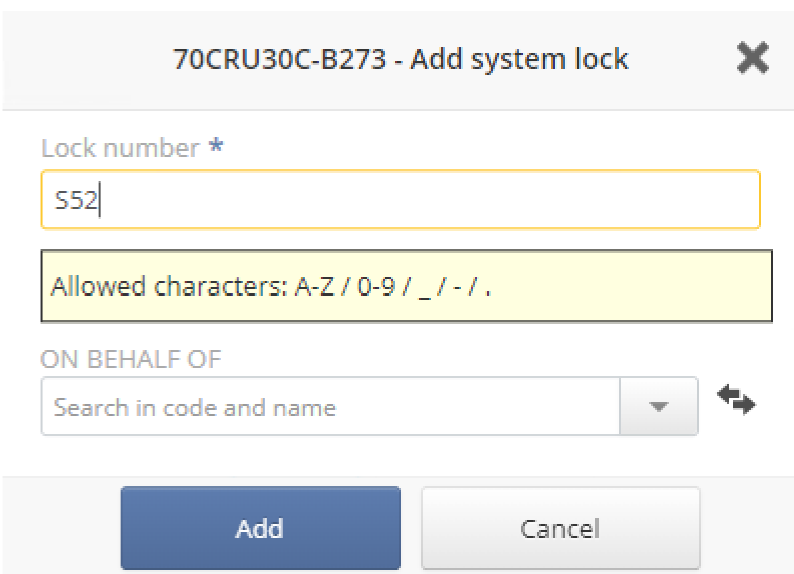
You can add one System Lock and multiple Personal Locks for each isolation point.

Add a system lock to an isolation point

1. Click the **Add** icon next to System Lock.

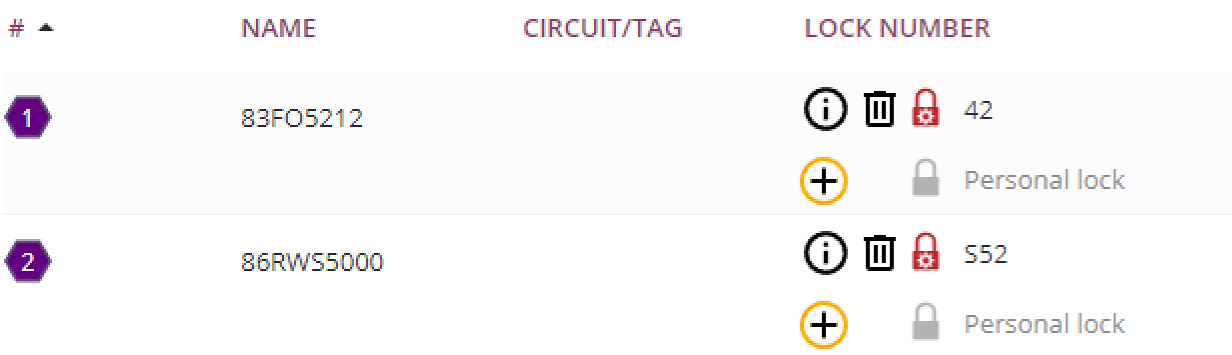


2. On the **Add system lock** dialog box, enter a lock number.
3. Optionally, you can select a person to add a lock on behalf of.
4. Click **Add**.



5. Click **Save changes** at the bottom of the screen.

   The lock is added and the **Lock** icon appears in red.



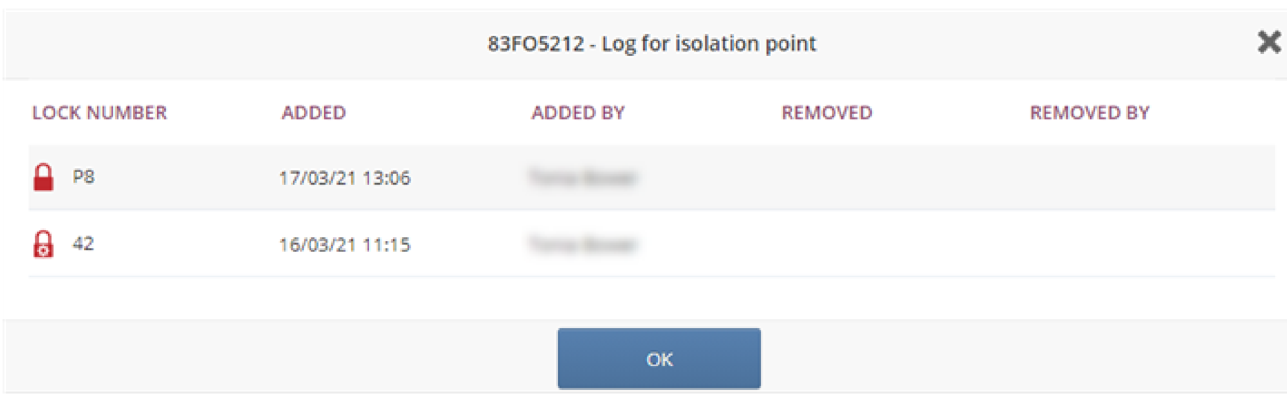
Removing system locks

You can remove a system lock by clicking the **Delete** icon next to the lock.

Deleted locks will disappear from list. However, you can re-add a lock with same number later.

View the log for locks

- Click the **Log** icon to see a log history of when locks were added or removed and by who. See also Viewing the log for lock and state changes.



Icons

These icons are related to locks.

Icon	Description
	Click the **Add** icon to add a lock.
	Indicates a system lock is in place on this Isolation point.

Icon	Description
	Indicates a personal lock is in place on this Isolation point.
	Hover over the information icon to see details about who added a lock.
	Click the **Delete** icon to delete the lock.
	Click the **Log** icon to view the history of what locks were added or removed from this Isolation point.

Add personal locks to isolation points

> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

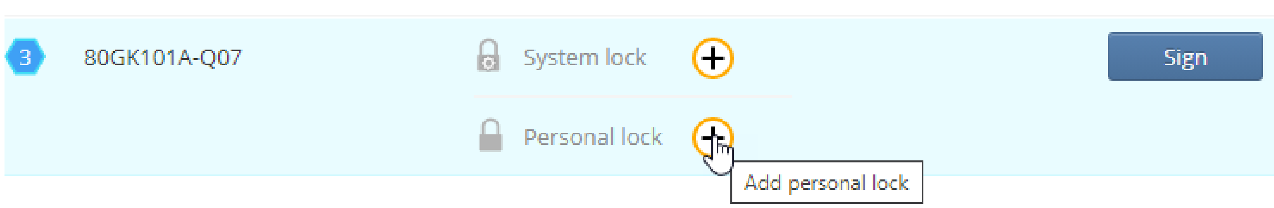
Adding personal locks to isolation points

You can add one System Lock and multiple Personal Locks for each isolation point.

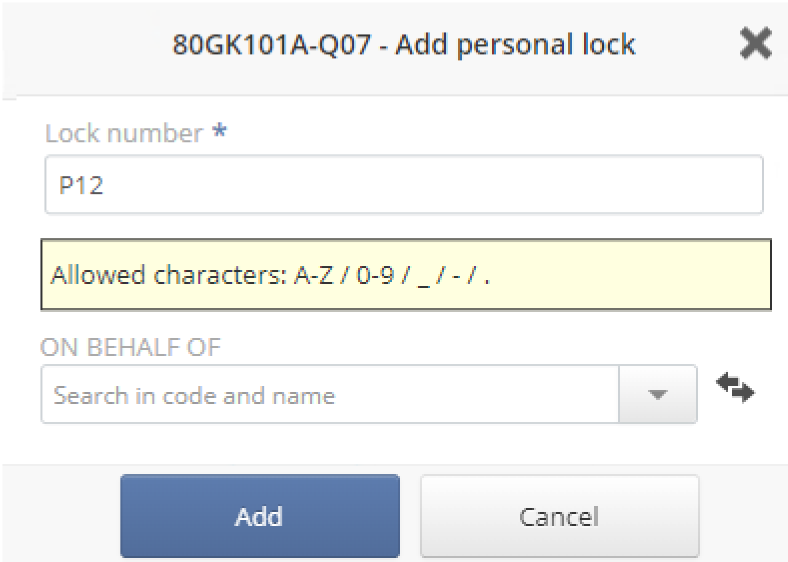
The Lock number of personal lock must be unique for a point, due to multiple personal locks for same point.

Add a personal lock to an isolation point

1. Click the **Add** icon next to Personal Lock.

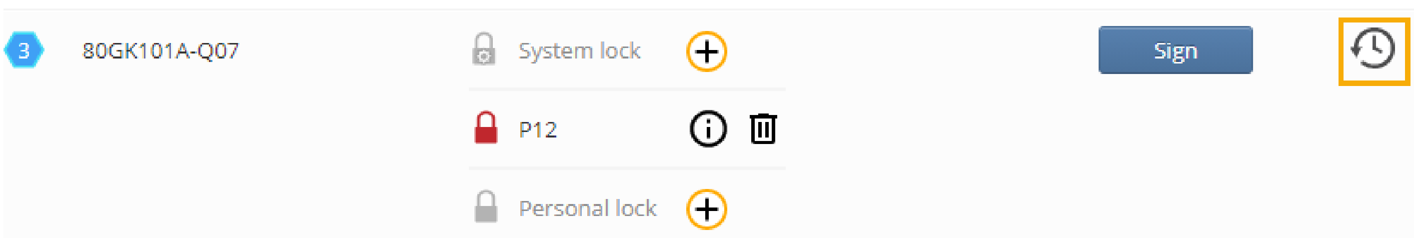


2. On the **Add personal lock** dialog box, enter a lock number.
3. Optionally, you can select a person to add a lock on behalf of.
4. Click **Add**.



5. Click **Save changes** at the bottom of the screen.

   The lock is added and a **Lock** icon appears at the end of the row.



Notice that another row for Personal lock appears. You can add multiple Personal locks.

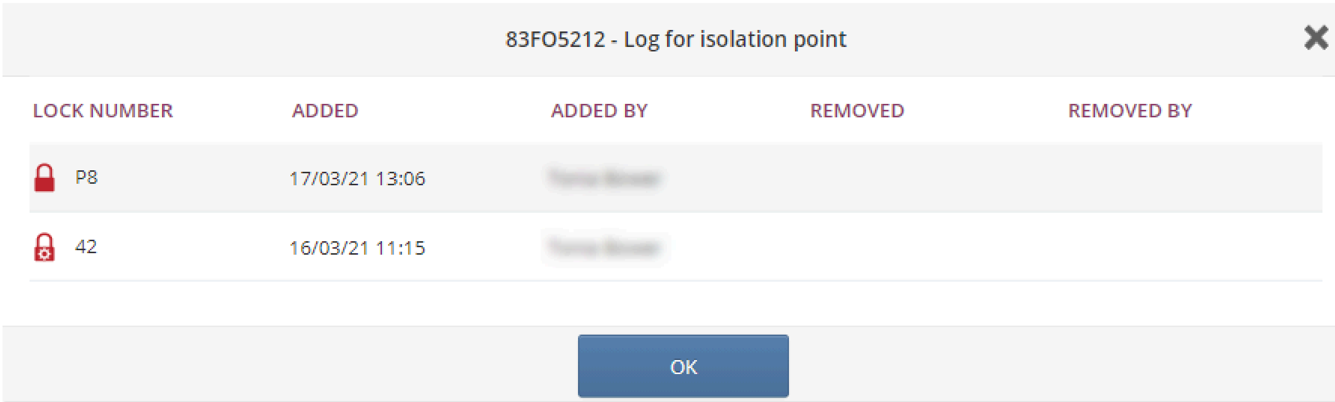
Removing personal locks

You can remove a personal lock by clicking the **Delete** icon next to the lock.

Deleted locks will disappear from list. However, you can re-add a lock with same number later.

View the Log for locks

- Click the **Log** icon to see a log history of when locks were added or removed and by who. See also Viewing the log for lock and state changes.



Icons

These icons are related to locks.

Icon	Description
	Click the **Add** icon to add a lock.
	Indicates a system lock is in place on this Isolation point.
	Indicates a personal lock is in place on this Isolation point.
	Hover over the information icon to see details about who added a lock.
	Click the **Delete** icon to delete the lock.
	Click the **Log** icon to view the history of what locks were added or removed from this point.

Sign for isolated on an isolation point

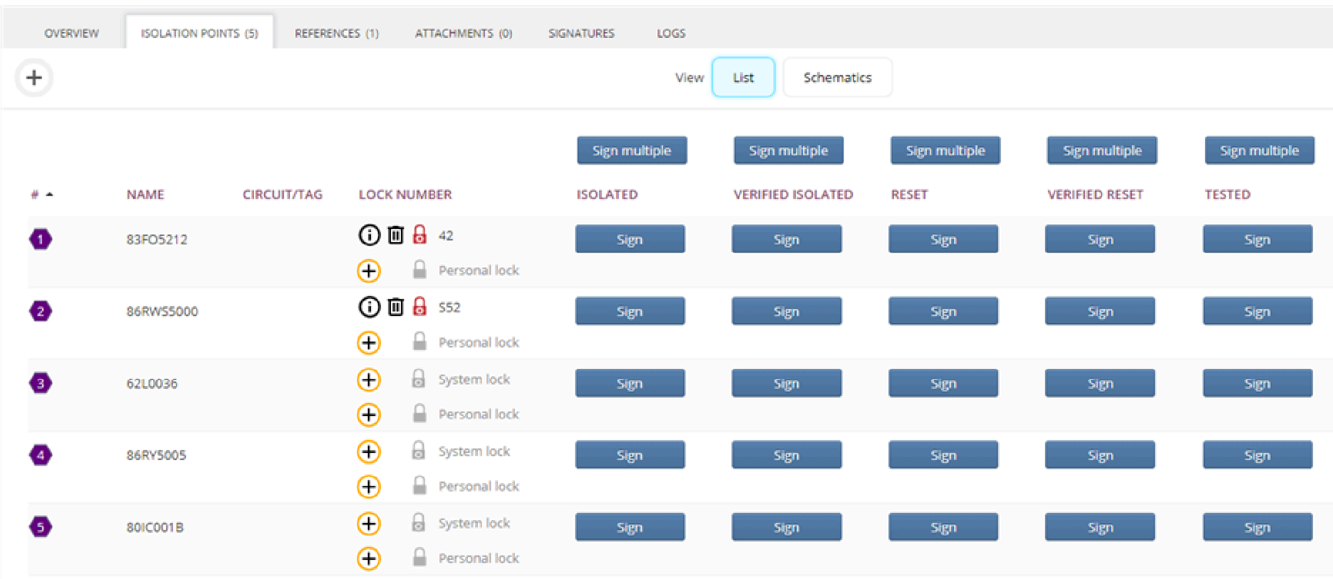
Dynamic configuration The availability of this feature depends on the functionality being enabled in the

dynamic configuration interface in OSM Administration.

Isolation points in an isolation list

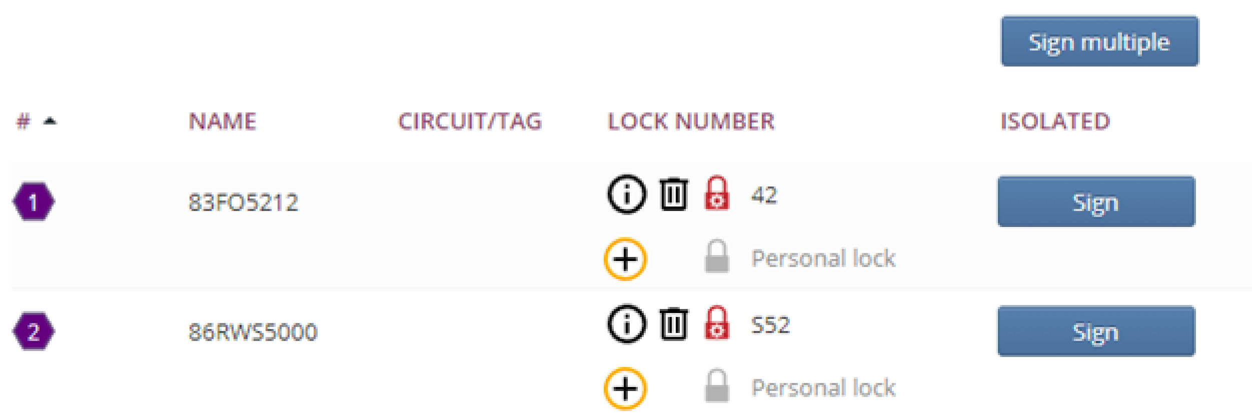
An isolation list is an ordered list of isolation points. Depending on configuration for the status of the isolation list, you can add points and reorder the points.

Important: Each point needs to be signed off as isolated before work can begin.

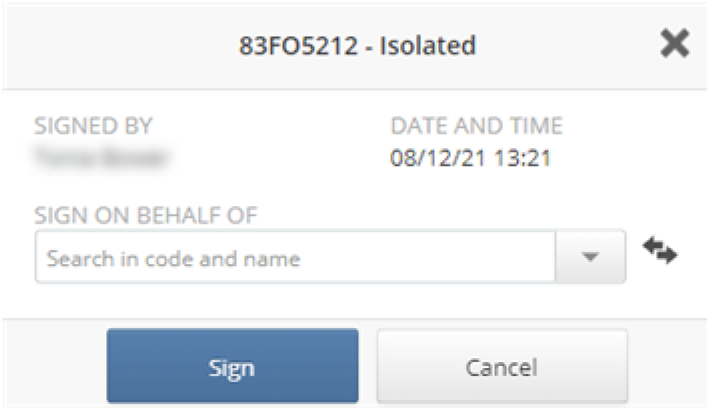


Sign for Isolated on an isolation point

1. Select a point and in the **Isolated** column, click **Sign multiple** to sign for multiple points or **Sign** to sign for an individual point. If existing signatures exist on some points, applying **Sign Multiple** will not override the existing signatures.



2. Optionally, you can select a person to sign on behalf of.
3. Click **Sign**. The signature and timedate stamp appear in the table.



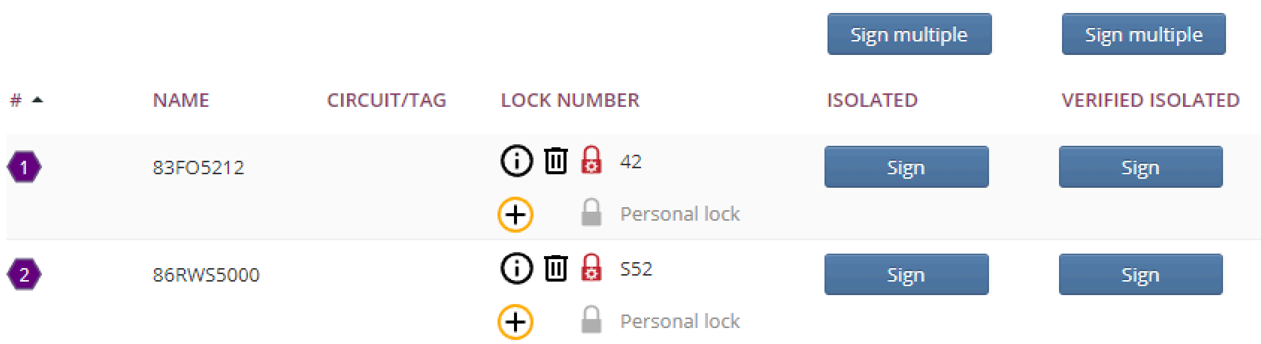
4. Click **Save Changes**.

Sign for Verified Isolated on an isolation point

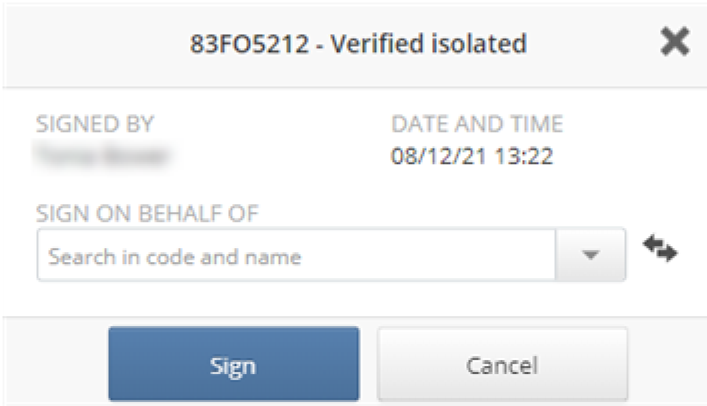
> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Sign for Verified Isolated on an isolation point

1. Select a point and under the **Verified Isolated** column, click **Sign multiple** to sign for multiple points or **Sign** to sign for an individual point. If existing signatures exist on some points, applying Sign Multiple will not override the existing signatures.



2. Optionally, you can select a person to sign on behalf of.
3. Click **Sign**. The signature and timedate stamp appear in the table.



4. Click **Save Changes**.

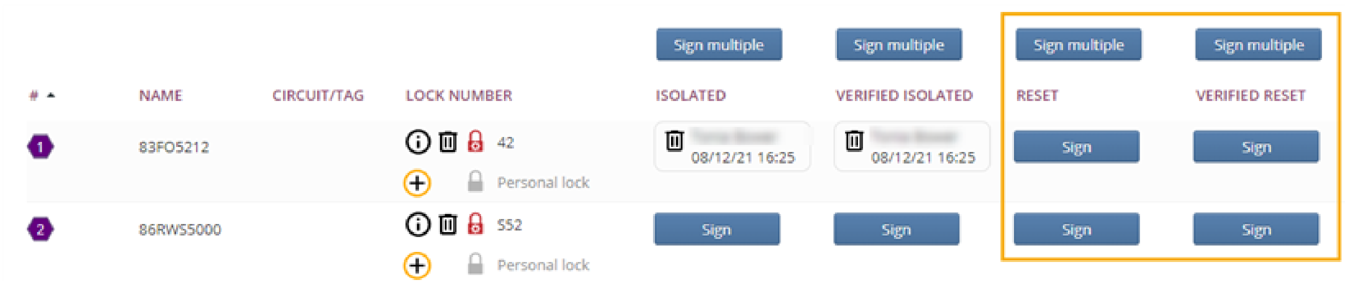
Sign for Reset on an isolation point

> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Resetting isolation points in an isolation list

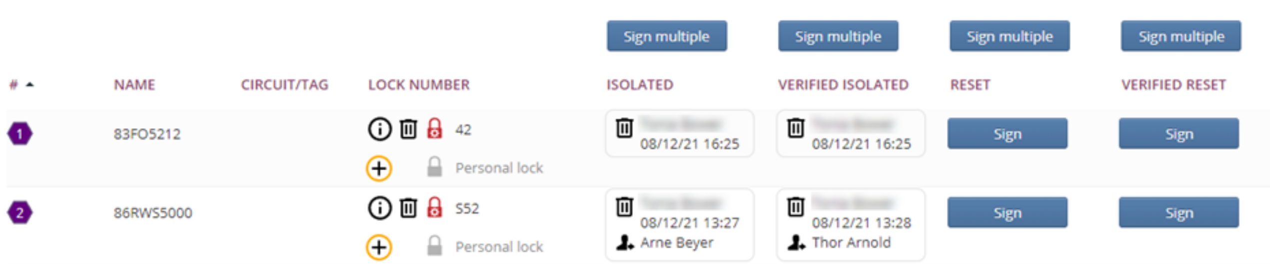
Each Isolation Point needs to be signed off as isolated before work can begin.

Important: After work is complete, the point needs to be signed off as reset to the position that point must be restored to.

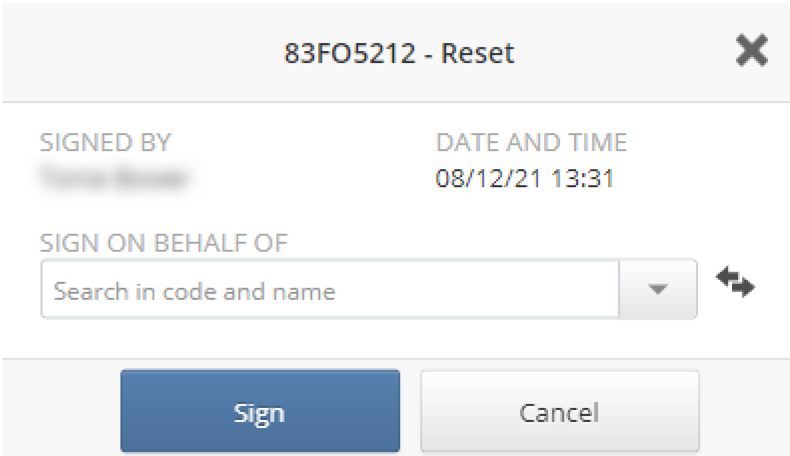


Sign for Reset on an isolation point

1. Select a point and under the **Reset** column, click **Sign multiple** to sign for multiple points or **Sign** to sign for an individual point. If existing signatures exist on some points, applying **Sign Multiple** will not override the existing signatures.



2. Optionally, you can select a person to sign on behalf of.
3. Click **Sign**. The signature and timedate stamp appear in the table.



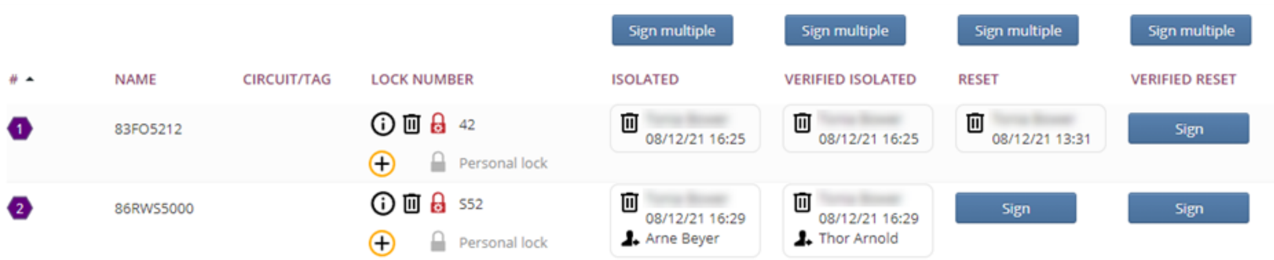
4. Click **Save Changes**.

Sign for Verified Reset on an isolation point

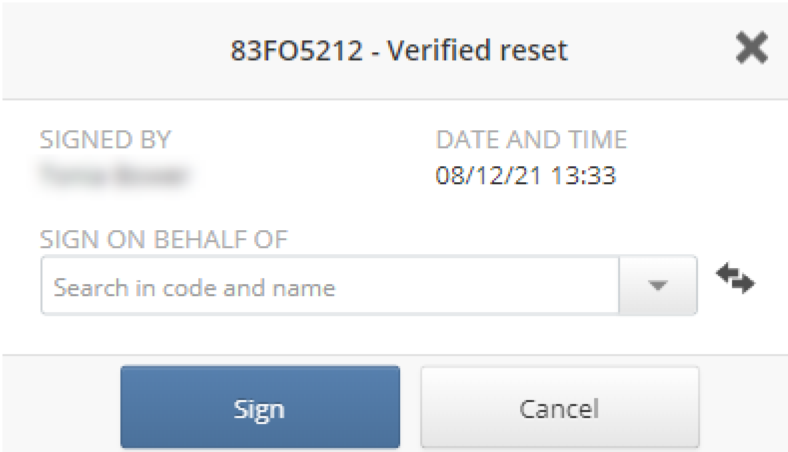
Dynamic configuration The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Sign for Verified Reset on an isolation point

1. Select a point and under the **Verified Reset** column, click **Sign multiple** to sign for multiple points or **Sign** to sign for an individual point. If existing signatures exist on some points, applying **Sign Multiple** will not override the existing signatures.



2. Optionally, you can select a person to sign on behalf of.
3. Click **Sign**. The signature and timedate stamp appear in the table.



4. Click **Save Changes**.

Sign for Test on an isolation point

> **Dynamic configuration** The availability of this feature depends on the functionality being enabled in the dynamic configuration interface in OSM Administration.

Testing an isolation point

While going through the Isolation List workflow, you can sign for testing on the isolation points when Test functionality is configured to be visible.

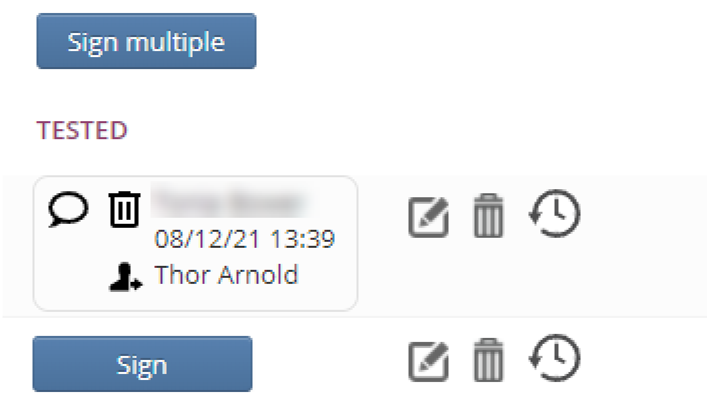
Sign for Test on an isolation point

1. Select a point and under the **Tested** column, click **Sign multiple** to sign for multiple points or **Sign** to sign for an individual point. If existing signatures exist on some points, applying **Sign Multiple** will not override the existing signatures.

   The Tested dialog box opens.
2. (Optional) You can sign on behalf on another person and add comments if you like.

3. Click **Sign**.

   The signature and timedate stamp appear in the table.



Icons

These icons relate to signing for Tested.

Icon	Description
	Hover over the comment icon to see any comments for this point.
	Click the **Delete** icon to delete the signature.

Risk Assessments

This section contains topics that relate to Risk Assessments.

Risk Assessment Library

The Risk Assessment Library holds all of the risk assessments for the current location.

The Risk Assessment module gives you the ability to visualize associated risks. This module has huge flexibility of configuration.

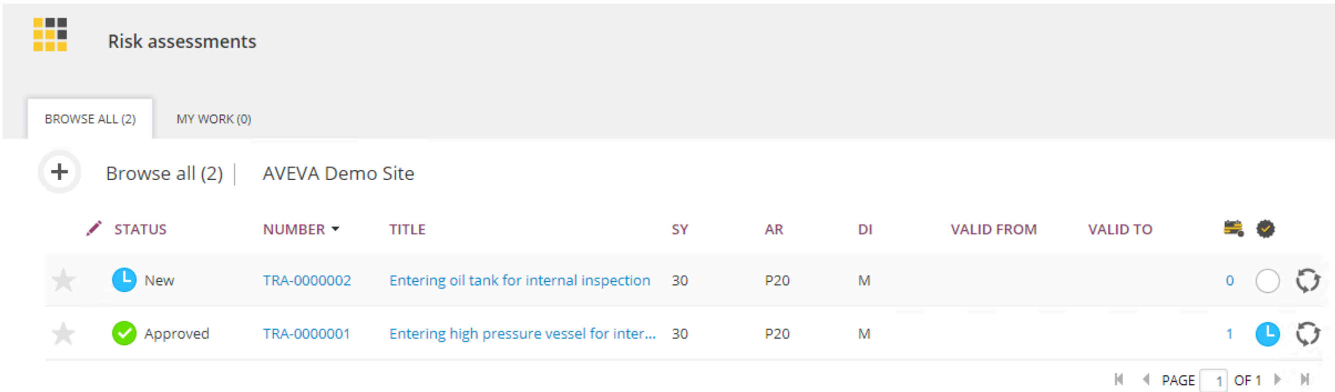
What is a risk assessment?

> A Risk Assessment is the result of breaking down a job into individual tasks and analyzing the risk of each individual task. A calculation is made for the overall risk assessment of the entire job.

Library tabs

The Risk Assessment library page has these tabs.

• Browse All	The **Browse All** tab lists all the Risk Assessments for a particular location.
• My Work	The **My Work** tab shows only those Risk Assessments for a particular location that are added to current user's My Work.



Browse all risk assessments

The **Browse All** tab displays all the risk assessments in the library for this location.

View details of a risk assessment

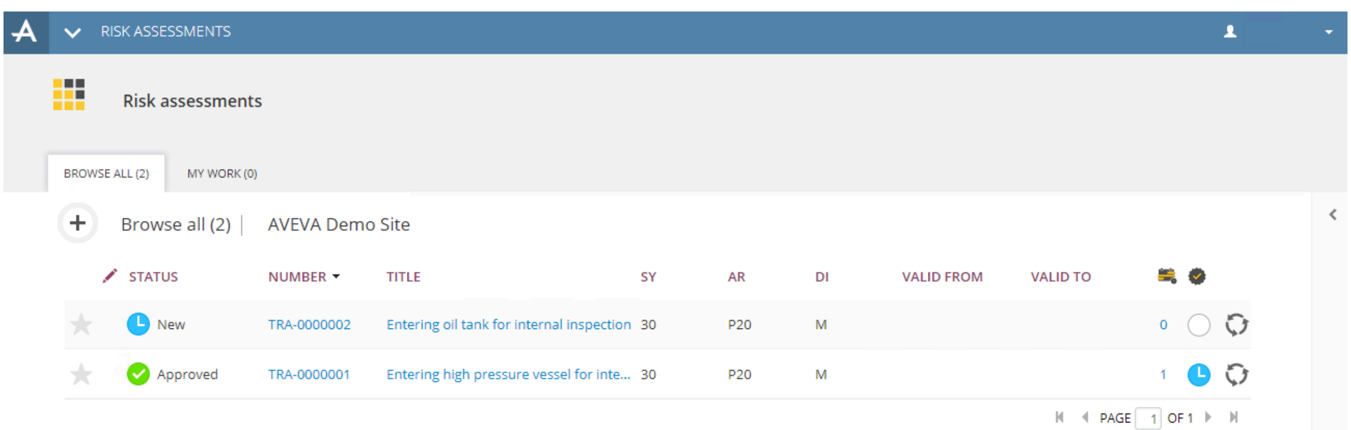
- Double-click a risk assessment in the library to see the details of the risk assessment.

Add a new risk assessment

- Click the **Add** icon to create a new risk assessment.

Add a risk assessment to My Work

- Click the **Star** icon to add the risk assessment to My Work. When an item is selected, the star turns yellow .



Library icons

These icons appear on the Library page.

Icon	Name	Description
	My Work icon	Click the star icon to add the item to My Work.
	Signature icon	Indicates whether the item is in signing process. If signatures are complete, the icon is green.
	Status icon	Indicates the current status of the item.
	Process Workflow icon	Click the Workflow icon to show all the available processes for the current item.

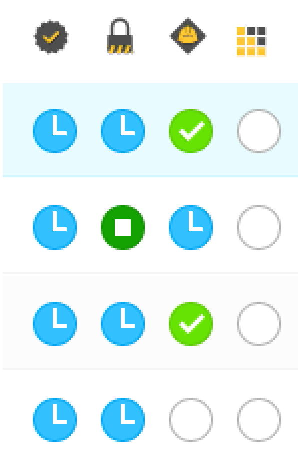
Linked entities

The icons in the right-most columns represents the linked entities to a Risk Assessment.

Icon	Description
	Linked work orders
	Linked work permits

Status Indicators

The displayed status icon represents the lowest status among the linked entities. For more information, see Status Indicator icons.



My Work

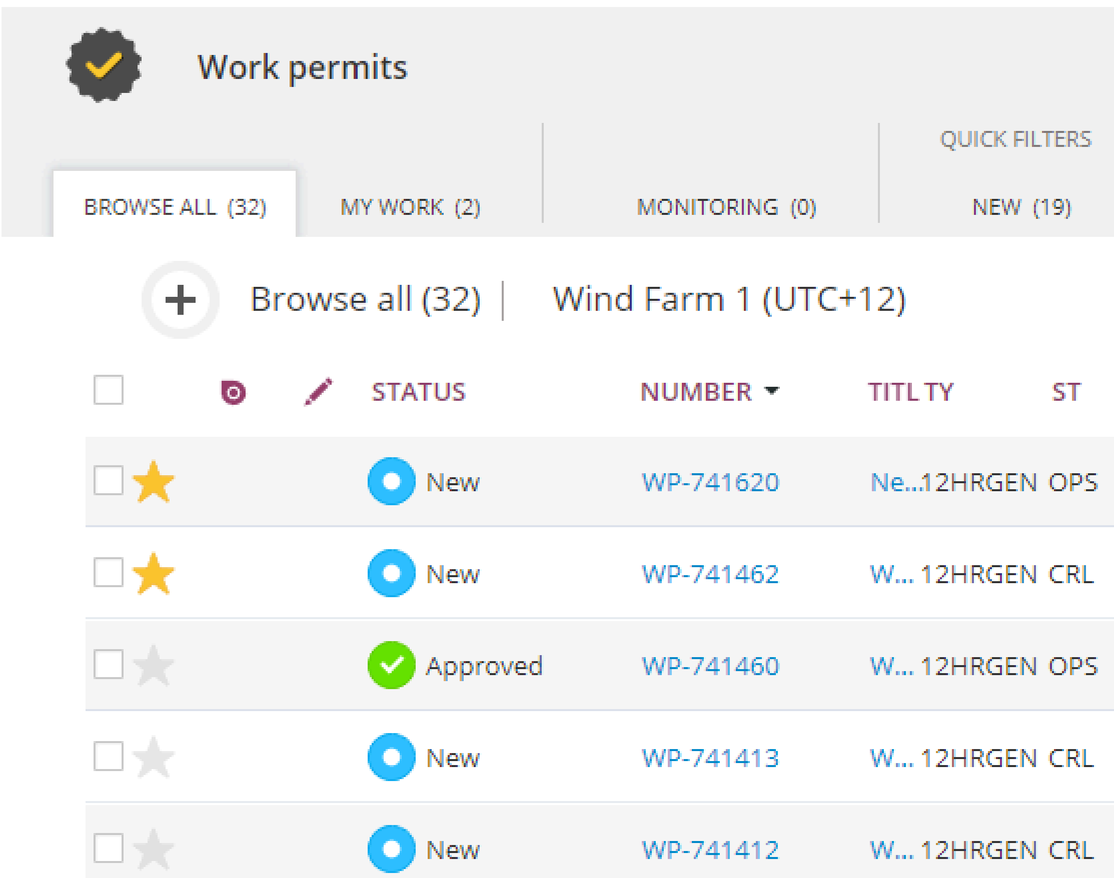
Add a risk assessment to My Work

- Click the **Star** icon to add the risk assessment to My Work. Click the star again to remove it from My Work.

Items with a yellow star will appear in your My Work list .

Filtering in My Work

It's possible to further refine search criteria, but this query will not be restored next time you open My Work.



Work with risk assessments

- Create new risk assessment
- Fill out risk assessment fields
- Add tasks to procedure
- Add hazards to tasks

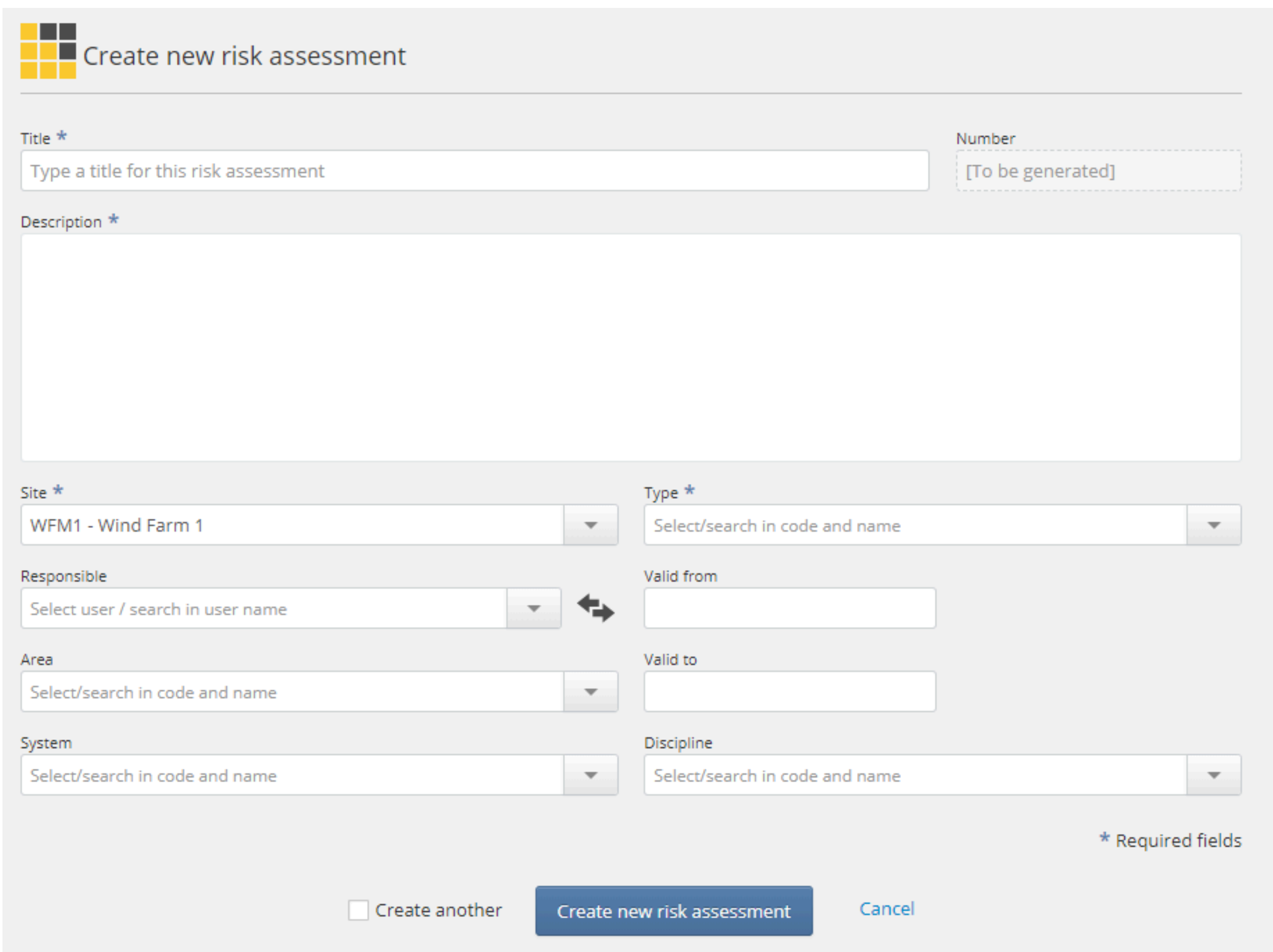
Create new risk assessment

You can create a new Risk Assessment from the OSM Home page or from the library page.

Create from Library page

1. On the Risk Assessment Library page, click the **Add** button.
2. On the Create new risk assessment screen, enter the details. The fields with a blue star indicate required information.

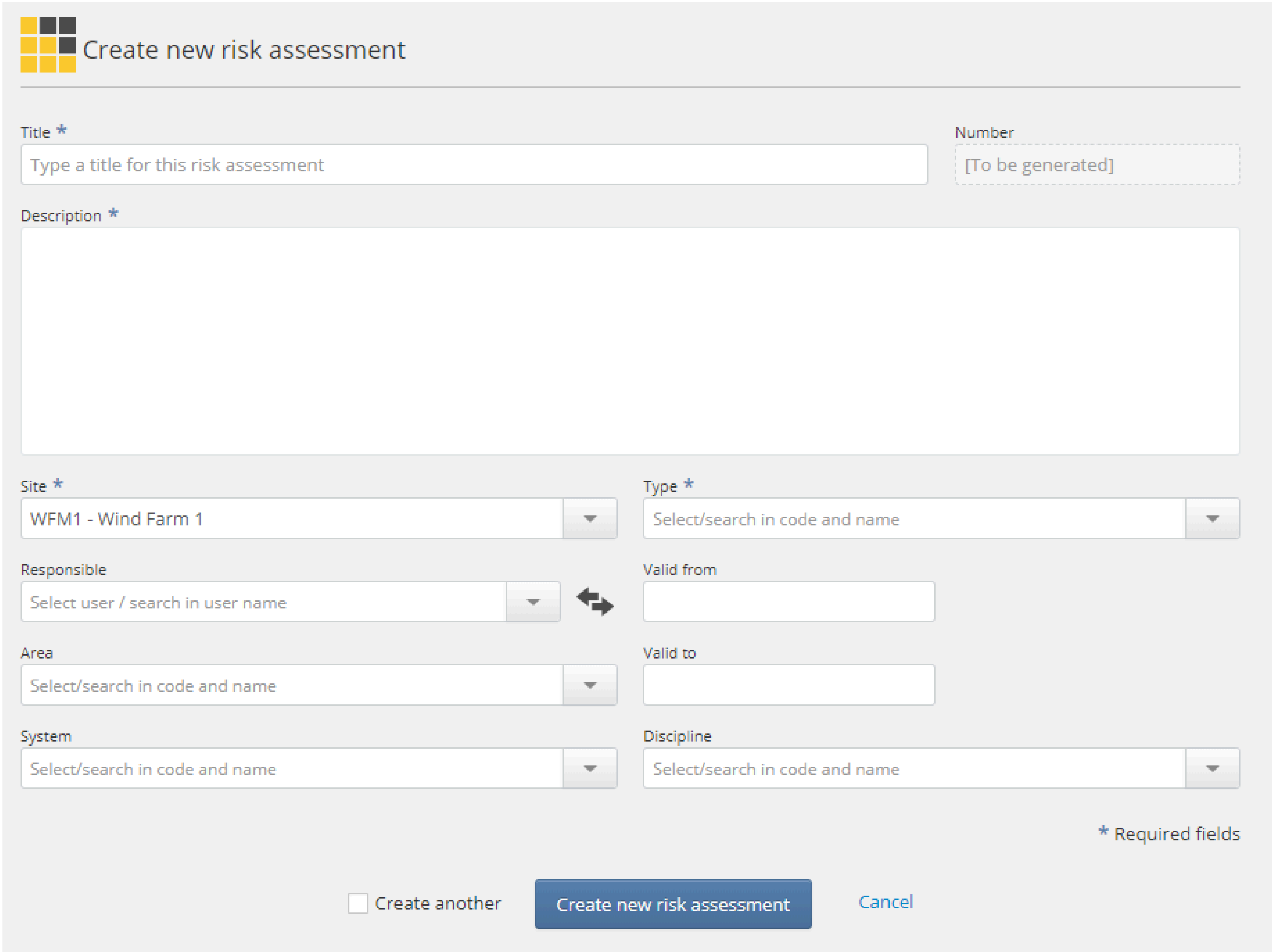
   For more information, see Fill out risk assessment fields.
3. Click **Create new risk assessment**.



Fill out risk assessment fields

These are the fields on Create new risk assessment form. Fields with an asterisk are required.

Field	Description
• *Title**	Add a title for the procedure that requires the risk assessment.
• *Number*	The form number will be auto-generated with a prefix.
• *Description**	Add a description of the procedure.
• *Site**	Select the Site where the procedure will be performed.
• *Type**	Select the type of risk matrix to apply to this procedure.
• *Responsible*	Add the name of the person responsible for the risk assessment.
• *Area*	You can select an Area of the Site.
• *System*	You can specify the type of system.
• *Discipline*	
• *Valid from*	The start date that the assessment will be valid.
• *Valid to*	The end date that the assessment will be valid.



Add tasks to procedure

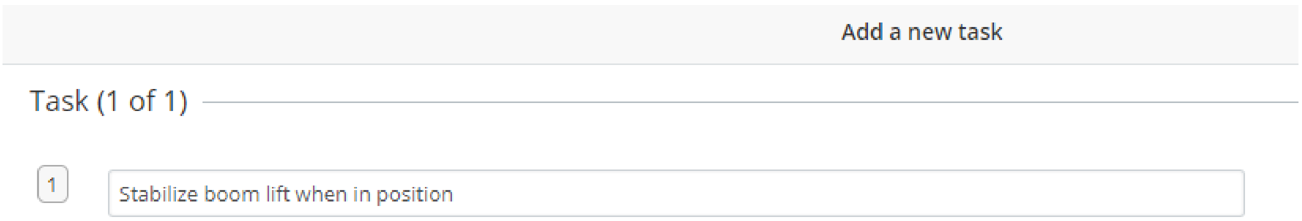
Adding tasks

The **Tasks** section enables you to view, add, edit, or remove tasks from a procedure. The risk of each task affects the overall risk of the entire procedure.

Edit and Delete options are available for tasks as per Risk Assessment editable status. For example, tasks cannot be edited or deleted after a Risk Assessment is approved. Hazards and measures for a task can be modified inside an edit popup for individual task.

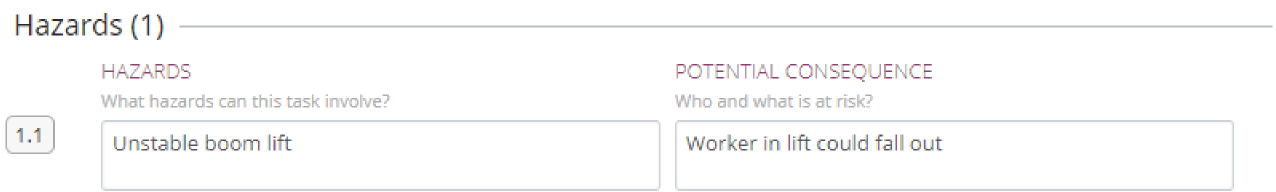
Add new task

1. Click the **Add (+)** button to add a new task. The Add a new task window appears.
2. Add a title do describe the task. A task is one of the steps in the overall procedure.

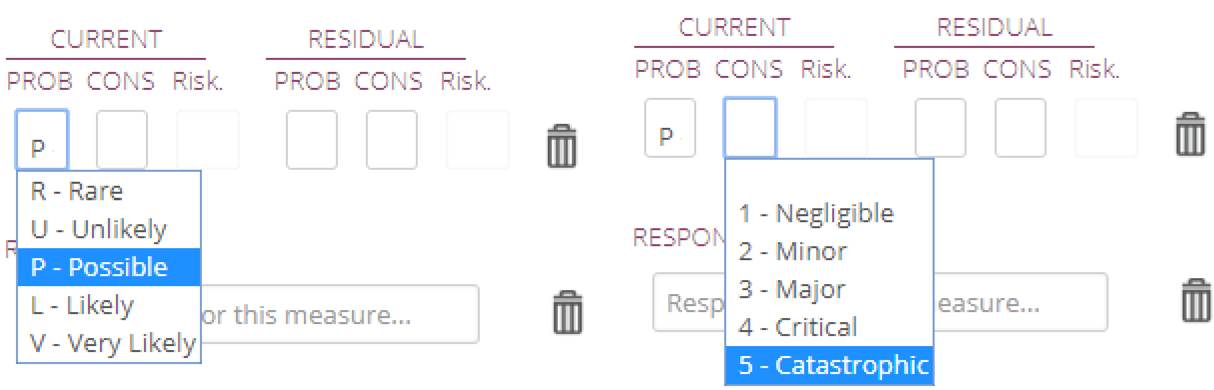


Add hazards and consequences

1. Add any possible hazards that relate to the task.
2. Add the possible consequence of the hazard.



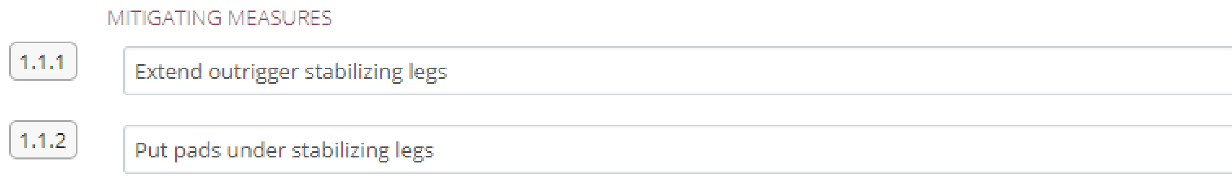
3. Give ratings to the Current hazard and consequences.
   - What is the probability of this happening?
   - How serious is the consequence if it does happen?



When you put both values in for the Current Risk, the risk rating for this task is automatically determined.

Add mitigating measures

1. Add any measures that will be taken to mitigate the risk of a hazard.



2. Add the name of the responsible person for each mitigating measure.

3. Give ratings to the Residual hazard and consequences.
   - After measures are taken, what is the probability of this happening?
   - After measures are taken, what is the likely consequence of the hazard?

   When you put both values in for the Residual Risk, the risk rating for this task is automatically determined.

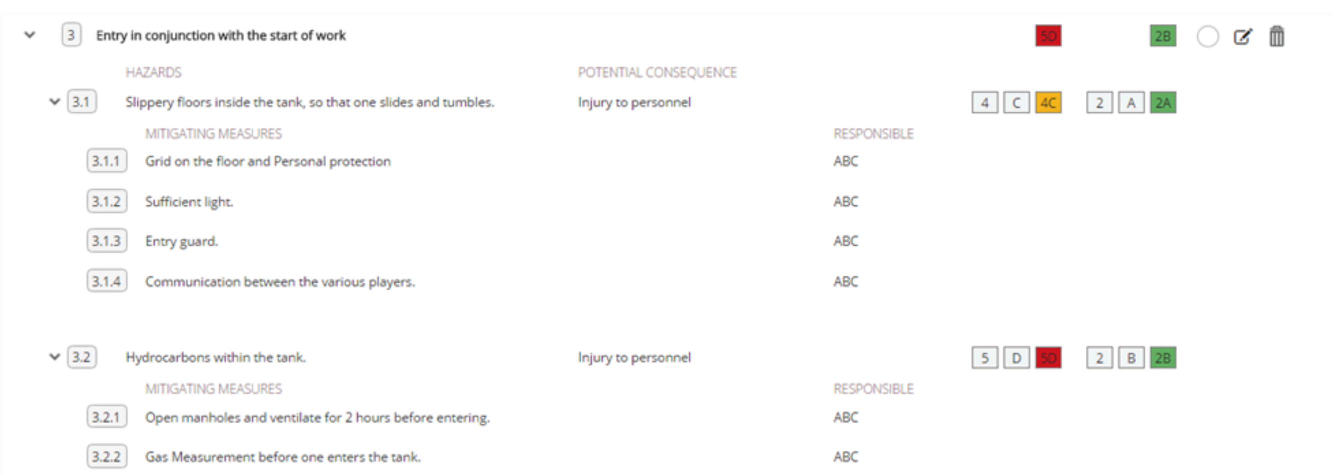
4. Click **Add** to add the task to the procedure.

Add hazards to tasks

Hazards

Each task can have multiple hazards, and each hazard can have multiple measures.

The risk is evaluated per hazard by the user. A task's risk will be automatically calculated based on the probability and possible consequences of the hazard.



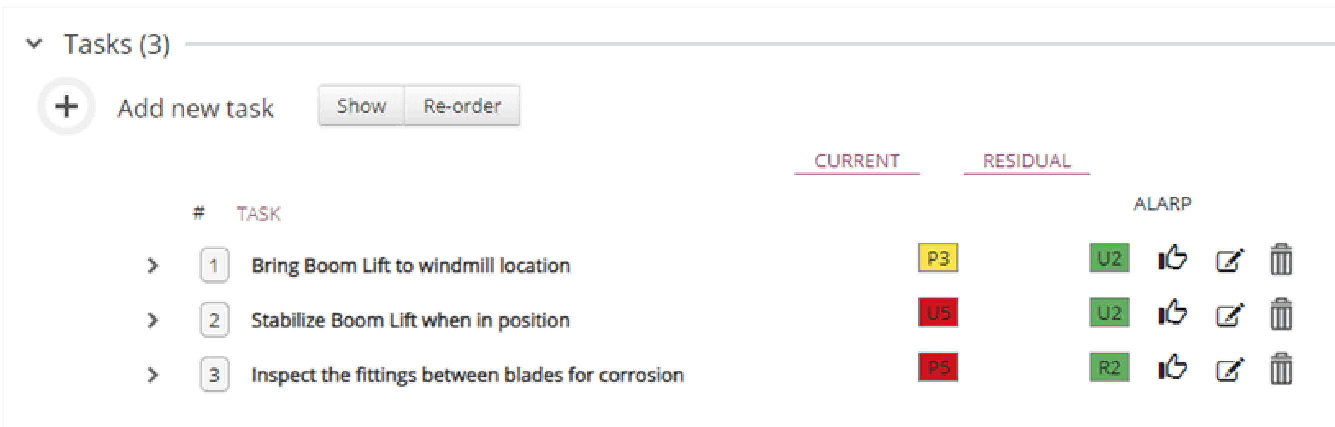
Confirm ALARP

ALARP

Each task has an option for setting **ALARP** – which means *As low as reasonably possible*.

The Risk Assessment will be approved only after all its tasks have ALARP confirmed.

Each task in the procedure must have mitigating measures applied to make the risk *As low as reasonably possible*.

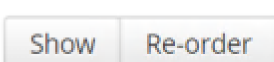


Reorder tasks

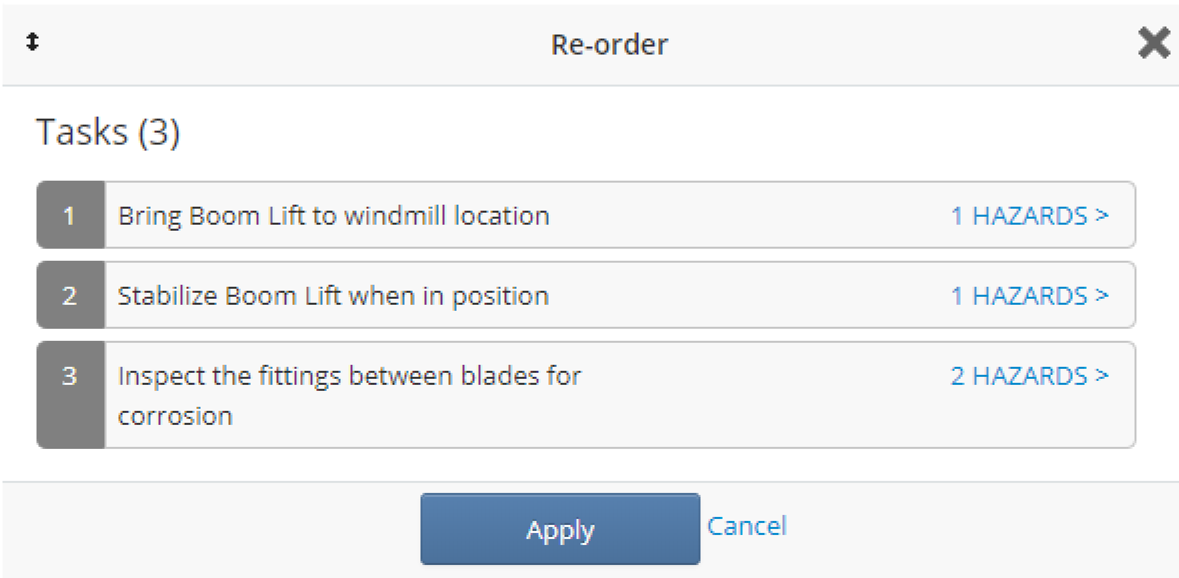
You can reorder already added tasks, hazards, and measures.

Change the order of tasks

1. When you click the **Re-order** button, a window opens which will show list of all tasks.



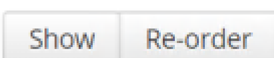
2. Drag and drop to change the order of tasks.
3. Click **Apply**.



Each task displays a link to its hazards (2 HAZARDS). You can also change the order of hazards.
See Reorder hazards.

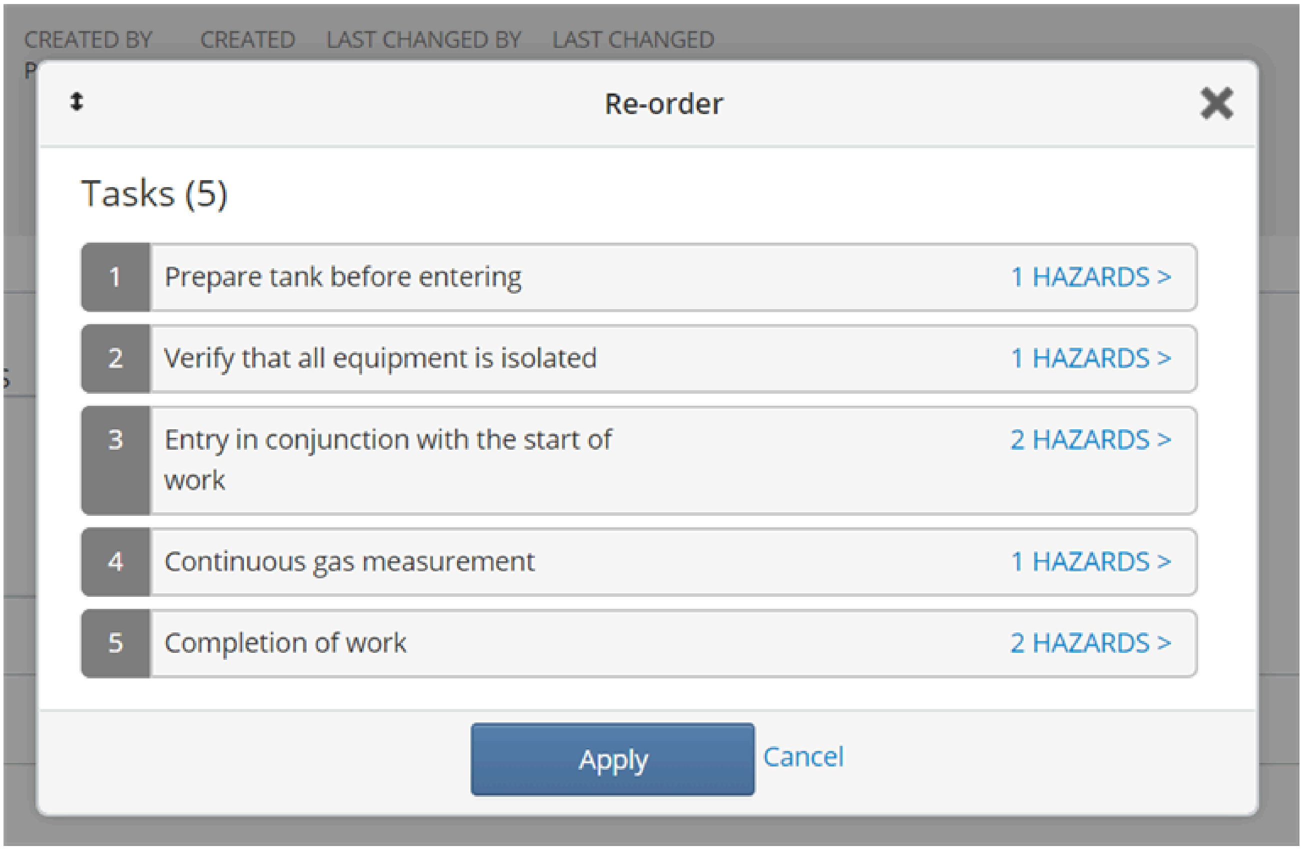
Reorder hazards

You can reorder already added tasks, hazards, and measures.
When you click the **Re-order** button, a window opens that shows a list of all tasks.



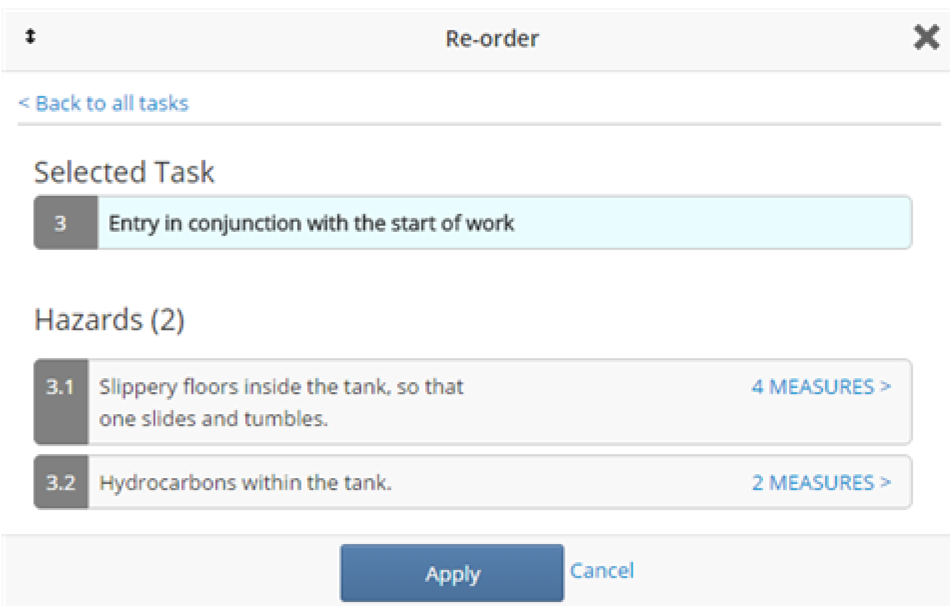
Reorder hazards for a task

1. On the Re-order dialog box, click the Hazards link to the right of each Task; for example, 2 HAZARDS.



You will see a list of hazards for the particular task.

2. Drag and drop the hazards to reorder them.



3. Click **Apply**.

Each hazard displays a link to its measures (4 MEASURES). You can also change the order of measures. See Reorder measures.

Reorder measures

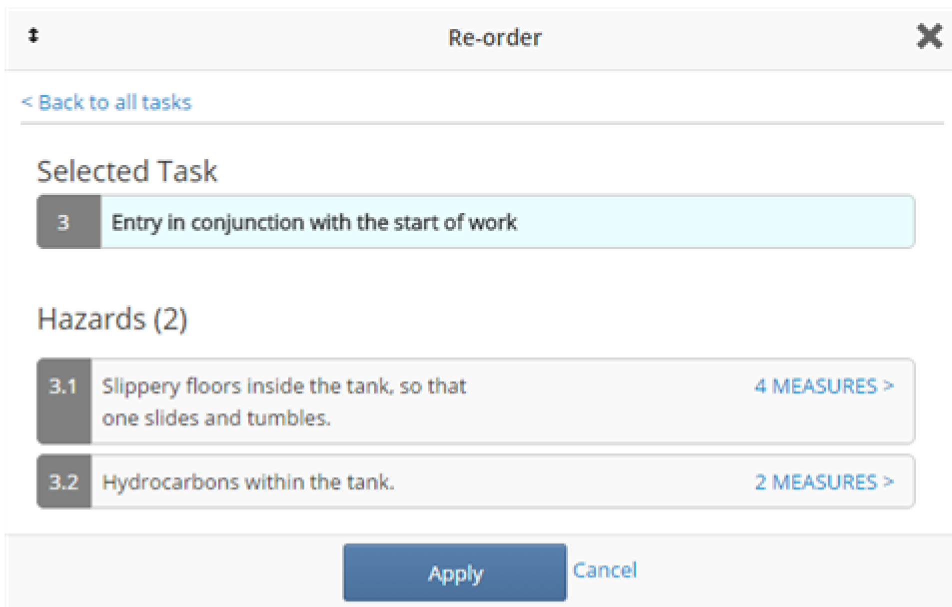
You can reorder already added tasks, hazards, and measures.

When you click the **Re-order** button, a window opens that shows a list of all tasks.

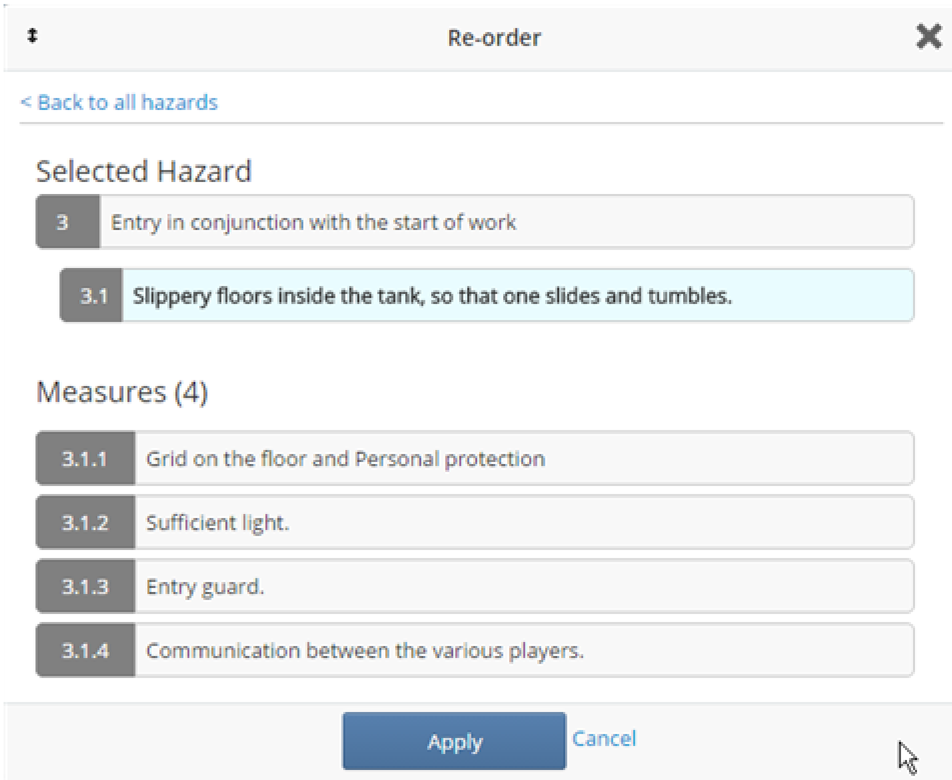
Each task will have link to its hazards. You can change the sequence (order) of hazards.

Reorder measures for a hazard

1. On the Re-order dialog box, click the Measures link to the right of a Hazard; for example, 4 MEASURES.



2. Drag and drop the measure rows to reorder them.



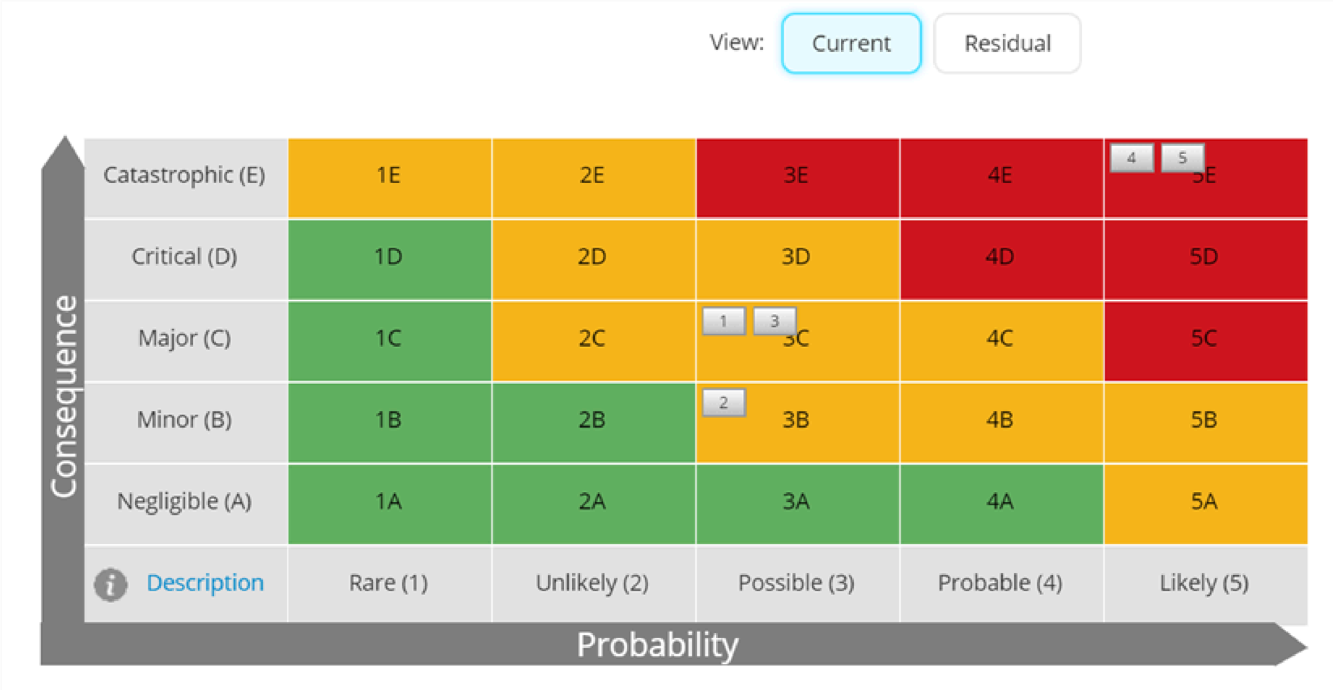
3. Click **Apply**.

Risk matrix examples

Examples for risk matrices.

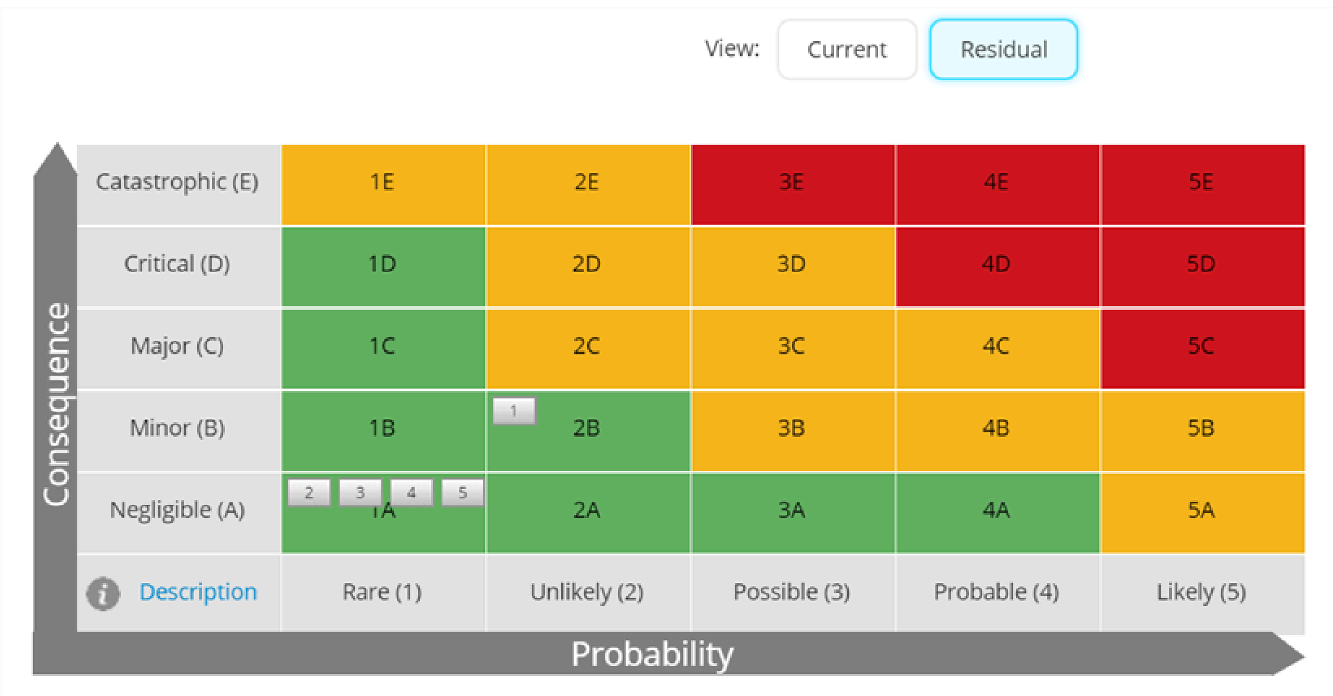
Example

Currently, Task number 1, 2, and 3 are in amber zone and task numbers 4 and 5 are in red zone. After taking appropriate measures, the Residual risk view shows that all tasks are in green zone.



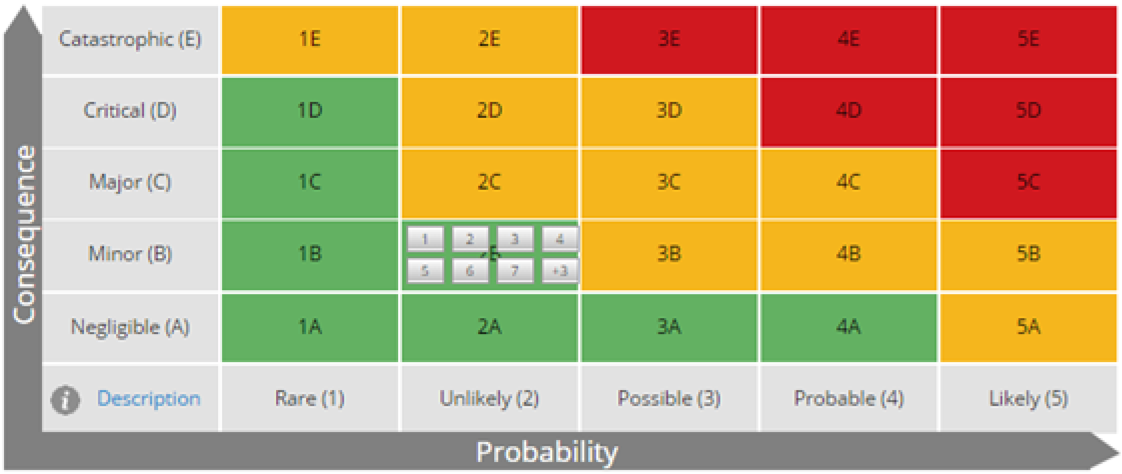
Example

In some cases, multiple tasks may fall into same cell. Then, the last box will show "+<number of remaining tasks>".



Example

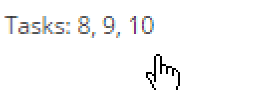
In picture below, residual risk for 10 tasks fall in same cell, so it will be shown like this.



Individual task numbers falling into this cell are:

1, 2, 3, 4, 5, 6, 7

+3 indicates that there are 3 more task numbers which fall into this cell. When user mouse hover, those task Ids are shown as below



Details for risk assessments

Details tabs for risk assessments

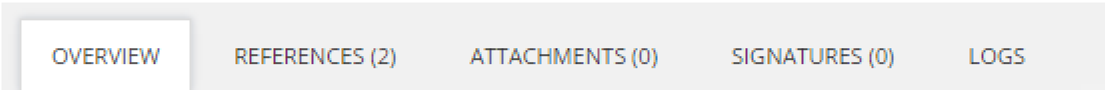
When you click on a Risk Assessment in the Risk Assessment Library, you can access an overview of the details for that specific Risk Assessment.

Open a risk assessment

- Double-click a Risk Assessment in the Library.

Risk Assessment tabs

Each Risk Assessment has several tabs containing the details about the Risk Assessment.



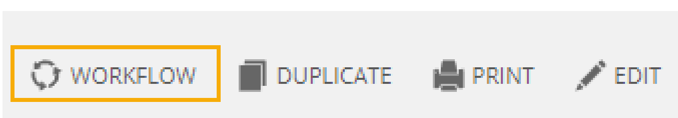
• Overview	See an overview of the Risk Assessment.
• References	View references for the Risk Assessment.
• Attachments	Add attachments to the Risk Assessment.
• Signatures	View signatures for the Risk Assessment.
• Logs	View log for the Risk Assessment.

Process workflow on risk assessment

The processes that you can perform will depend on the access you have in the configuration.

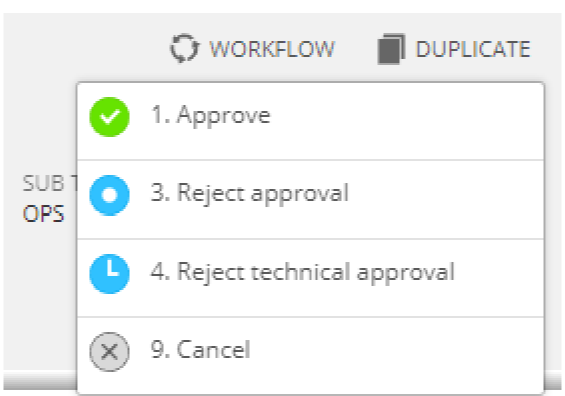
Perform workflow

1. In the Details view, click the **Workflow** icon in the upper-right corner.



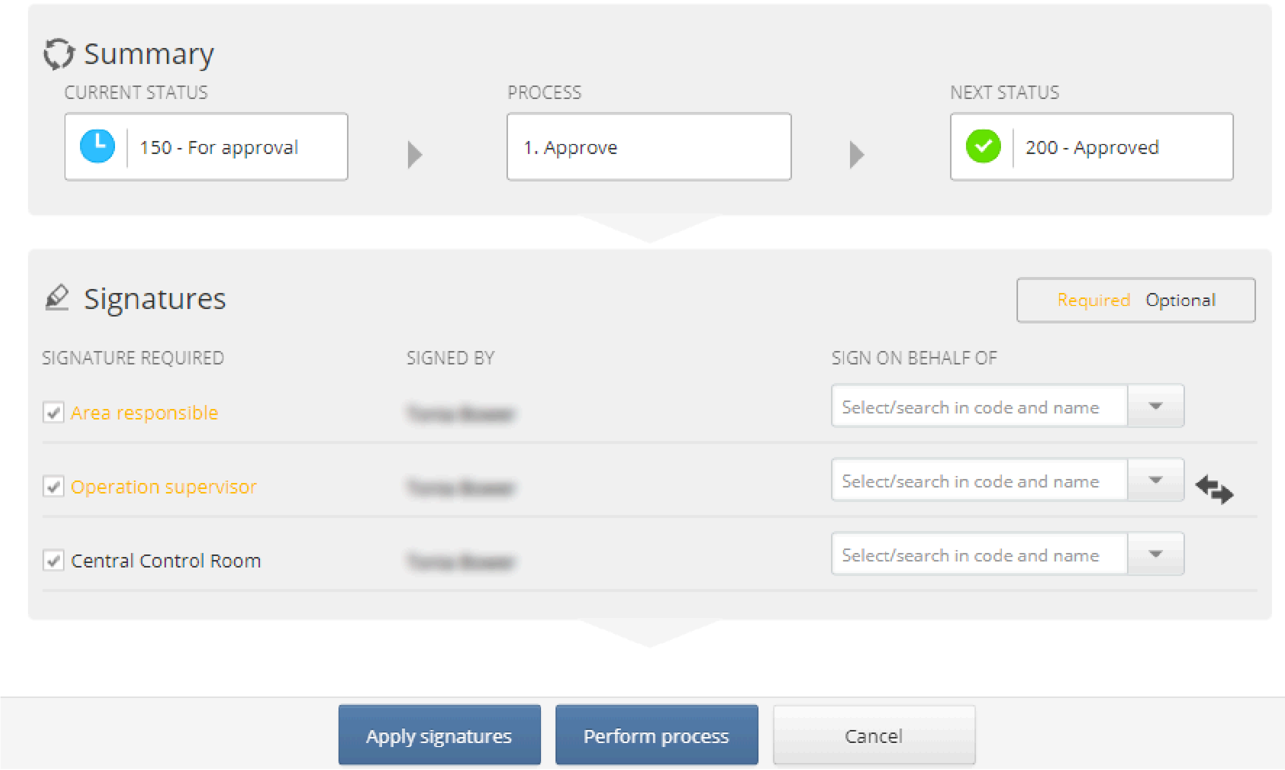
A list of processes displays.

2. Select a process to perform.



The **Workflow** dialog box appears.

3. Review the Summary section that this is the operation you want to perform.
4. If signatures are required, sign in the Signatures section
5. If a message is required, write a message in the Send to Co-worker section.
6. Click **Perform process**.



Duplicate

Duplicating a work permit

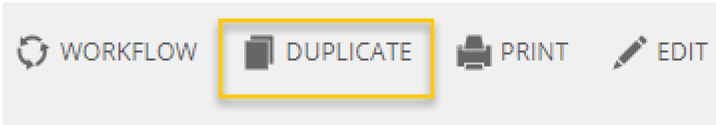
When duplicating a work permit, you can specify what elements of the work permit to duplicate.

Notes

- It will not be possible to duplicate a work permit where the work permit type is set to *Inactive* or *Obsolete* in the system.
- If a work permit form template has been changed, it will not be possible to duplicate the content. The **Copy contents from Work permit form** checkbox will be disabled and it will no longer be possible to copy the layout and configuration of form because the form template has changed.

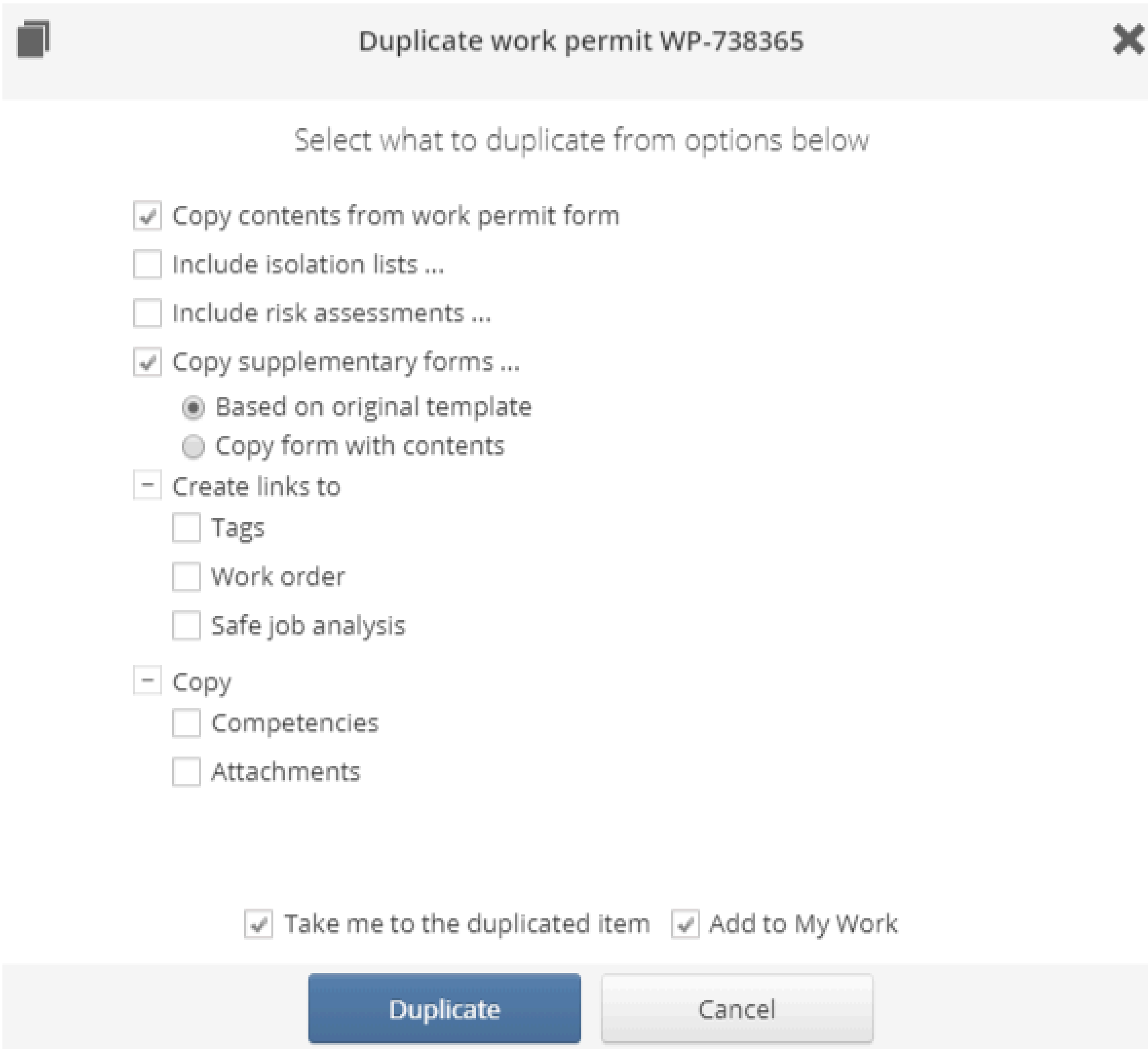
Duplicate a work permit

1. On the Work Permit details page, click **Duplicate** in the information header.



The Duplicate form appears.

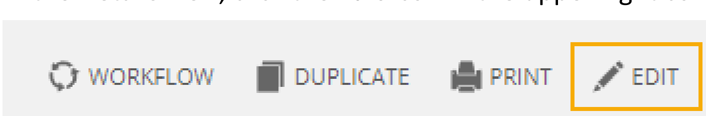
2. Select the options that you want to duplicate to the new work permit and click **Duplicate**.



Edit a risk assessment

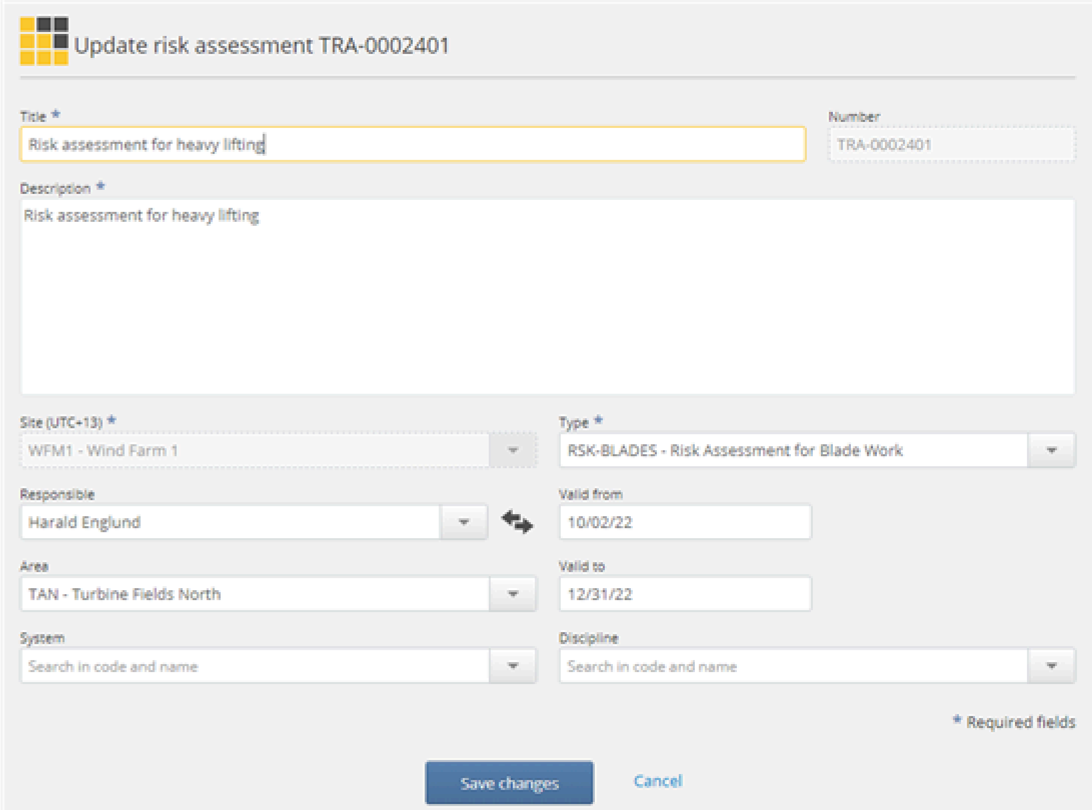
Edit a risk assessment

1. In the Details view, click the **Edit** icon in the upper-right corner.



2. On the Edit form, edit the details. For more information, see Fill out risk assessment fields.

3. Click **Save changes**.



Overview of risk assessment

Breaking down risks

The Risk Assessment module helps users to assess the risk of any scenario/task/set of tasks.

You can divide a large procedure into sub-tasks and then assess the risk on individual task.

You can then enter hazards as they relate to each task and measures for each of the hazards, so that risk can be reduced to As Low As Reasonably Possible (ALARP).

Information header

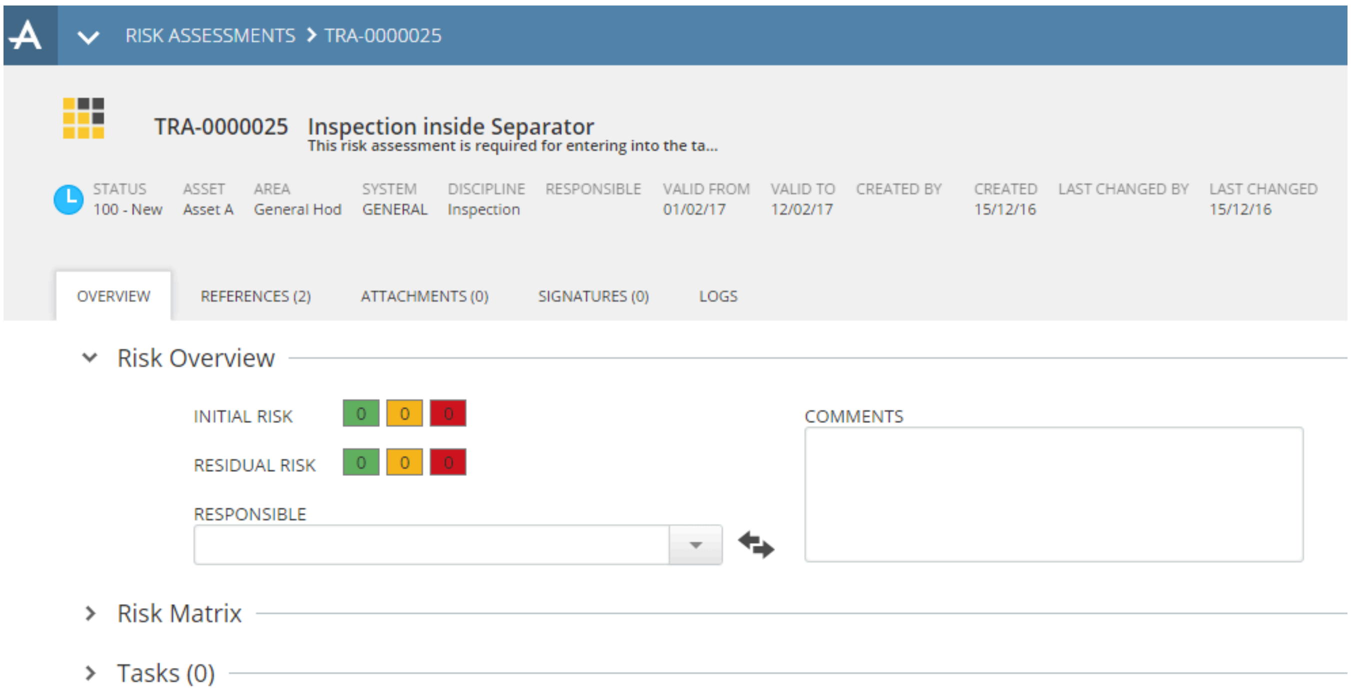
The Information header across the top of the screen provides details about the form and action buttons.

Overview tab

The **Overview** tab provides overall Risk Overview for current risk assessment. It contains three sections.

• Risk overview	This section gives an overview of the risk by providing numeric scores for initial risk and residual risk.. • *Initial Risk* provides numbers initially, meaning

	before applying any measures for risk. • *Residual Risk* provides numbers after applying measures.
• Risk matrix	This section shows the configured risk matrix. It has two views – Current and Residual.
• View tasks	This section enables you to add, edit, remove any of the tasks that are associated with the current Risk Assessment.



Risk overview

The **Overview** section shows the overall current and residual risk which is calculated from the risk of the individual tasks in the Tasks section.

- *Current risk* provides numbers initially, meaning before applying any measures for risk.
- *Residual risk* provides numbers after applying measures.

Example - In the picture below, it means that currently 3 of the total tasks fall in amber range of risk matrix, while 2 of them fall in red range of risk matrix.

After applying respective measures for task hazards, residual risk for all tasks (5 tasks) is now in green area of risk matrix.

Person responsible

The Risk overview also shows the name of the person who is ‘Responsible’ for Risk Assessment, and ‘comments’, if any for current Risk Assessment.

- Both of these fields can be modified in all editable statuses.

The person responsible for current risk assessment can be seen/added/edited as below.

The default mode is to pick a person from users list. But you can also use **Switch** icon to change to free text.

You can add comments related to current risk assessment in text area provided for comments.

Risk matrix

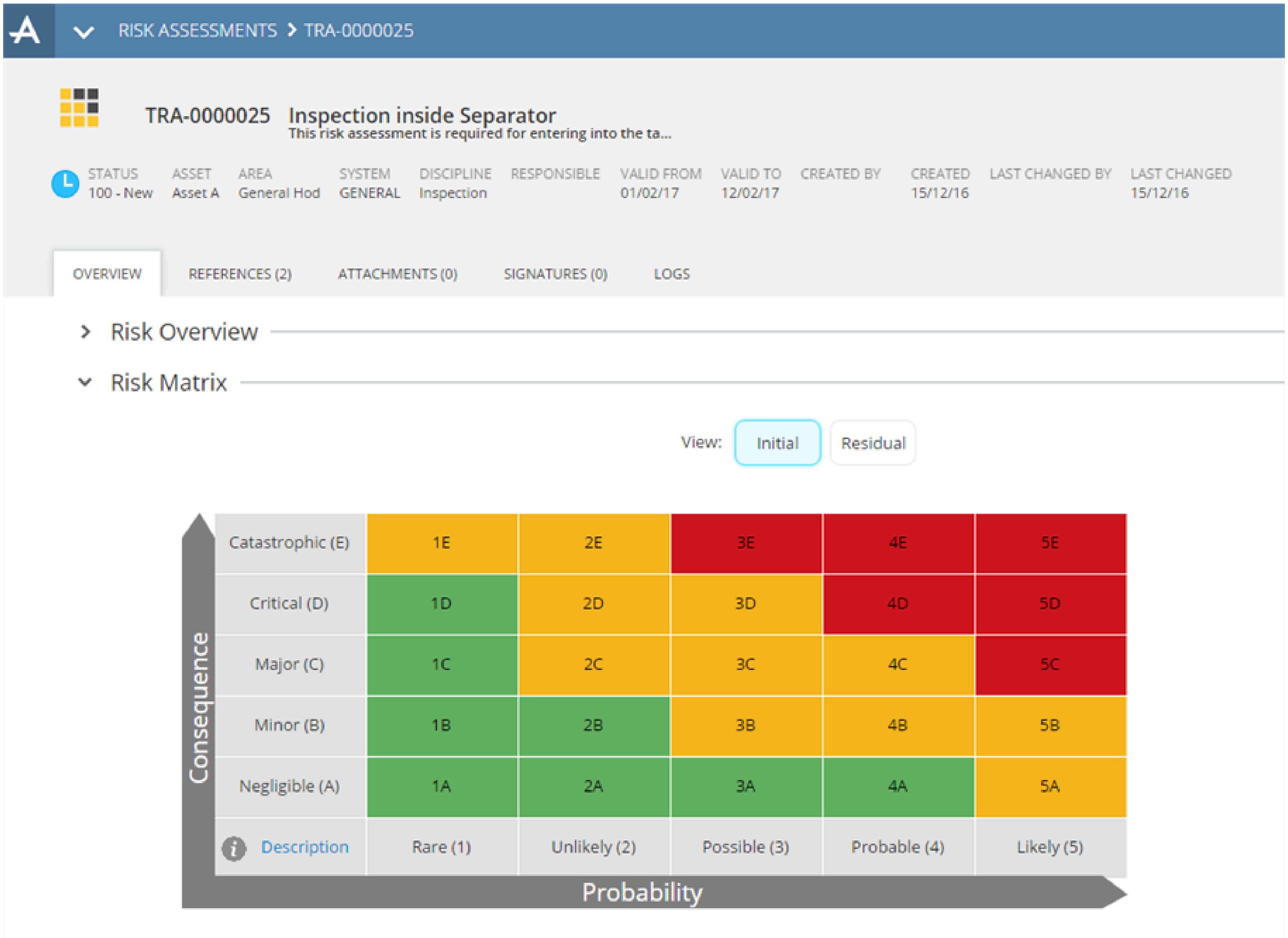
The **Risk Matrix** section of the Overview tab shows the matrix as per configured fields. It has two views – Initial and Residual.

Switch views

- Click **Initial** or **Residual** to show the risk matrix with tasks numbers associated with this Risk Assessment.

The tasks for Risk Assessment are plotted on risk matrix and identified with task number.

You can click Description in the matrix to open a window with a description of the particular risk assessment configuration for your company.



View tasks

The **Tasks** section of the Overview tab enables you to view, add, edit, or remove tasks from a procedure. The risk of each task affects the overall risk of the entire procedure.

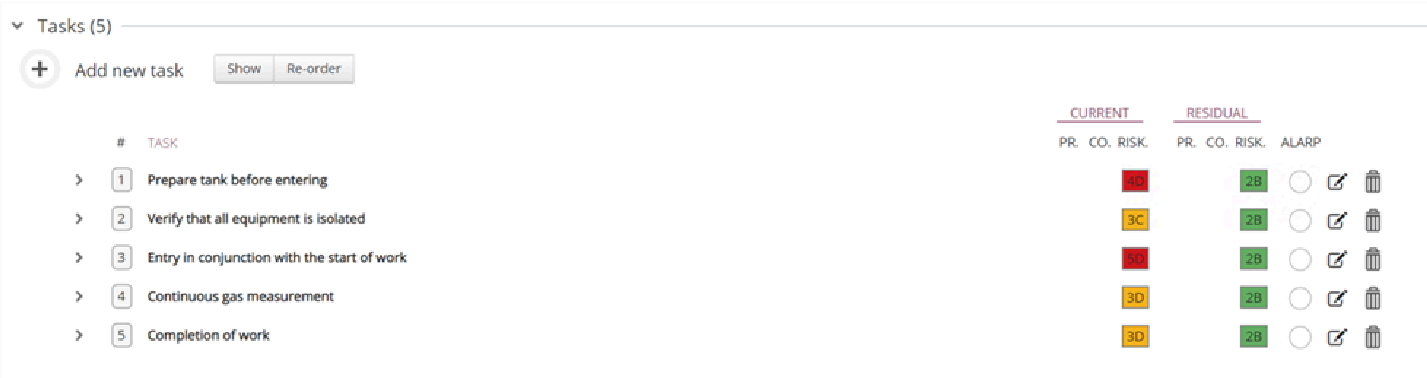
View tasks

All the tasks that have been already added to a Risk Assessment will be display here in the Tasks section.

If there are no tasks added, then only **Add new task** heading will be shown with + icon. See Add tasks to procedure.

Task list

After adding tasks, the section will look like the example below, with task number along with the description, current and residual risk, ALARP button and options to edit or delete task.



References

Manage references for risk assessment

References tab

The **References** tab displays all the references for current Risk Assessment. These references can be work orders, work permits, or TAGS.

The total count of referenced entities is shown in tab heading.

Guidelines

- You can add references when work item is in editable status.
- References to be added cannot be in *Canceled* or *Closed* status.
- If work item is cancelled, all references will be removed.
- You can remove linked references when work item is in editable status.
- For some reference types, you can perform the workflow directly from References page.

Log entry for deleted read-only references

When you delete a link to read-only reference, there is now a log entry for this action. This applies for all reference types for the following work items:

Work Permit, Isolation Plan, Isolation List, Task Risk Assessment, Safe Job Analysis and Supplementary Form.

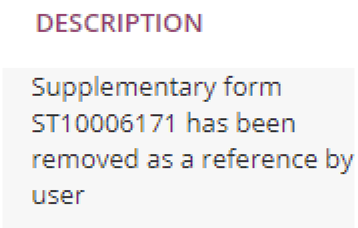
OSM makes a log entry only if the work item is in non-editable state (such as after approval). When the work item is in an editable state, there is no log entry.

- If both items are editable - no log entry
- If one item is non-editable - creates log entry
- If both items are non-editable - creates log entry

The log entry happens on both sides—on the work item side and on the reference side.

Why. Because if there is an audit, there is a record of previous associations between work items, even if these items have been removed.

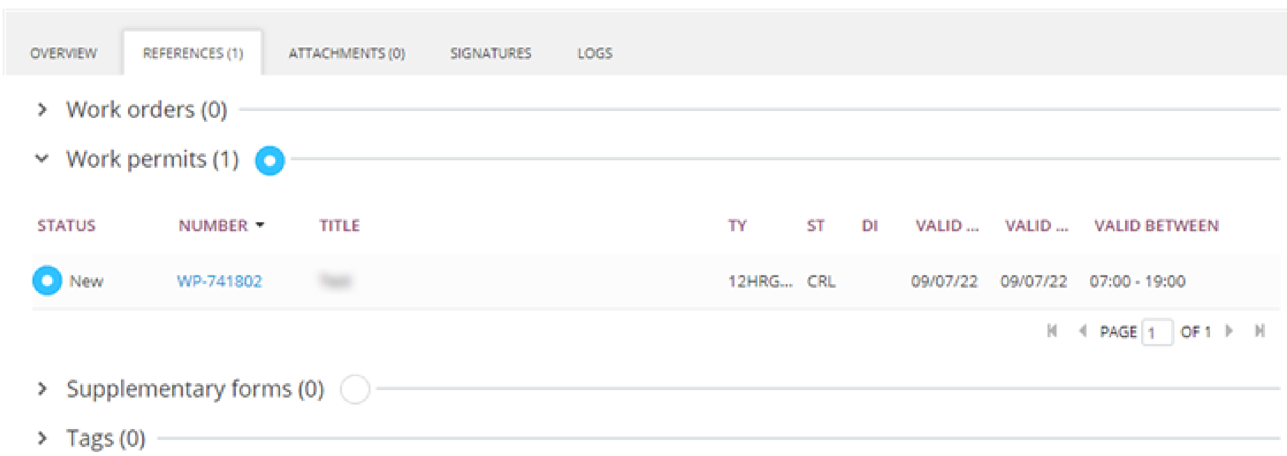
Example—An example of log entry for a deleted reference.



Sections

The References tab has these sections.

- **Work orders.** Search for and add Work Orders.
- **Work permits.** Search for and add Work Permits.
- **Supplementary forms.** Search for and add Supplementary Forms.
- **Tags.** Search for and add tags.



Icons

These icons appear on the References tab.

Icon	Description
	Performs a process change that moves the item from one status to another status in the workflow.
	Deletes the reference

Add a reference to a risk assessment

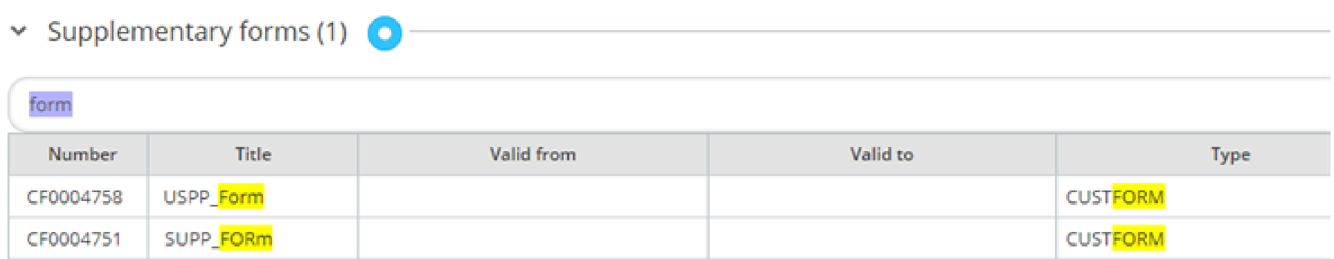
Reference sections

Depending on the type of work item, you can add different references to the work item.

Section titles show the number of attached references, such as (2) and an icon for lowest status indicator.

Add a reference

1. On the **References** tab, expand the relevant section.
2. Enter at least 3 characters into the Search bar and click the **Search** icon.
3. Select an item from the search results.
4. Click **Save changes**.



Delete a reference

- Click **Delete** next to the reference. The Delete option availability depends on the current status of the work item.

Status indicator icons

There are seven key phases, shared by all entities, that are identified and will be given the relevant color symbol.

Icon	Phase	Examples of statuses
	New	*New*
	In planning	*For approval*
	Approved	*Approved, In execution*
	Active	*Active, Active extended*

Icon	Phase	Examples of statuses
	Inactive	*On hold, Expired*
	Closed/Completed	*Completed, Closed*
	Canceled	*Canceled*

Attachments

Manage attachments for risk assessment

The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

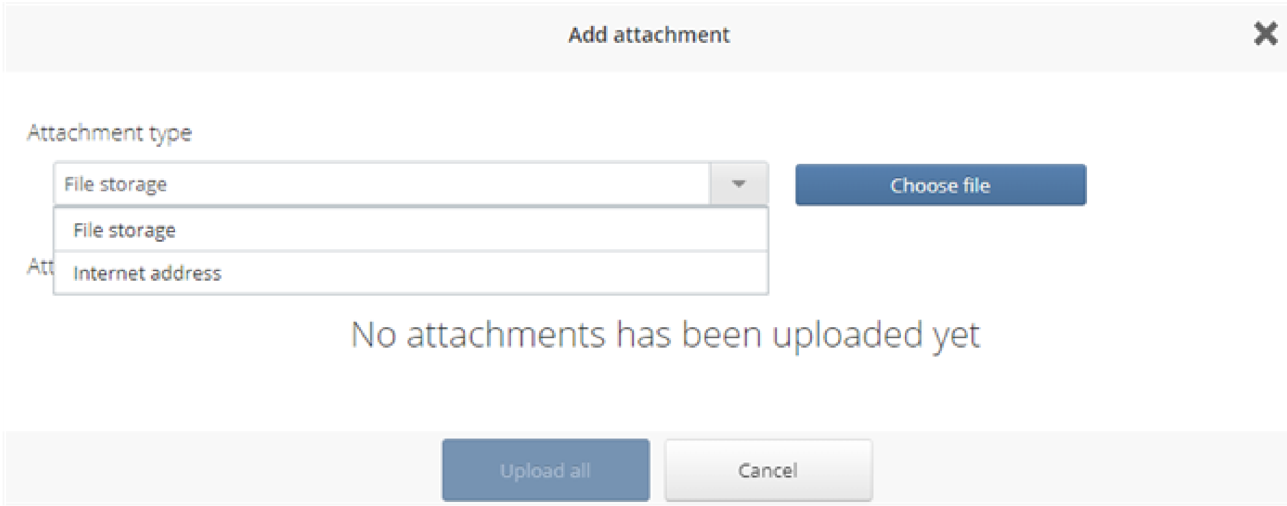
- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

Guidelines for adding files and URLs as attachments

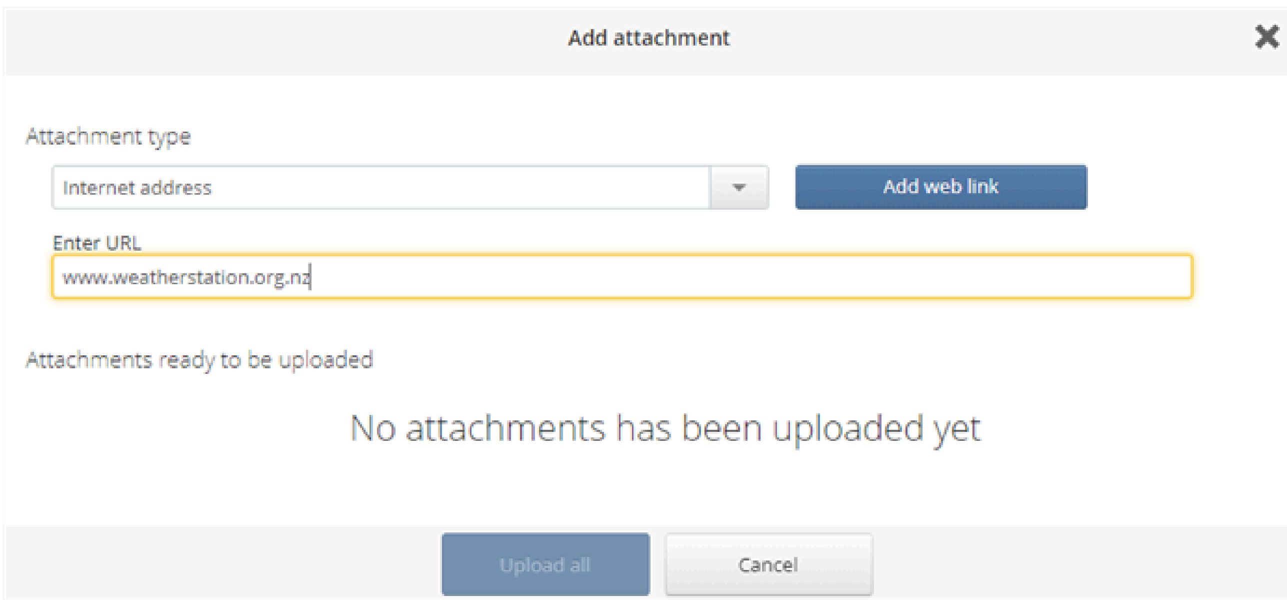
- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

Add an attachment

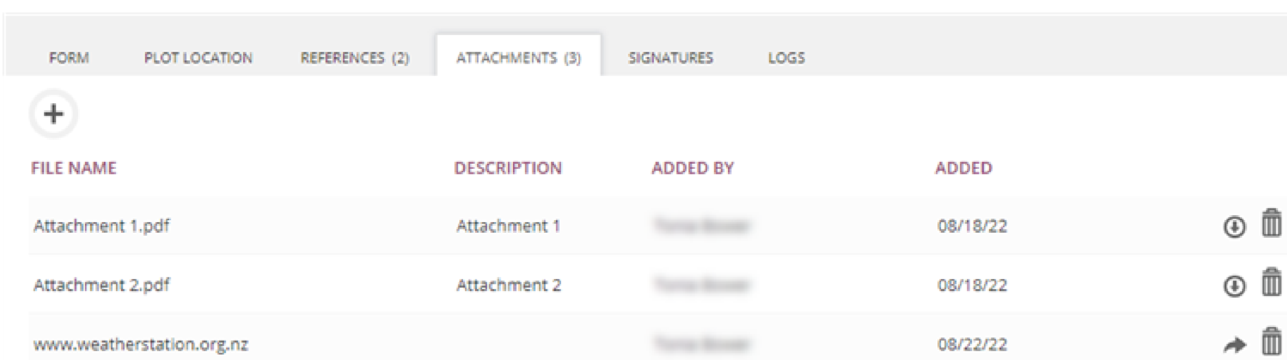
1. Select the **Add** icon to add a new attachment.
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.



5. When you have finished adding files or URLs, click **Upload all**.



Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

Signatures

View signatures for risk assessment

Signatures tab

The **Signatures** tab contains all the signatures that have been applied to the current item. This is a read-only page.

Note: It is not possible to enter signatures through this page. Signatures are dynamic and are part of Workflow process.

Sometimes, this page may have the option to revoke signatures.

Logs

View logs and snapshots for risk assessment

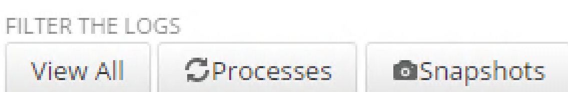
Logs tab

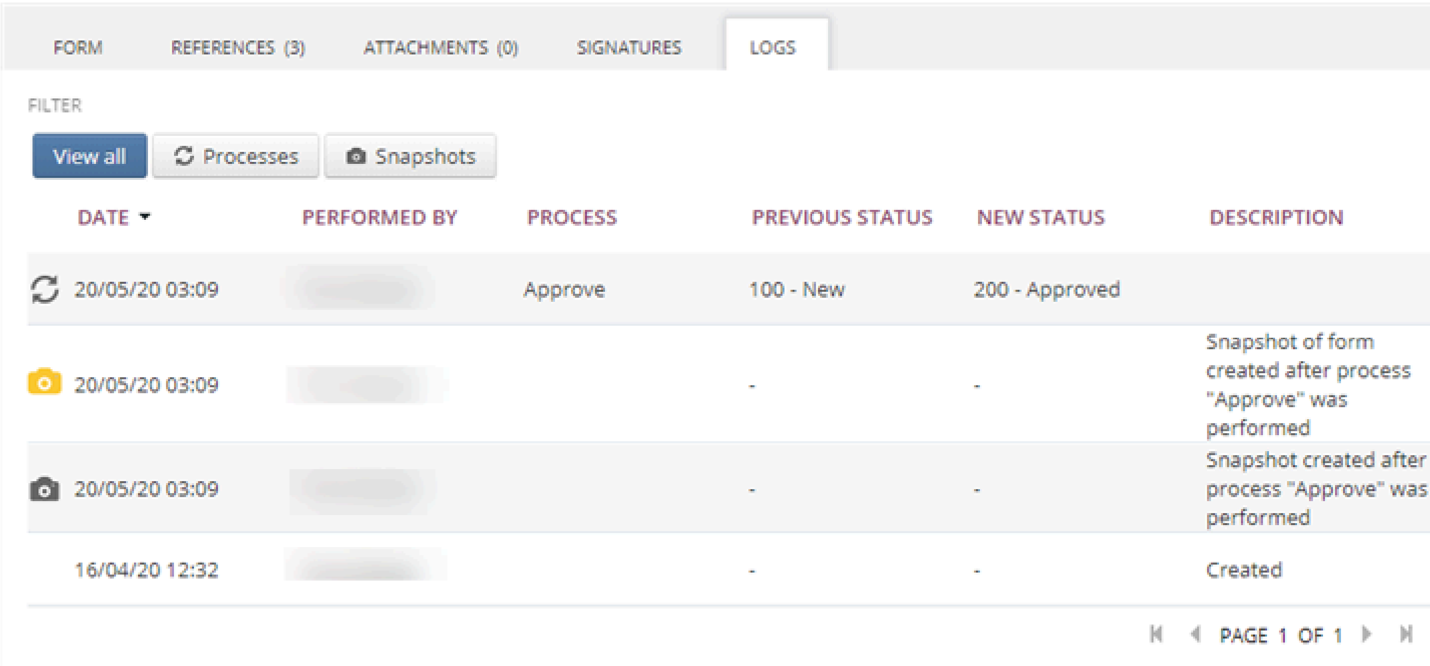
The **Logs** tab contains a history of changes that have been made to the item. The log includes process changes and snapshots .

- **Process change.** A process change occurs when the item moves from one status to another status in the workflow.
- **Snapshot of data.** If configured, a snapshot of the data is recorded when a workflow process occurs. Snapshots are recorded so you can look back at data from an earlier time in the workflow. For example, a snapshot that was taken at the time an item was Approved.
- **Snapshot of form.** A snapshot of the form with manually entered data at a specific time.

Switch Log filter

- On the **Logs** tab, click **View All**, **Processes**, or **Snapshots** to change the filter.



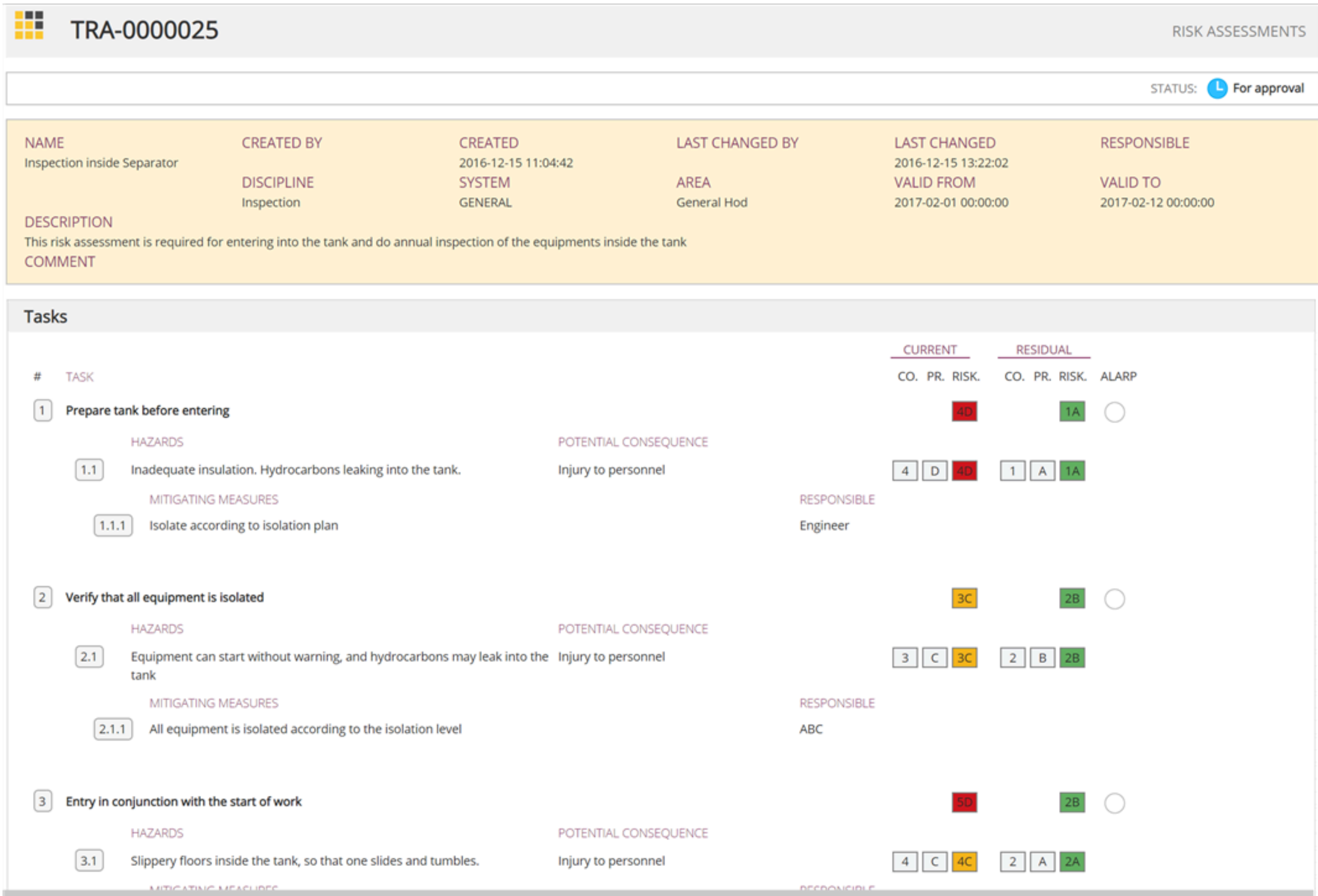


Icons

These icons appear on the Logs tab.

Icon	Description
	A process change that moved the item from one status to another in the workflow process.
	Data snapshot - View a snapshot of unformatted data at a specific time.
	Form snapshot - View a snapshot of the form with data at a specific time.

Example of data snapshot



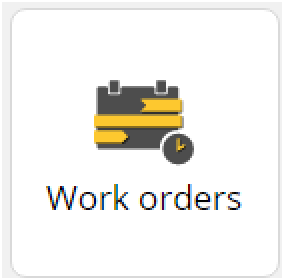
Other Modules

Click to learn more about other modules in Operational Safety Management.

- Safe Job Analyses
- Lessons Learned
- Risk Assessments
- Shift Handover
- Collections

Work Orders

This section contains topics that relate to work orders.



Work Order Library

The **Work Order Library** holds all of the work orders for the current location. Work orders are not created inside AVEVA™ Operational Safety Management but can be created from an external EAM system such as SAP PM, IBM Maximo, Avantis PRO, WorkMate.

What is a work order?

A Work Order is a description for a piece of work. All work orders that come into the AVEVA™ Operational Safety Management system are created in another system, such as SAP or IBM Maximo. Work Orders inside Operational Safety Management are read-only, but you can attach other entities.

Library tabs

Work Order library page has the following tabs.

- Browse All - The **Browse All** tab lists all the work orders for a particular location.
- My Work - The **My Work** tab shows only those work orders for particular location that are added to current user's My Work.

Browse all work orders

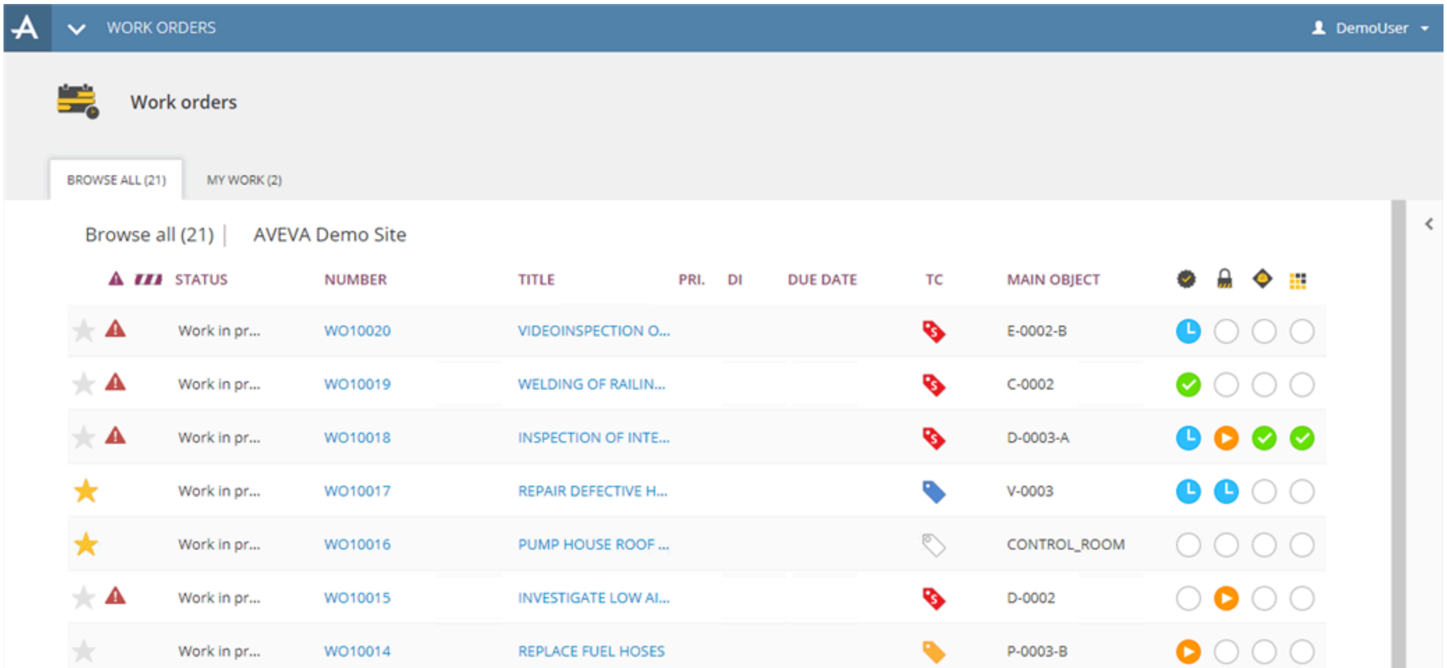
The **Browse All** tab displays all the incoming work orders for this location.

View details of a work order

- Click a work order number or description to see the details tabs of that work order.

Add a work order to My Work

- Click the **Star** icon to add the work order to My Work. When an item is selected, the star turns yellow .



Safety warnings

The work order may have a safety warning.

- **Safety Warning:** Appears if work order is safety critical.
- **Barrier Warning:** Appears if main tag or any of the sub items linked to work order have barriers.

Tag criticality

Indicates the criticality level of the main item. See Tag criticality.

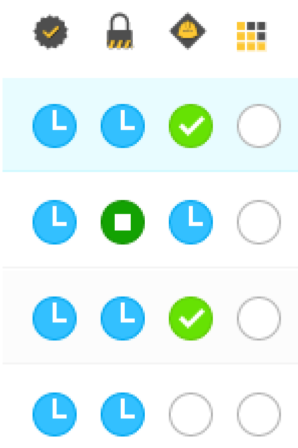
Linked entities

The icons in the right-most columns represents the linked entities to a work order.

Icon	Description
	Linked work permits
	Linked isolation plans
	Linked safe job analysis
	Linked risk assessments
	Linked supplementary forms

Status Indicators

The displayed status icon represents the lowest status among the linked entities. For more information, see Status Indicator icons.



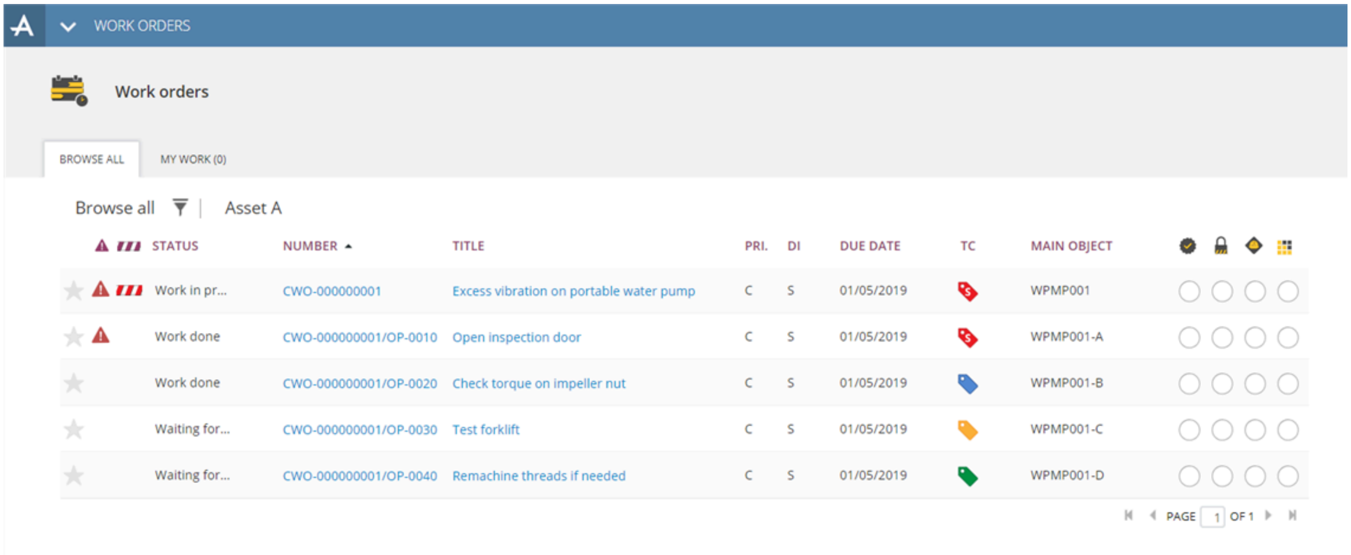
View work order operations

Work Order operations

Work order can be extended to include Operations as sub-work orders.

An Operation behaves in the same way as a work order and is imported into the system through the Web API.

Operations are linked to work orders and are listed in the Work Order library list as shown below.

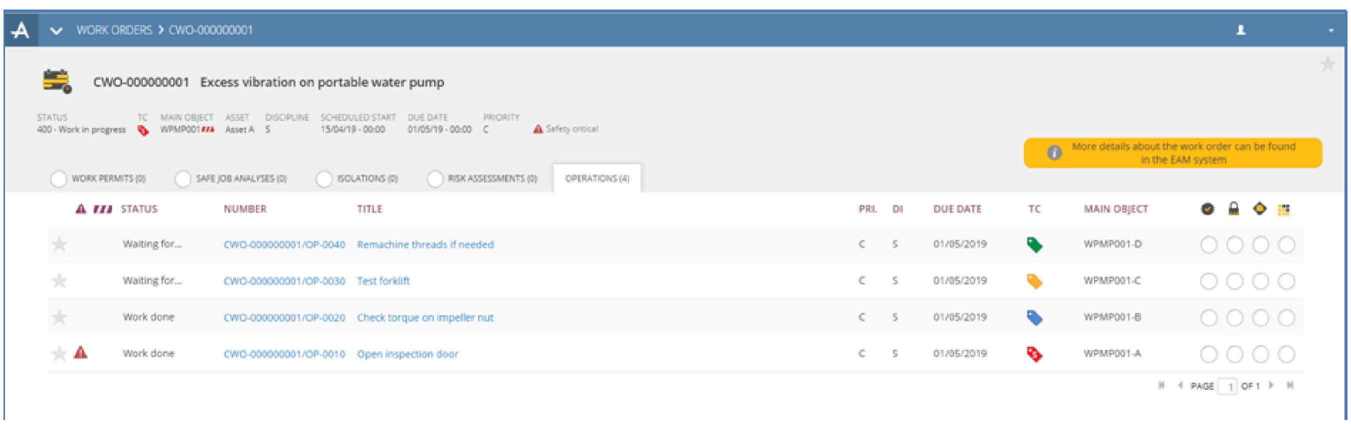


Exclude Operations

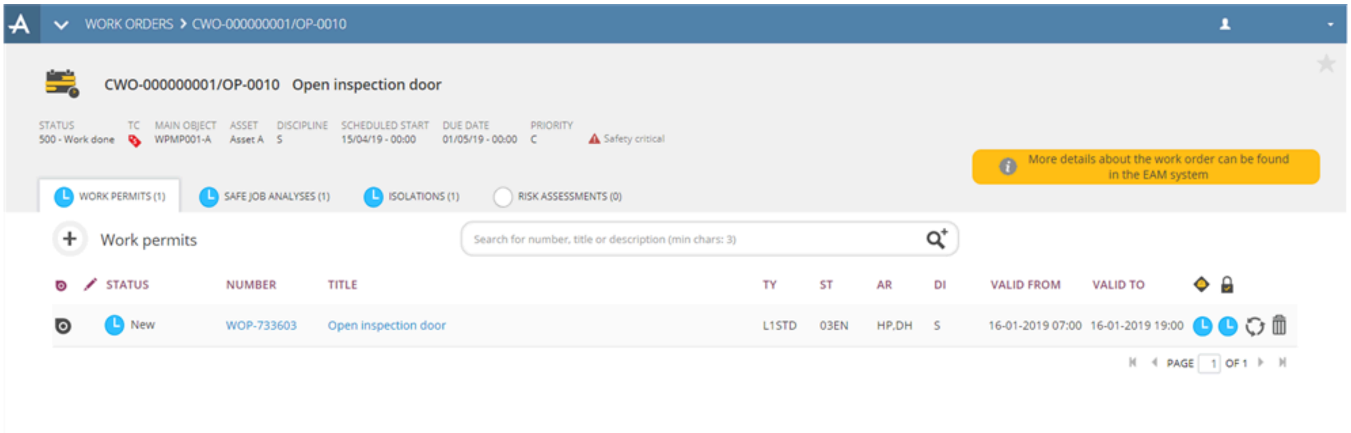
You can filter out the Operations by selecting **Exclude Operations** in the Search panel.

Operations tab

A work order with operations has an Operations tab that lists all the linked operations.



When you click one of these Operations, they display as a normal work order with the same capabilities.



Process work permit from work order

Find a work order, add a work permit to it, and submit the work permit for approval.

Find a work order

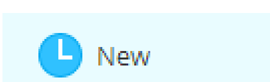
- Click the **Work Order** tile on the home page, then browse through the list, or search for a work order.

  or

- Double-click the work order to open it and see the details.

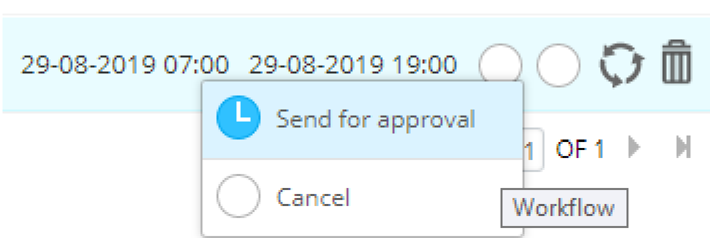
Write a work permit for the work order

1. Click **Add**  to start a new work permit for the work order.
2. Enter the required details and click **Create new work permit**. The new work permit appears in the status of *New*.

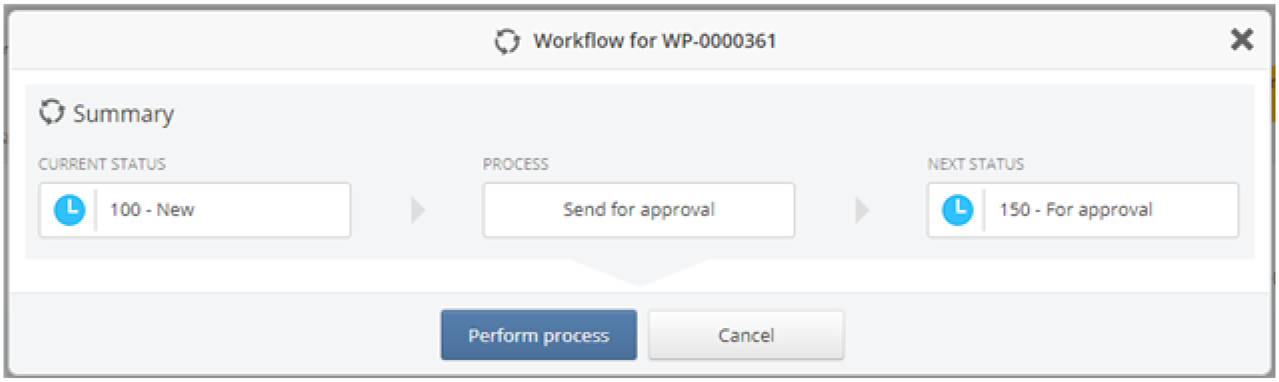


Submit work permit for Approval

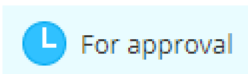
1. Click the **Process** icon and select *Send For Approval*.



2. On the Workflow dialog box, click **Perform process**.



The work permit is now in *For Approval* status.

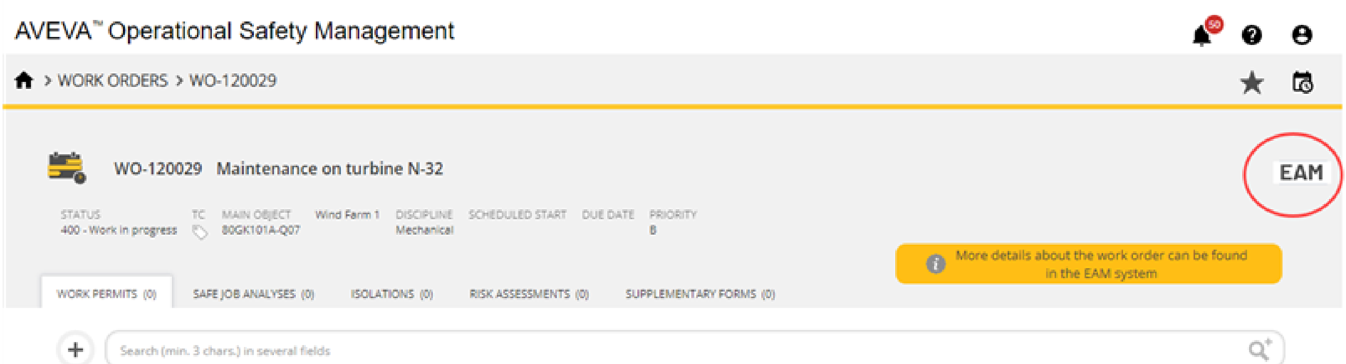


Jumping between OSM and EAM

There are some features, if configured, that make it possible to jump between work orders in the EAM system and work orders in OSM.

Jump from OSM directly to EAM system

If configured, there is a hyperlinked image on the details tabs of a work order in the OSM web application. Click the image to jump directly to the work order in the EAM system.



Jumping from EAM system into OSM

It's possible to configure links in the external EAM system that will enable a user to jump directly to the work order in the OSM web application.

These types of links can also appear in emails that are sent to OSM users. Therefore, a link in an email that has been sent from OSM will open the work item referred in the email.

When clicked, and if there is a current OSM session open, a link to OSM will open the browser window directly on the relevant work item. If there is no current session available, the user will need to sign into OSM first before accessing the work item.

Jumping from EAM to OSM will set preferred site

Clicking a link from an external EAM system or external email link to jump to a work item in OSM web application will set the preferred site in OSM web application. The site for the work item in link will be used to set the preferred site.

Details for work order

Details tabs for work orders

When you click on a work order in the Work Order Library, you can access the details for that specific work order.

Open the work order

- Double-click a work order in the Library.

Work order tabs

Each work order has several tabs containing the details about the work order.

• Work Permits	Search for, and add work permits to the work order.
• Safe Job Analysis	Search for, and add SJAs to the work order.
• Isolations	Search for, and add isolation plans to the work order.
• Risk Assessments	Search for, and add risk assessments to the work order.
• Supplementary Forms	Search for, and add supplementary forms to the work order.

Add work permits to work order

Work Permits tab

On the **Work Permits** tab, you can search for and add work permits to current work order. You can also remove a work order.

Information header

The Information header across the top of the screen provides details about the form and action buttons.

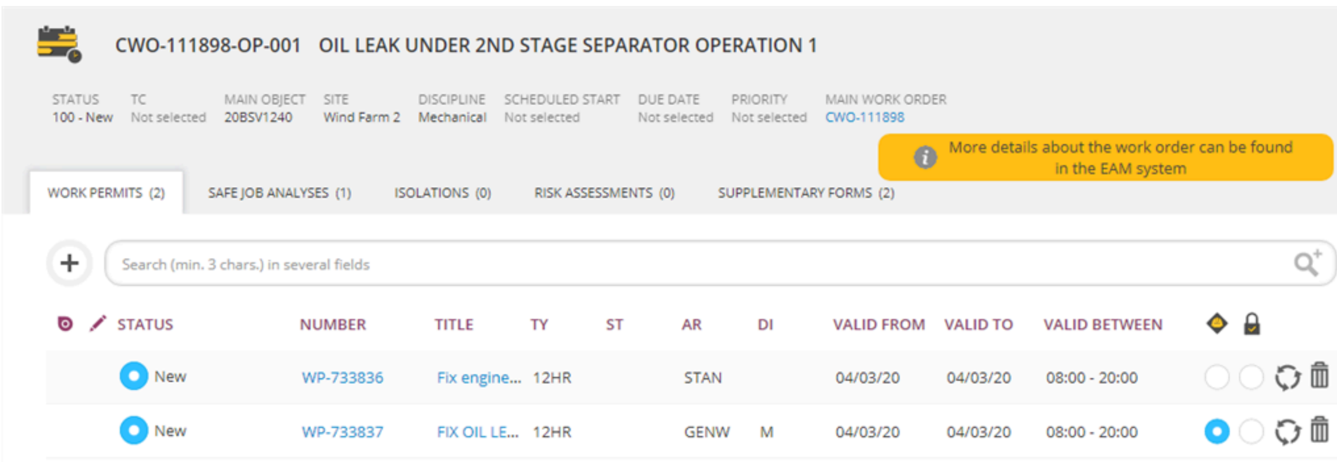
Add a new work permit

- Click the **Add** button to add a new work permit.

Remove a work permit

- Select a work permit and click the **Delete** icon.

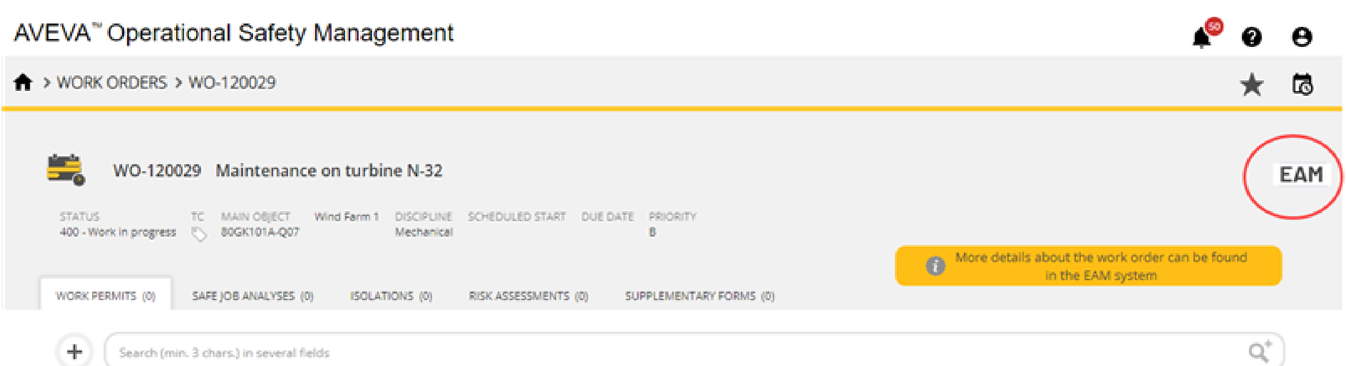
These functionalities are available until the work permit is approved.



Jump directly to EAM system

If configured, there is a hyperlinked image to the EAM system. Click the image to jump directly to the work order in the EAM system.

See also Jumping between OSM and EAM .



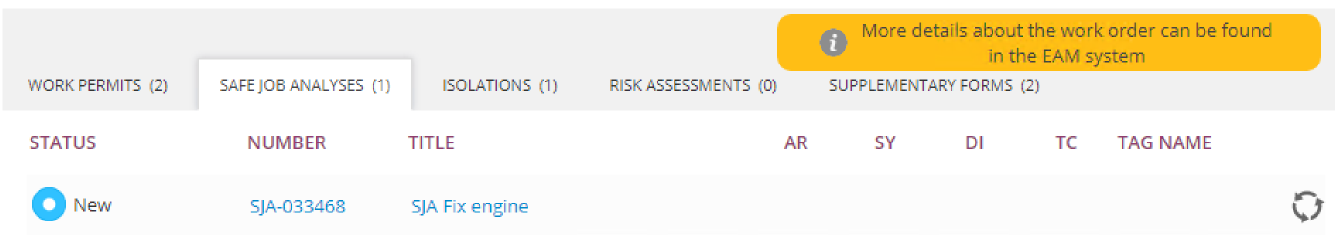
View safe job analyses associated with work order

This topic relates to Details for work order.

Safe Job Analyses tab

On the **Safe Job Analyses** tab, you can view the list of SJAs that are connected to the current Work Order.

Note: You cannot create or add SJAs on this page. SJAs will appear if they are connected to the work permit.



Add isolation plans to work order

This topic relates to Details for work order.

Isolations tab

On the **Isolations** tab, you can search for and add isolation plans to the current work order.

You can also delete an existing isolation plan.

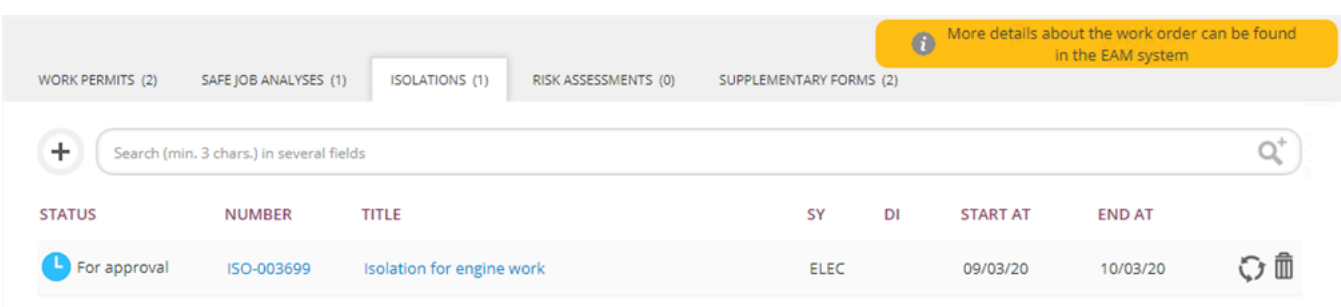
Add new isolation plan

- Click the **Add** + button to add a new isolation plan.

Delete an isolation plan

- Select an isolation plan and click the **Delete** icon.

These functionalities are available until the work order is approved.

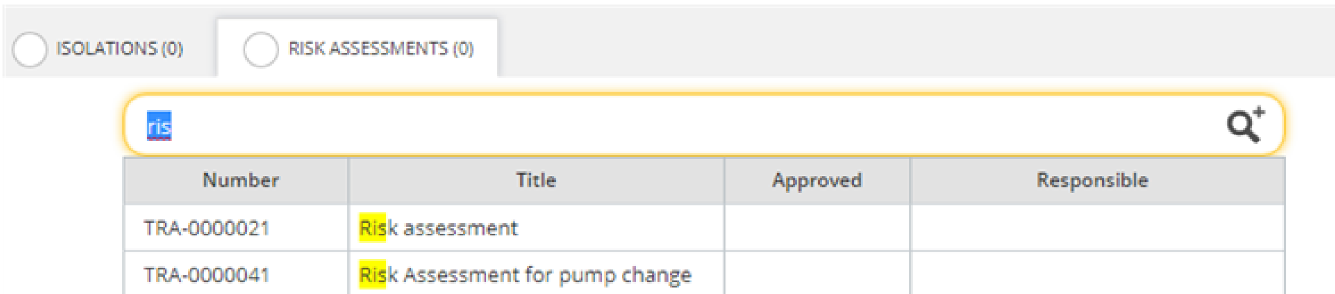


Add risk assessments to work order

Risk Assessments tab

On the **Risk Assessments** tab, you can search for and add Risk Assessments to current work order. You can also delete an existing Risk Assessment.

These functionalities are available until the work order is approved.

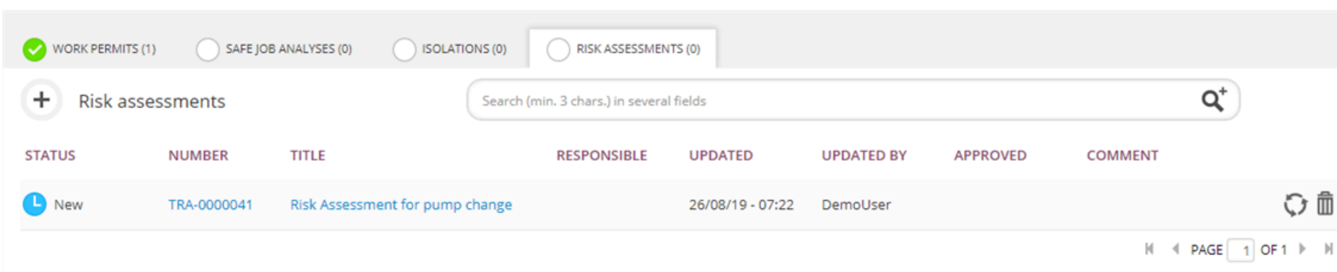


Add new Risk Assessment to work order

- Click the **Add** + button to add a new Risk Assessment.

Remove a Risk Assessment from work order

- Select an Risk Assessment and click the **Delete** icon.



Add supplementary forms

This topic relates to Details for work order.

Supplementary Forms tab

On the **Supplementary Forms** tab, you can search for and add supplementary forms to current work order.

You can also delete an existing supplementary.

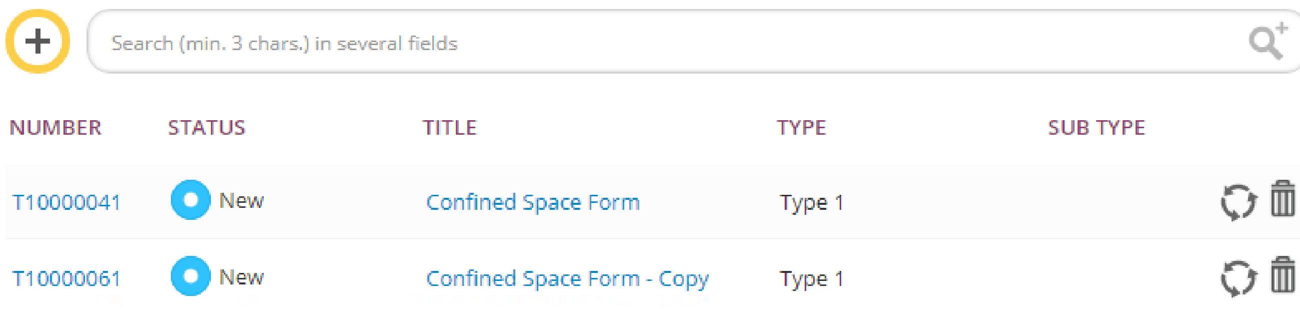
Note: These functionalities are available until the work order is approved.

Add new supplementary form to work order

- Click the **Add** button to add a new supplementary form. See Create new supplementary form.

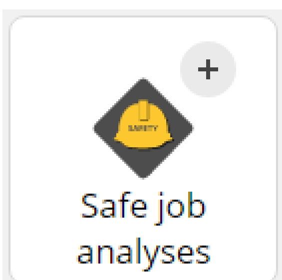
Remove a supplementary form from work order

- Select a supplementary form and click the **Delete** icon.



Safe Job Analyses

This section contains topics that relate to Safe Job Analyses.



Safe Job Analyses Library

This topic relates to Safe Job Analyses.

Safe Job Analyses Library

The Safe Job Analyses Library holds all of the Safe Job Analyses for the current location.

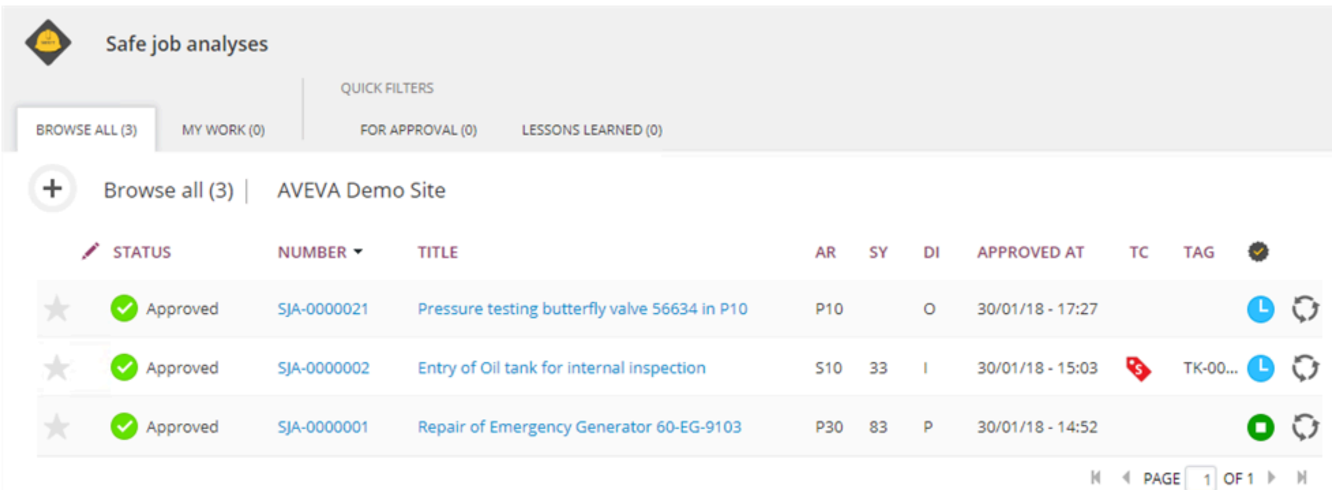
What is a safe job analysis?

A Safe Job Analysis (SJA) is a procedure that integrates accepted safety practices into a particular task or job operation.

Library tabs

The Safe Job Analyses library page has the following tabs.

- Browse All - The **Browse All** tab lists out all the SJAs for particular location.
- My Work - The **My Work** tab shows only those SJAs for a particular location that are added to current user's My Work.
- Quick filters – These are pre-configured quick filters that show only items that are in a particular status.



Browse all safe job analyses

The **Browse All** tab displays all the Safe Job Analyses in the library for this location.

View details of a safe job analysis

- Click any row to view the details page of that safe job analysis.

Create a new safe job analysis

- Click the **Add** button to create new entity.

Add a safe job analysis to My Work

- Click the **Star** icon to add the SJA to My Work. When an item is selected, the star turns yellow .

Library icons

These icons appear on the Library page.

Icon	Name	Description
	Add	Click **Add** icon to add a work permit.
	My Work	Click the star icon to add the item to My Work.
	Signature	Indicates whether the item is in signing process. If signatures are complete, the icon is green.
	Status	Indicates the current status of the item.
	Process Workflow	Click the Workflow icon to show the available processes for the current item and select the next status.

Tag Criticality

Indicates the criticality level of the main item. See Tag criticality.

Work with safe job analyses

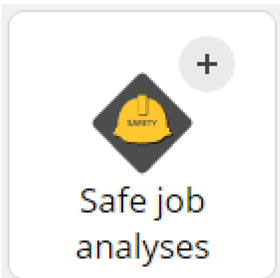
Working with safe job analyses.

- Create new safe job analysis

- Duplicate a safe job analysis
- Answer Checklist Questions
- Add or Edit Questions
- Edit a Meeting
- Edit Participants of a Meeting

Create new safe job analysis

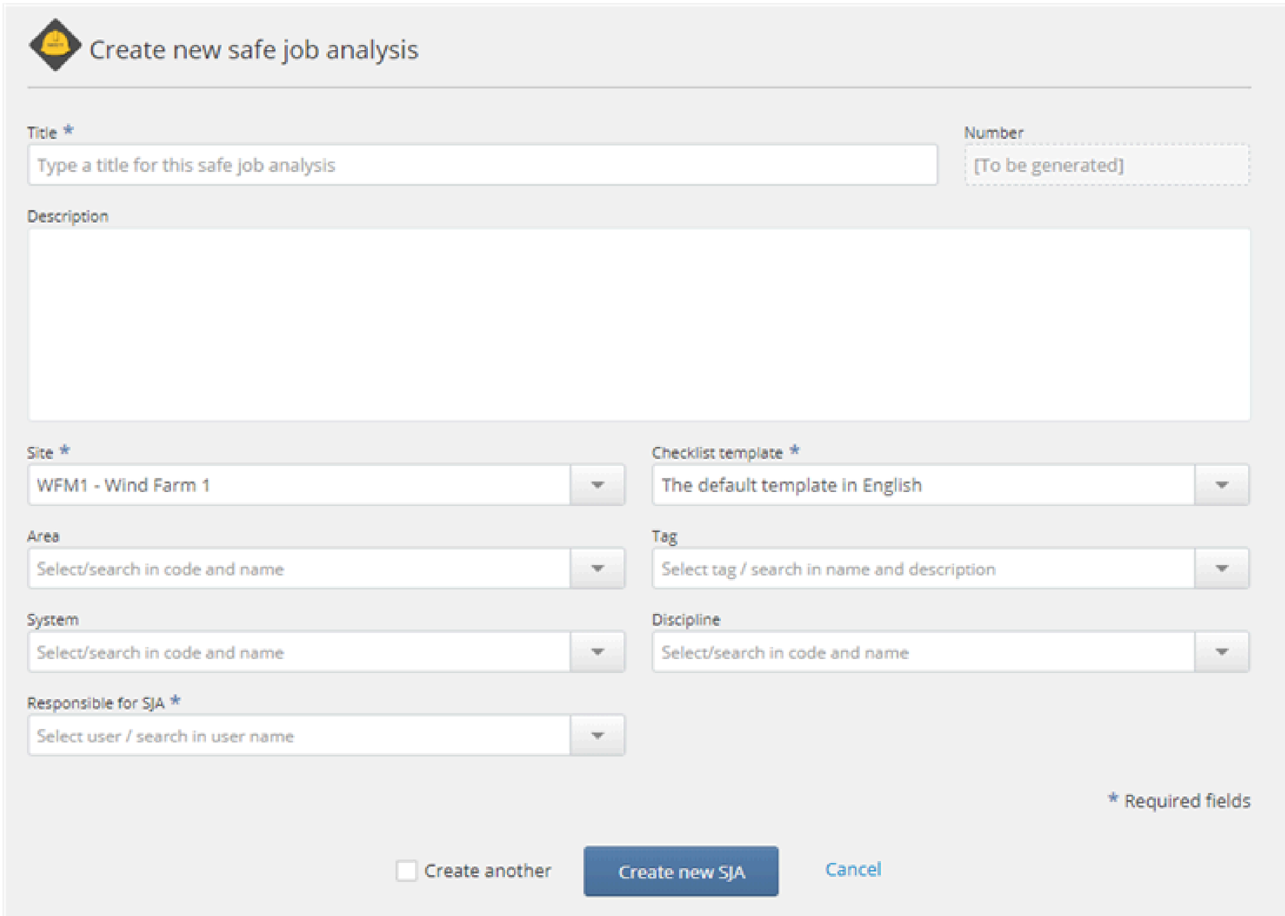
You can create a new safe job analysis from the OSM Home page or from the library page.



Create from Library page

1. On the Safe Job Analyses Library page, click the **Add**  button. The New Safe Job Analyses dialog box appears.
2. Enter the necessary details. The fields with a blue star indicated required information.

   For more information, see Fill out Safe Job Analysis fields.
3. Click **Create Safe Job Analyses**.

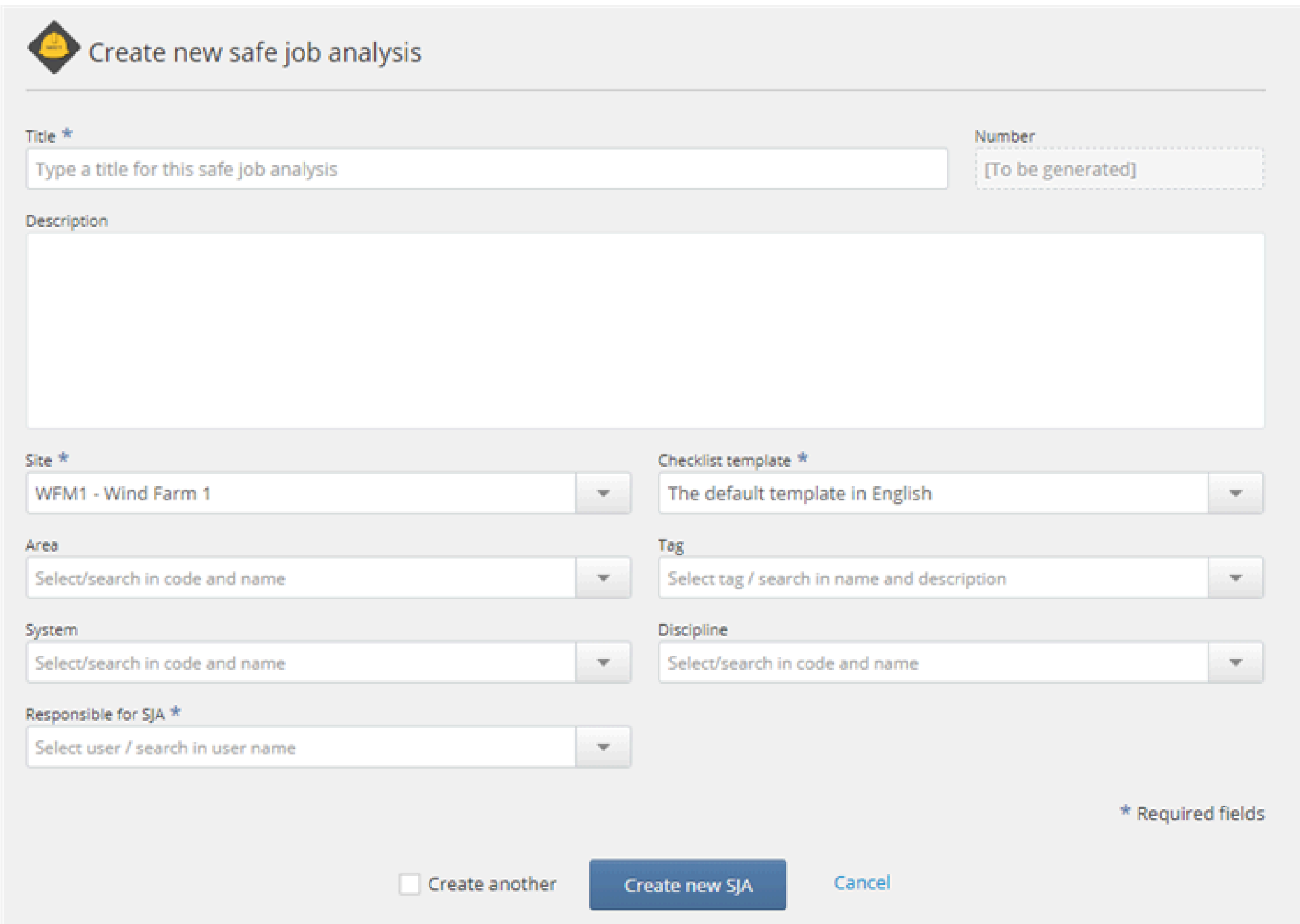


Fill out Safe Job Analysis fields

These are the fields for a Safe Job Analysis item. Fields with an asterisk are required.

Field	Description
• *Title**	The title of the supplementary form. This field is required.
• *Number*	The number will be auto-generated.
• *Description*	A description of the safe job analysis.
• *Site**	The site where the safe job analysis will be used. This field is required.
• *Area*	You can select an Area of the Site.

Field	Description
• *System*	You can specify the type of system.
• *Responsible for SJA**	The name of the person who will be responsible for the safe job analysis. Select from the drop-down list. This field is required.
• *Checklist template**	Select the checklist template to use for this safe job analysis. This field is required.
• *Tag*	The tag number for equipment.
• *Discipline*	You can specify which discipline is performing this analysis.

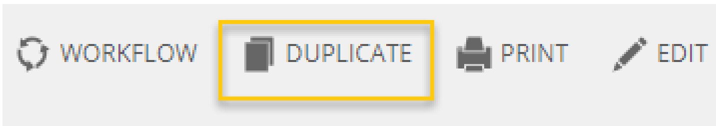


Duplicate a safe job analysis

It is not possible to duplicate a safe job analysis where the checklist template is inactive.

Duplicate a safe job analysis

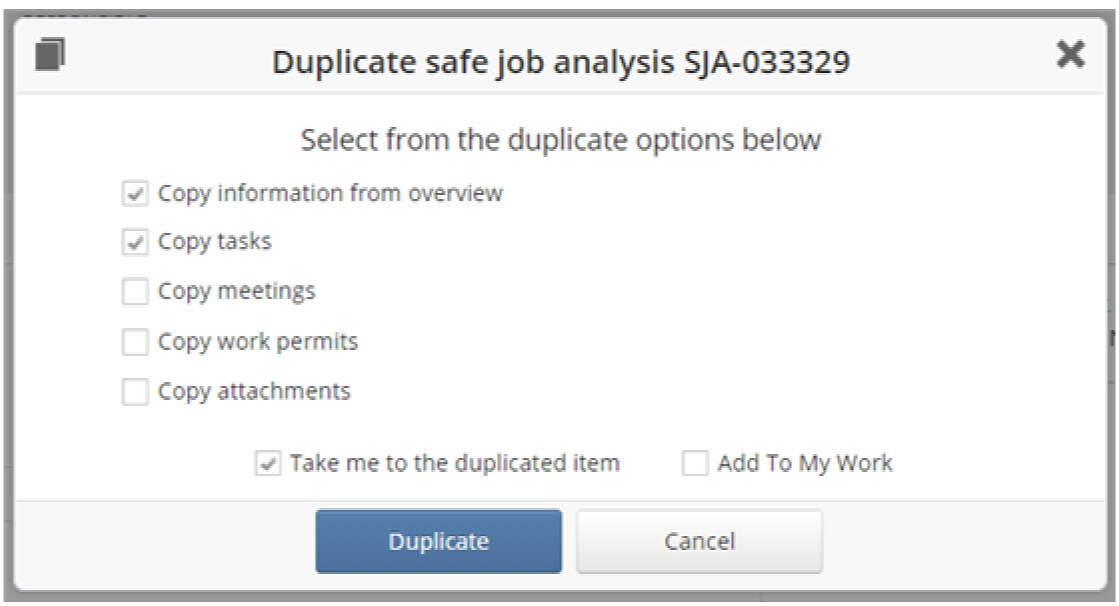
- Click the **Duplicate** button to duplicate an entire safe job analysis.



Options

When duplicating a safe job analysis, the following options are possible.

- Copy information from overview
- Copy tasks
- Copy meetings
- Copy work permits
- Copy attachments



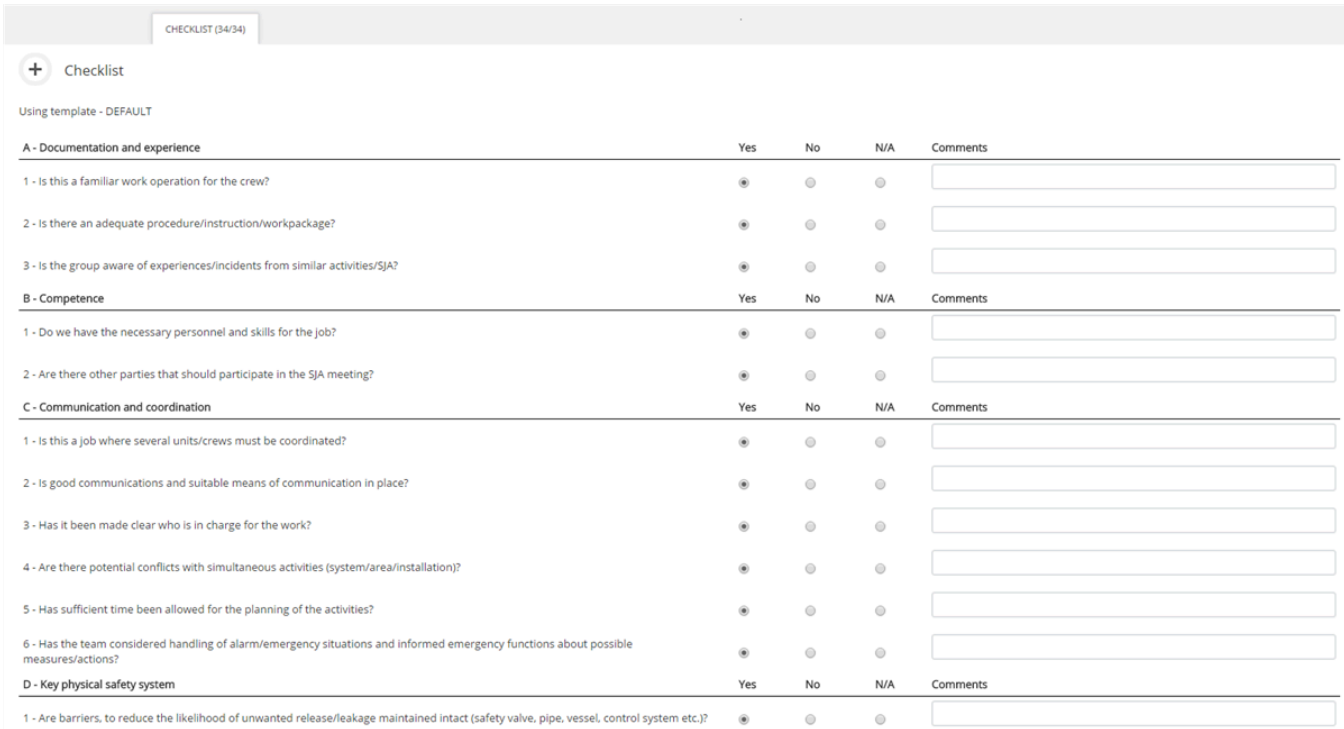
Answer Checklist Questions

Mandatory comments

If mandatory comments are enabled, then a No answer requires explanation in the **Comments** field.

To answer questions

- For each question, select **Yes**, **No**, or **N/A** (not Applicable). A No answer may require you to enter a comment.



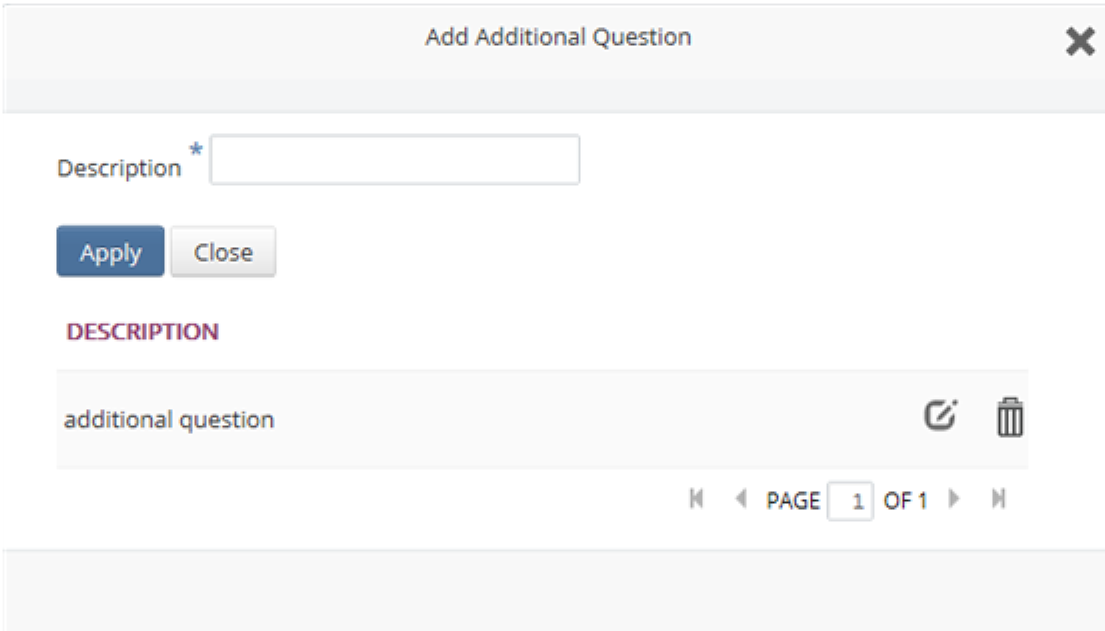
Add or Edit Questions

Additional questions

In addition to the questions provided by a checklist template, you can add additional questions. You will not be able to add any questions after the SJA is processed to *Approve* status.

Add a question

- Click the **Add** + button to add a new task. You can edit or delete the questions in same dialog box.



Icons

These icons appear on the Question dialog box.

Icon	Description
	Click **Add** icon to add a new task.
	Click **Edit** icon to edit an existing task.
	Click **Delete** icon to delete an existing task.
	Click **Duplicate** icon to duplicate an existing task.

Edit a Meeting

The ability to edit a meeting depends on the status of the safe job analysis (SJA).

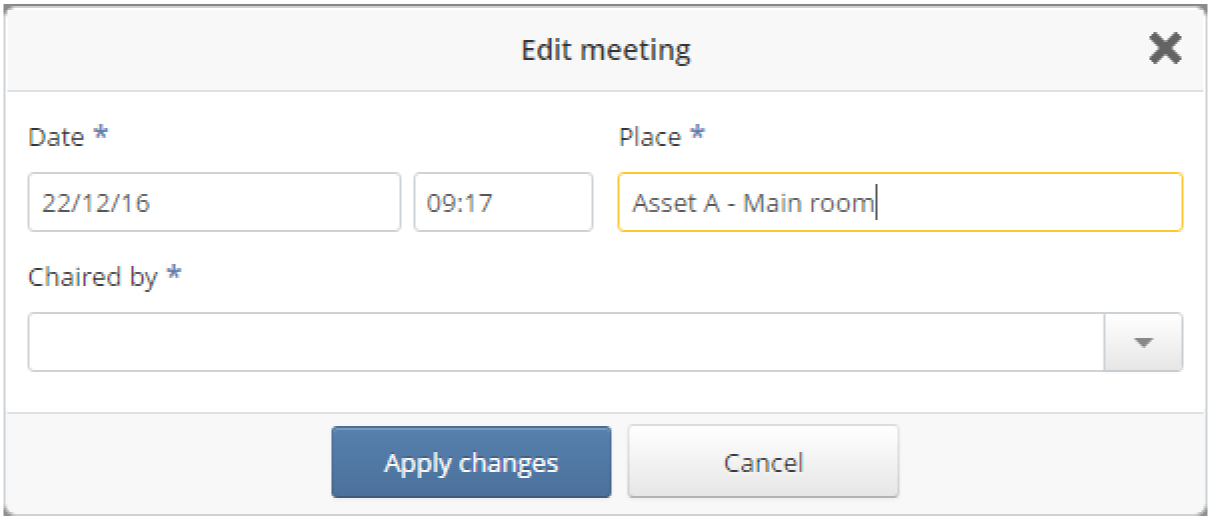
- If the SJA is in an editable status, a SJA meeting can be added, updated, or deleted .
- If the SJA itself is in a read-only status, you cannot add, edit, or delete a SJA meeting unless the status is the out-of-box *Approved* status.

Edit a meeting

1. On the Meetings tab, click the  **Edit** icon to edit a meeting. The Edit Meeting dialog box appears.
2. Edit the details:

- Date
- Place
- Chaired by

3. Click **Apply changes**.

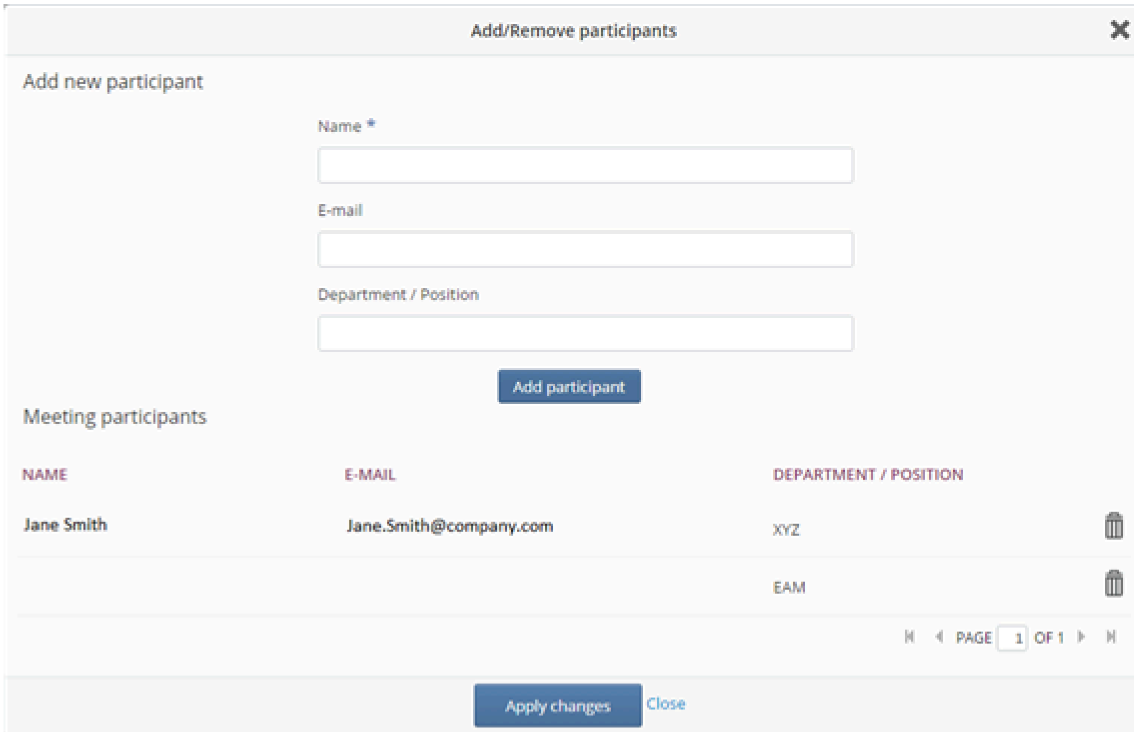


Edit Participants of a Meeting

You can add and edit participants only while the SJA is not approved. Once it is *Approved*, you can only view participants by clicking icon.

Edit meeting participants

1. On the Meetings tab, click the **Participants** icon to edit the participants. The Add/Remove Participants dialog box appears.
2. Add or edit the details:
   - Name
   - Email
   - Department / Position
3. Click **Add participant** or **Apply changes**.



Details for safe job analysis

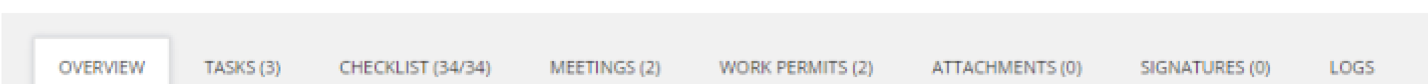
When you click on a safe job analysis in the Safe Job Analyses Library, you can access the details for that specific safe job analysis.

Open a safe job analysis

- Double-click a safe job analysis in the Library.

Safe Job Analysis tabs

Each safe job analysis has several tabs containing the details about the safe job analysis.



• Overview	Provides overview details of the SJA.
• Tasks	Add a task to a safe job analysis.

• Checklist	Complete the Checklist questions.
• Meetings	View meetings for the safe job analysis.
• Work Permits	Add work permits to an isolation list.
• Attachments	Add attachments to the safe job analysis.
• Signatures	View signatures for the safe job analysis.
• Logs	View log for the safe job analysis.

Safe Job Analysis Overview

The **Overview** tab contains the high-level descriptions of the analysis procedure.

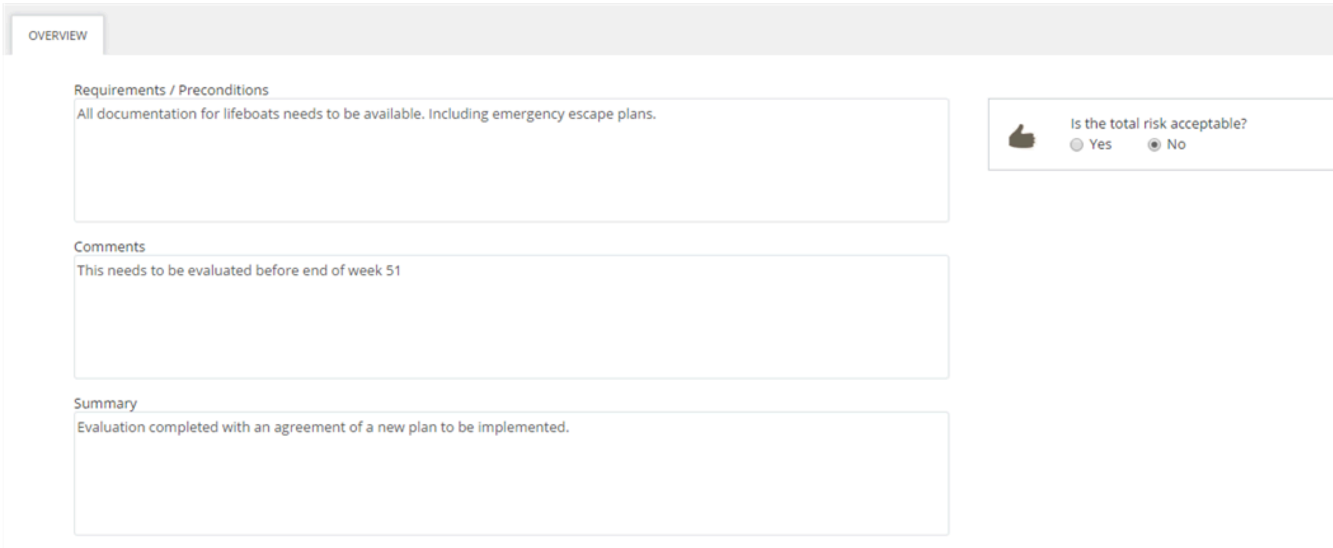
Information header

The Information header across the top of the screen provides details about the form and action buttons.

SJA form

The SJA form contains the summary details of the Safe Job Analysis form.

Note: These fields have configurable help text to assist with what type of information to enter.
For more information, see *AVEVA™ Operational Safety Management Administrator Help*.



Section	Description
Requirements/Preconditions	This section contains requirements or preconditions for the current SJA. This field will be disabled in *Completed* and *Canceled* status.
Comments	This section contains comments for the current SJA. This field will be disabled in *Completed* and *Canceled* status.
Summary	This section contains a summary for the current SJA. This field will be disabled in *Completed* and *Canceled* status.
Was the Main Meeting Held	This radio button will be enabled only if Main Meeting has been added in the Meetings tab. It is mandatory to set this to *Yes* in order to approve SJA.
Is the Total Risk Acceptable	This radio button will be enabled only if all the checklist questions are answered in checklist tab. It is mandatory to set this to *Yes* in order to approve SJA.

View Tasks for SJA

The **Tasks** tab contains the individual tasks for the current SJA.

Add a new task

- Click the **Add** button to add a new task.

Icons

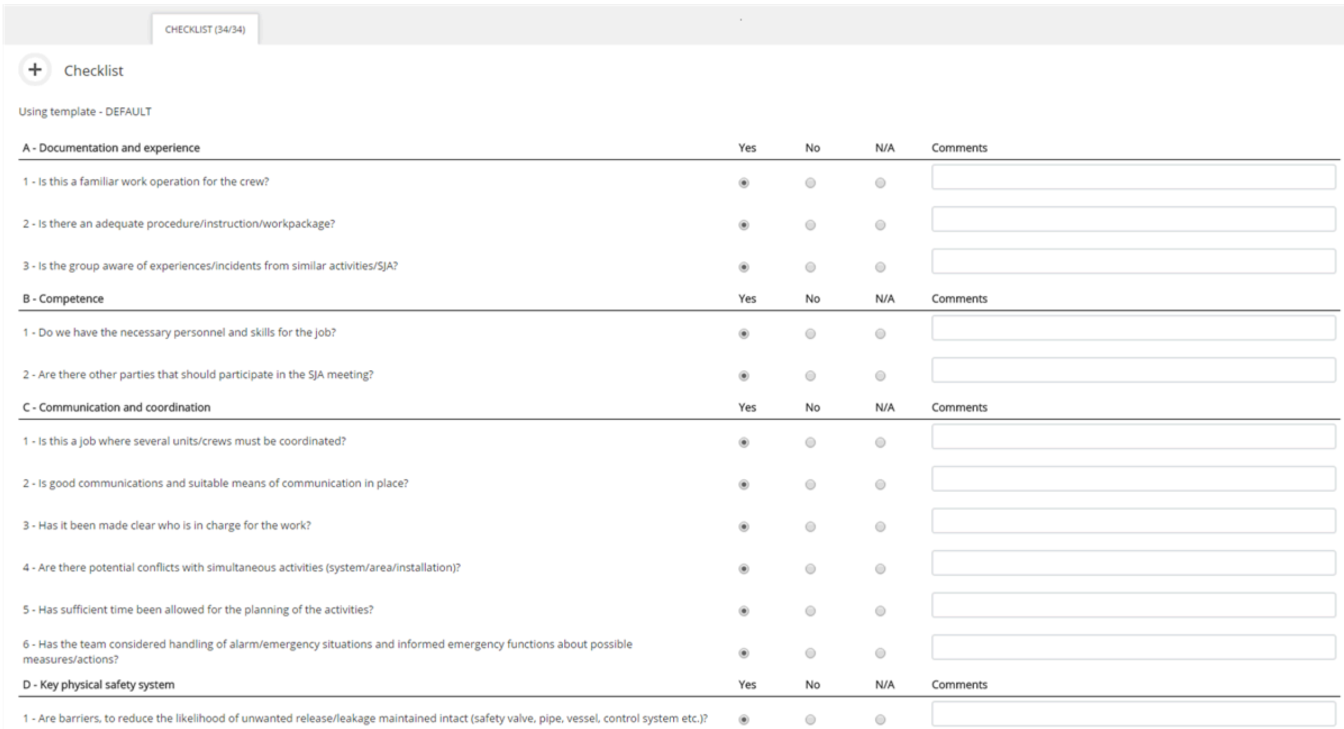
These icons appear on the Tasks tab.

Icon	Description
	Click **Add** icon to add a new task.
	Click **Duplicate** icon to duplicate an existing task.
	Click **Edit** icon to edit an existing task.
	Click **Delete** icon to delete an existing task.

View Checklist for SJA

The **Checklist** tab contains template checklist questions. The user must answer all checklist questions in order to process the SJA.

A checklist template can be configured on the Settings page. For more information, see Settings .



Icons

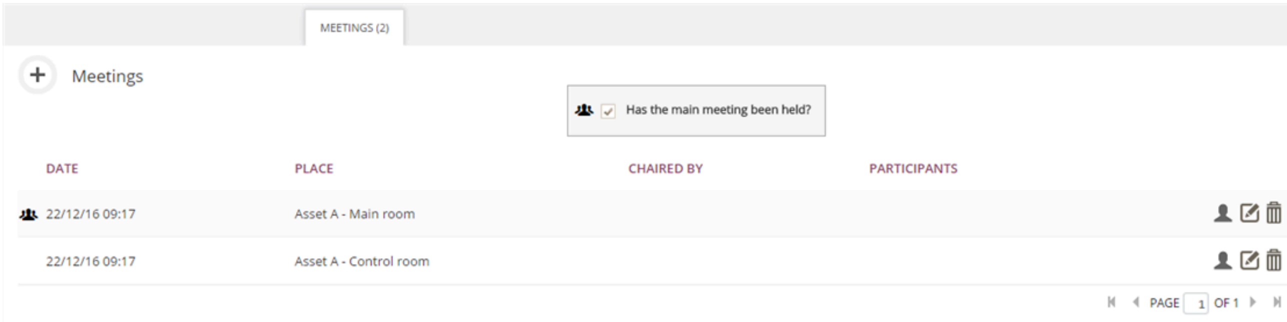
These icons appear on the Checklist tab.

Icon	Description
	Click **Add** icon to add a new task.
	Click **Edit** icon to edit an existing task.
	Click **Delete** icon to delete an existing task.
	Click **Duplicate** icon to duplicate an existing task.

View Meetings for SJA

On the **Meetings** tab, you can view and manage the list of meetings.

- Edit a Meeting
- Edit Participants of a Meeting



Icons

These icons appear on the Meetings tab.

Icon	Description
	Click **Add** icon to add a new meeting.
	The meeting with  icon is main meeting. By default, the first meeting added is the main meeting. If you delete the main meeting, then you will get an option to add the next meeting as the main meeting. You can only delete the main meeting if the **Has the main meeting been held** checkbox is not selected.
	Click the **Participants** icon to view and manage participants.
	Click the **Edit** icon to edit an existing meeting.
	Click the **Delete** icon to delete an existing meeting.
	Click the **Duplicate** icon to duplicate an existing meeting.

View work permits for SJA

The **Work Permits** tab contains the list of work permits attached to SJA.

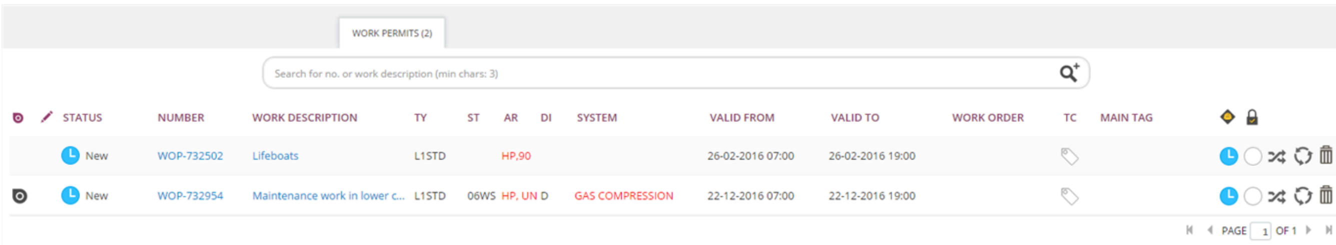
Search box

You can use the Search bar to search for available work permits for the current location from the search bar and add them to the list.

You will need to type a minimum number of characters in order to search. This is configurable on the General settings page.

Propagate values

- Click to propagate Area, System, and Tag values from the work permit to the current SJA. The information in red font indicates that this information has been propagated. You can see the changed information in header after propagation is complete, and the font becomes black.



Icons

These icons appear on the Work Permits tab.

Icon	Description
	Click **Delete** to remove the work permit attachment from the SJA. The work permit will still exist in the system.
	Click to propagate data from certain fields in work permit to the SJA.

Manage Attachments for SJA

The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

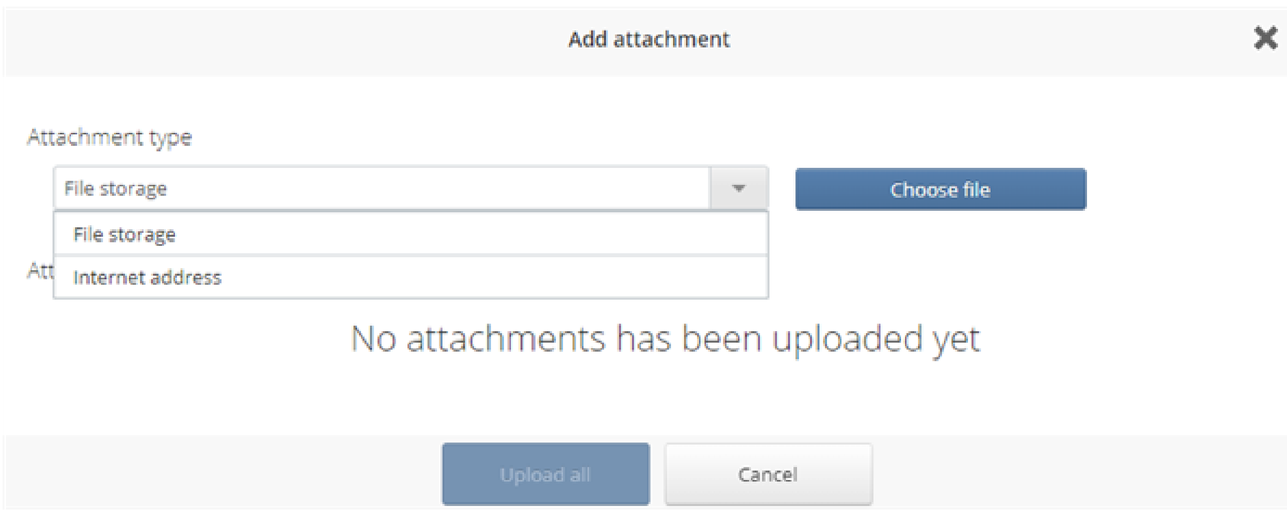
Guidelines for adding files and URLs as attachments

- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.

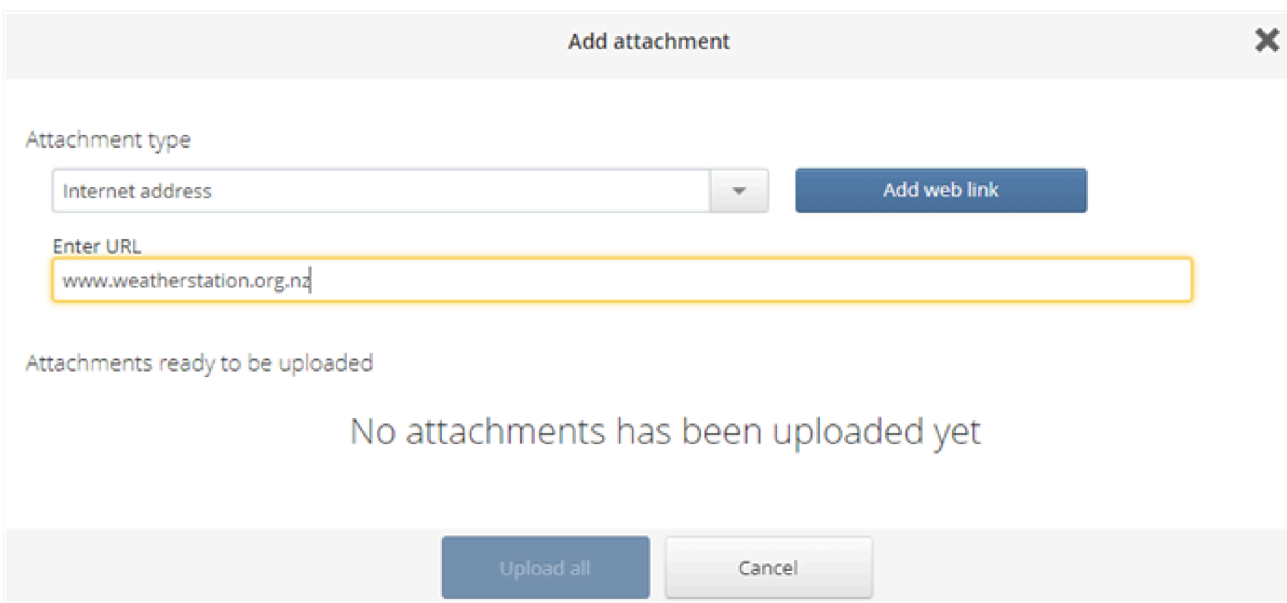
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

Add an attachment

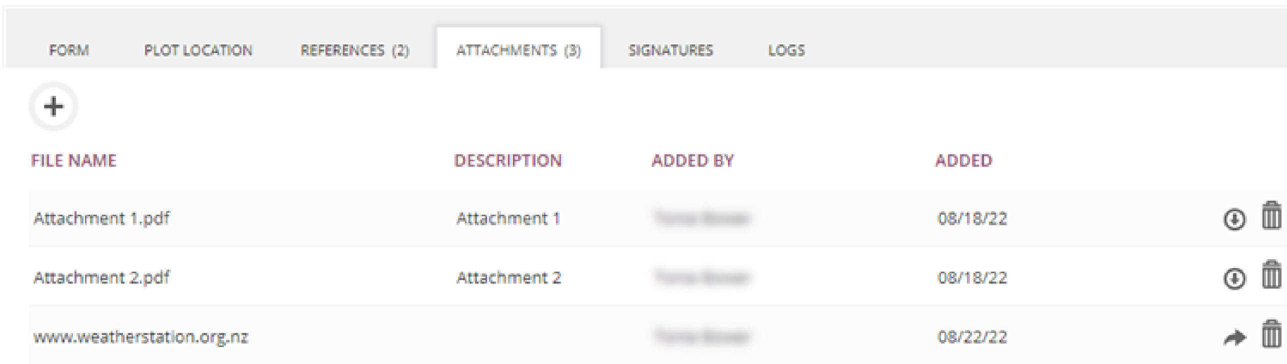
1. Select the **Add** icon to add a new attachment.
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.



5. When you have finished adding files or URLs, click **Upload all**.



Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

View Signatures for SJA

Signatures tab

The **Signatures** tab contains all the signatures that have been applied to the current item. This is a read-only page.

Note: It is not possible to enter signatures through this page. Signatures are dynamic and are part of Workflow process.

Sometimes, this page may have the option to revoke signatures.

View Logs for SJA

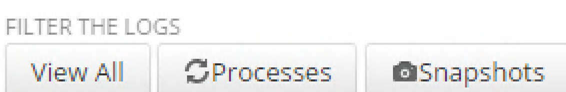
Logs tab

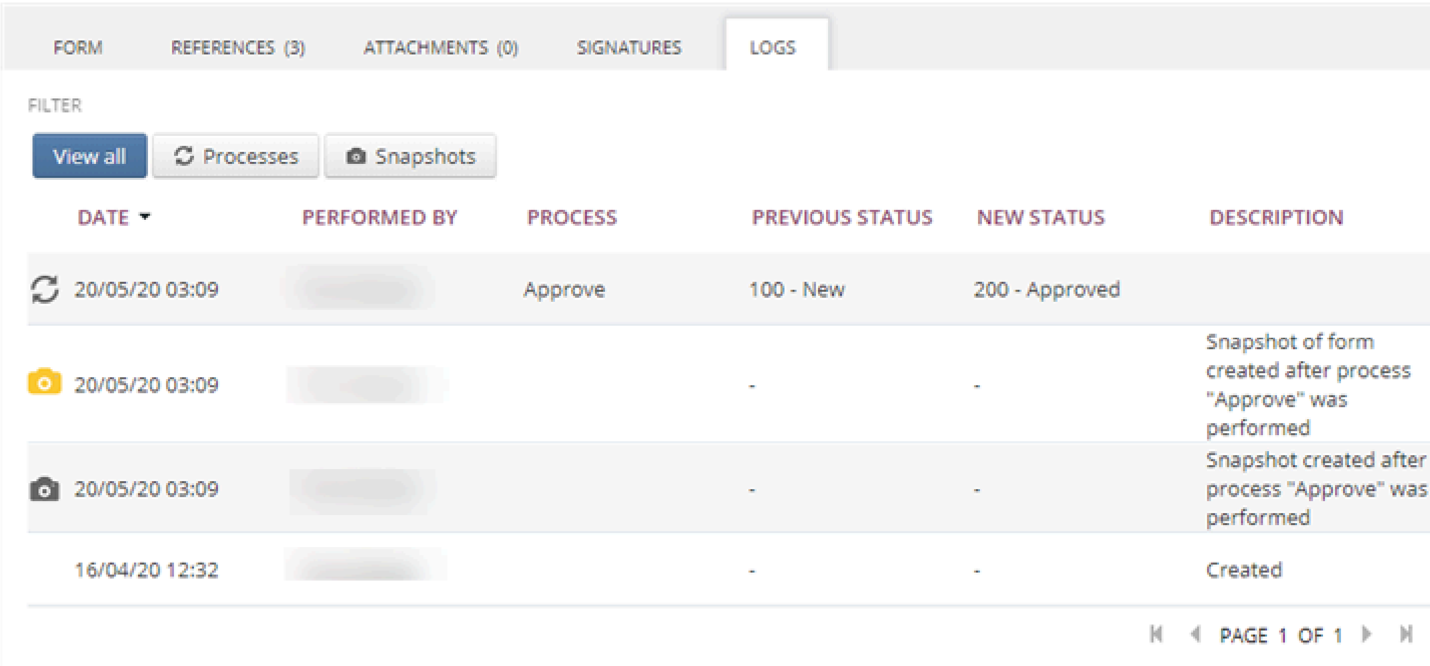
The **Logs** tab contains a history of changes that have been made to the item. The log includes process changes and snapshots .

- **Process change.** A process change occurs when the item moves from one status to another status in the workflow.
- **Snapshot of data.** If configured, a snapshot of the data is recorded when a workflow process occurs. Snapshots are recorded so you can look back at data from an earlier time in the workflow. For example, a snapshot that was taken at the time an item was Approved.
- **Snapshot of form.** A snapshot of the form with manually entered data at a specific time.

Switch Log filter

- On the **Logs** tab, click **View All**, **Processes**, or **Snapshots** to change the filter.





Icons

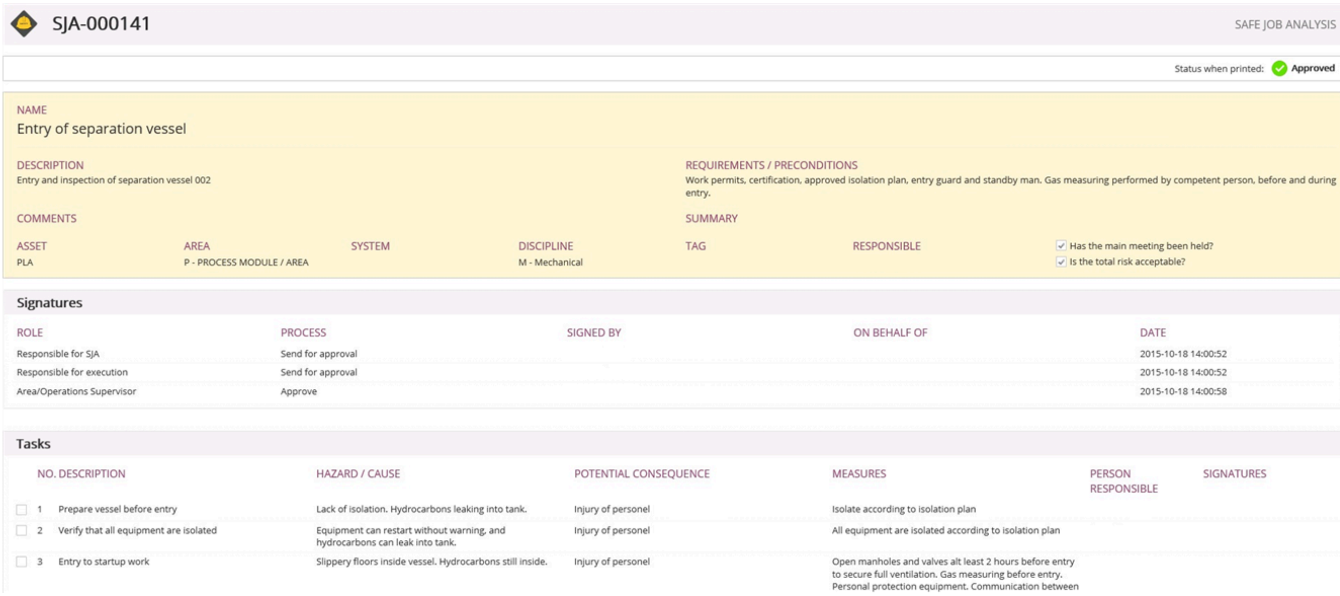
These icons appear on the Logs tab.

Icon	Description
	A process change that moved the item from one status to another in the workflow process.
	Data snapshot - View a snapshot of unformatted data at a specific time.
	Form snapshot - View a snapshot of the form with data at a specific time.

View Snapshot

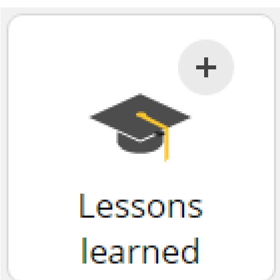
Snapshots

You can click the **Snapshot**  icon to display all the information for the current SJA when the snapshot was captured.



Lessons Learned

This section contains topics that relate to Lessons Learned.



Lessons Learned Library

This topic relates to Lessons Learned.

Lesson Learned Library

The Lessons Learned Library holds all of the lessons for the current location.

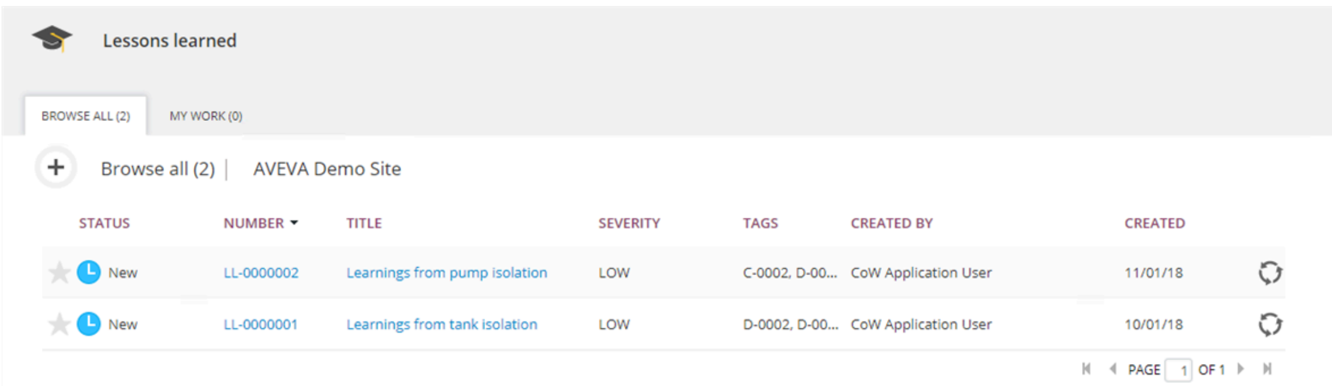
What is a Lesson Learned?

A Lesson Learned is a piece of experience or knowledge that has been acquired while doing work.

Library tabs

The Lessons Learned library page has the following tabs:

- Browse All - The **Browse All** tab lists all the Lessons Learned for particular location.
- My Work - The **My Work** tab shows only those Lessons Learned for particular location which are added to current user's My Work.
- Quick filters – These are pre-configured quick filters that show only items that are in a particular status.



Browse all lessons learned

The **Browse All** tab displays all the Lessons in the Lessons Learned library for this location.

View details of a Lesson Learned

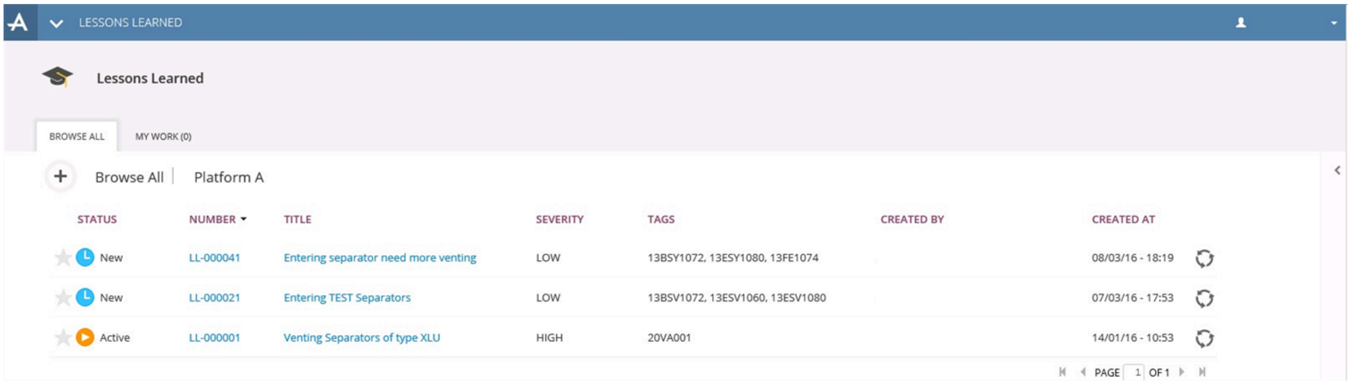
- Click any row to view the details tabs of that Lesson Learned.

Create a new Lesson Learned

- Click the **Add** icon to create new entity.

Add a Lesson Learned to My Work

- Click the **Star** icon to add the lesson to My Work. When an item is selected, the star turns yellow .



Library icons

These icons appear on the Library page.

Icon	Name	Description
	My Work icon	Click the star icon to add the item to My Work.
	Signature icon	Indicates whether the item is in signing process. If signatures are complete, the icon is green.
	Status icon	Indicates the current status of the item.
	Process Workflow icon	Click the Workflow icon to show all the available processes for the current item.

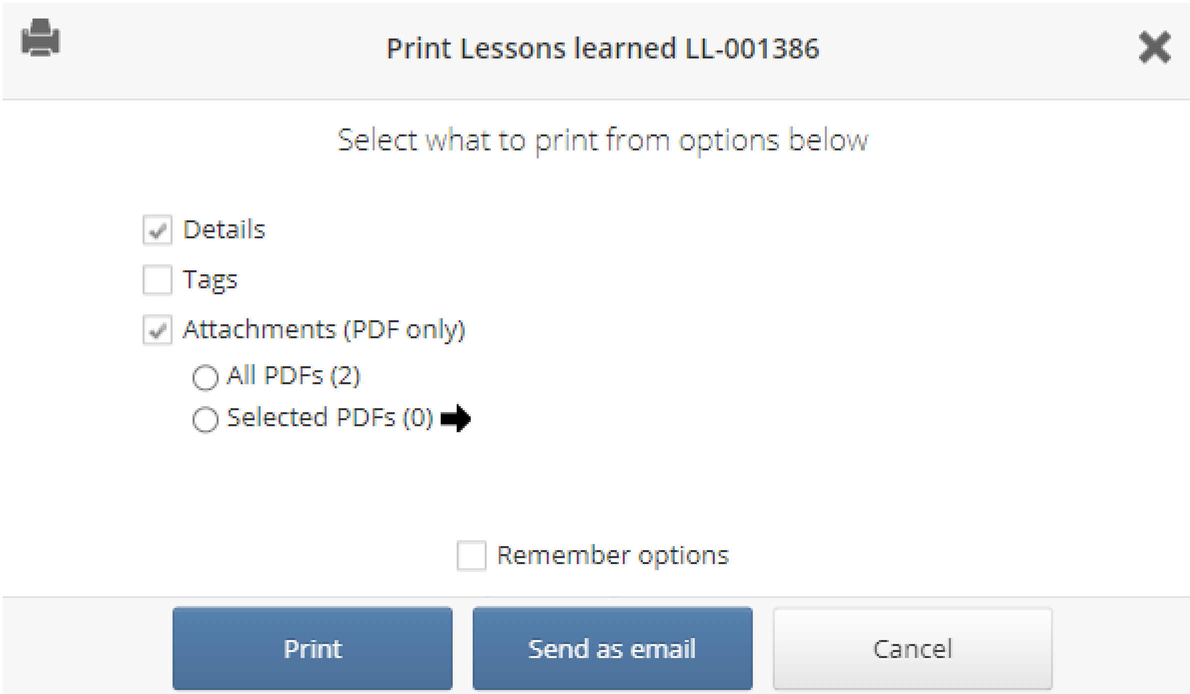
Print Lesson Learned

When printing a Lessons learned, you are given the option to print details, tags, and attachments at the same time.

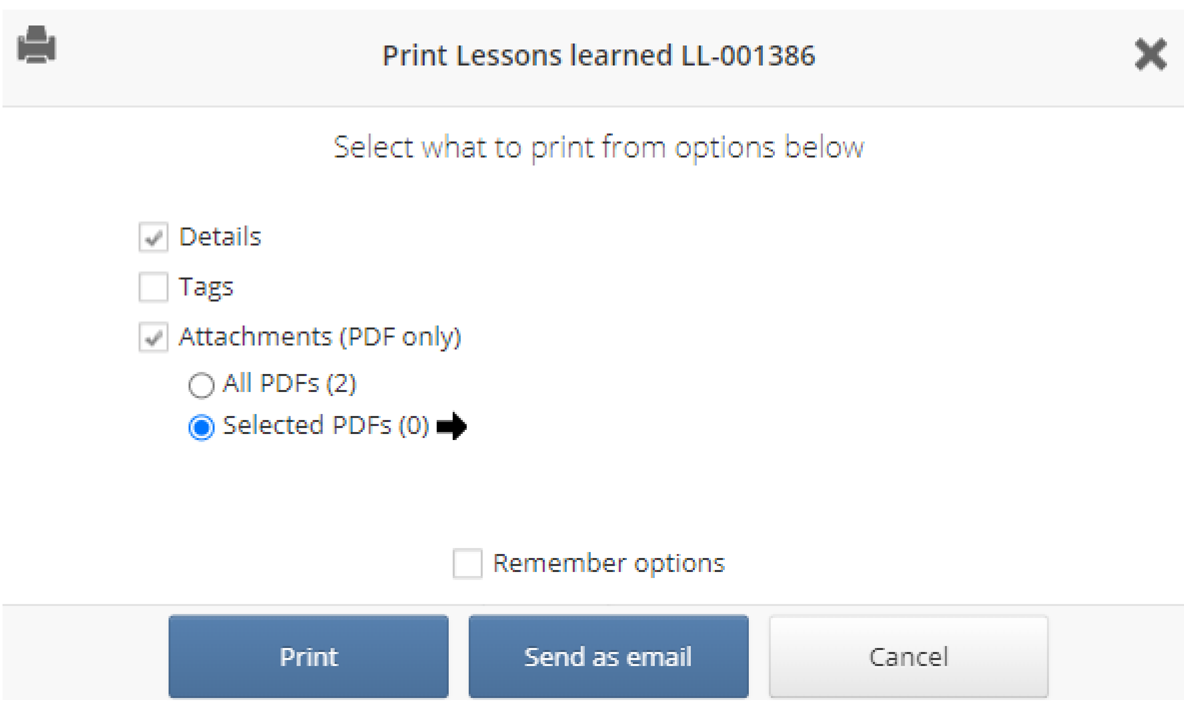
Print a Lessons learned and its attachments

1. Open the Lessons learned and click the **Print** button.

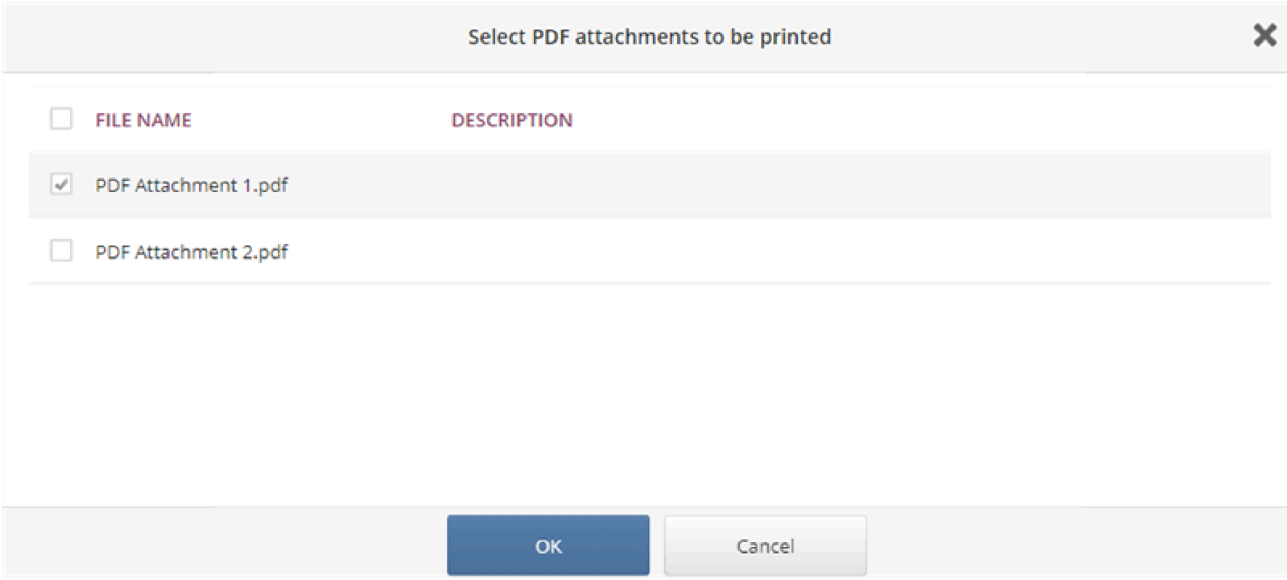
2. Select which details and linked items to print.
3. (Optional) If there is more than one PDF attachment, you can select the **Attachments** checkbox and choose whether to print all PDF attachments or select which PDFs to print.



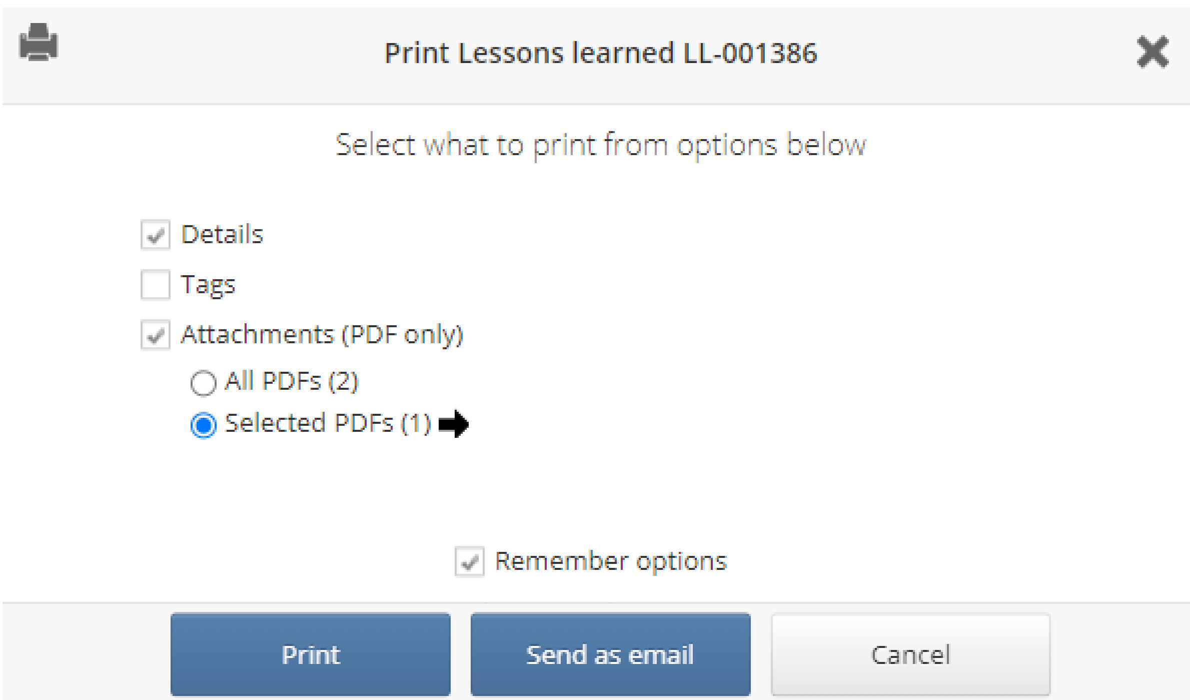
4. (Optional) Click the **Selected PDFs** option and then click the arrow icon.



5. Select the attachments you want to print and click **OK**.



6. (Optional) Select the **Remember options** checkbox to remember these print options for next time.



7. Click **Print**.

Details for Lessons Learned

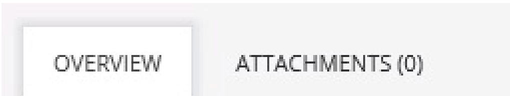
When you click on a Lesson in the Lessons Learned Library, you can access an overview of the details for that specific Lesson Learned.

Open a Lesson Learned

- Double-click a Lesson Learned in the Library.

Lesson Learned tabs

Each Lesson Learned has several tabs containing the details about the Lesson Learned.



• Overview	See an overview of the Lesson Learned details.
• Attachments	Add attachments to the Lesson Learned.

Create a Lesson Learned

Overview tab

You can write the Lesson Learned in the given text area on left side of overview page. On the right side, you can search and add tags that you want to link to this particular Lesson Learned entity.

Information header

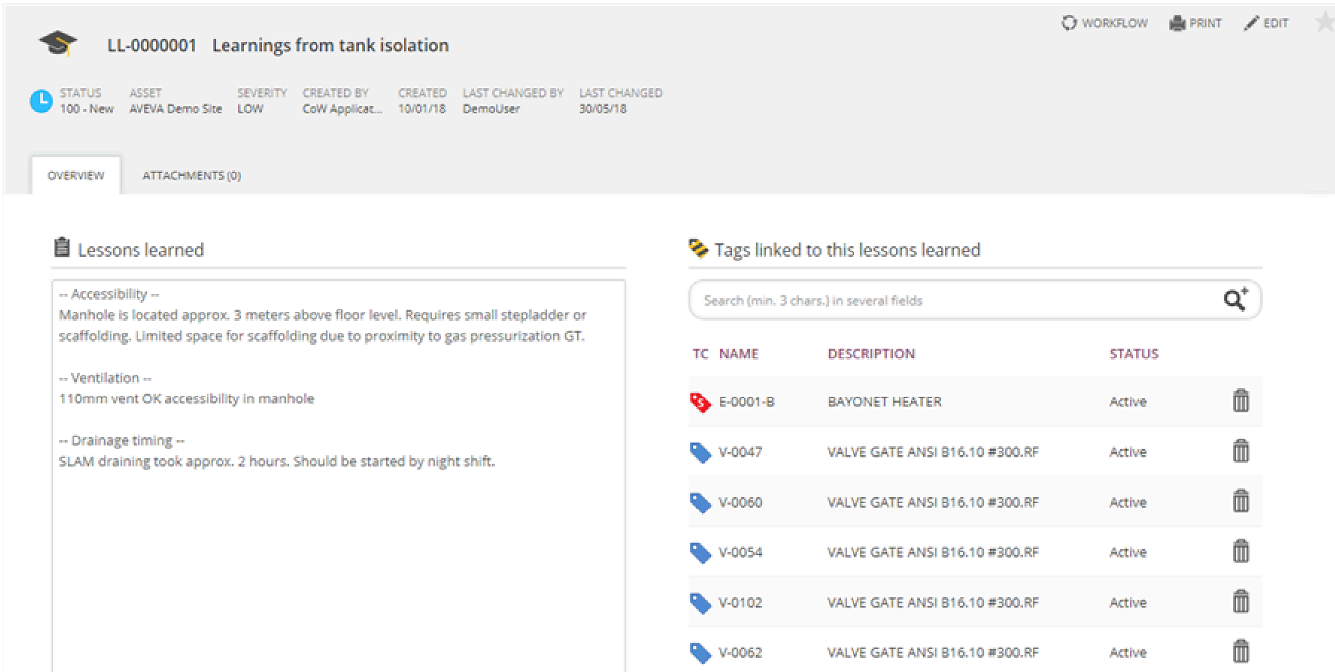
The Information header across the top of the screen provides details about the form and action buttons.

Tags linked to Lesson Learned

All the added tags will be visible with details, such as:

- Criticality of the tag
- Name
- Description
- Status

You can delete any of the tags until the Lesson Learned entity is in a non-editable status.



Manage Attachments for Lessons Learned

The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

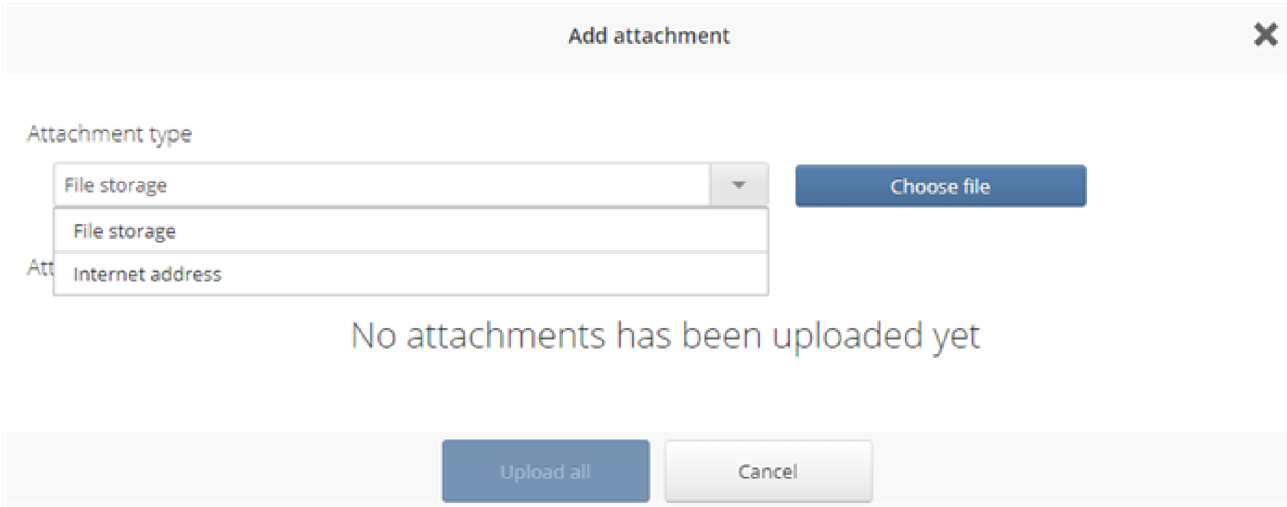
Guidelines for adding files and URLs as attachments

- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

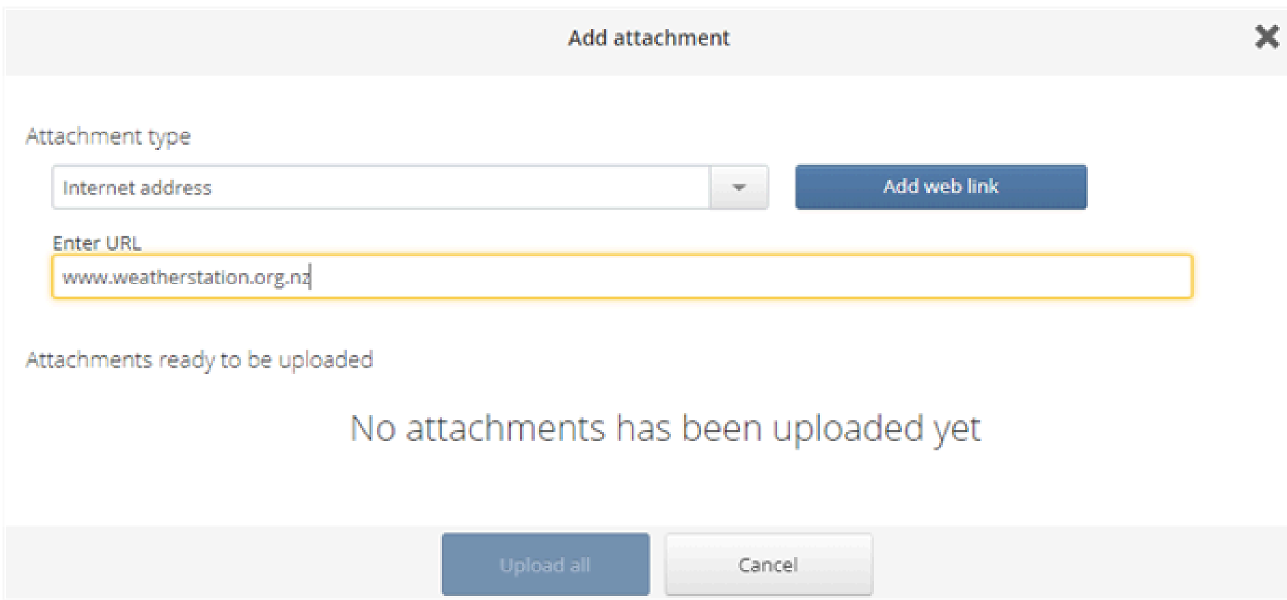
Add an attachment

1. Select the **Add**  icon to add a new attachment.

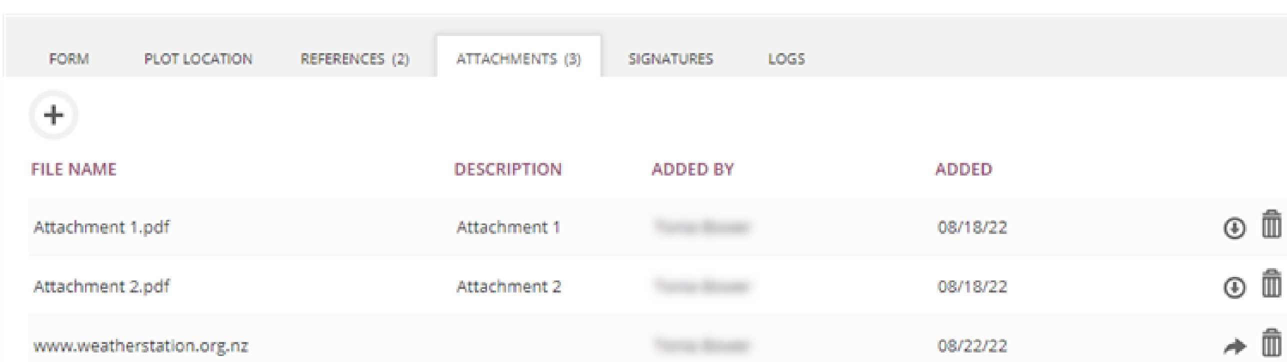
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.



5. When you have finished adding files or URLs, click **Upload all**.



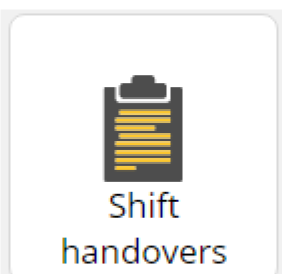
Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

Shift Handover

This section contains topics that relate to Shift Handovers.



Shift Handover Library

The **Shift Handover** module enables you to register events that happen during a shift. The Shift Handover Library holds all of the shift logs and experience transfer items.

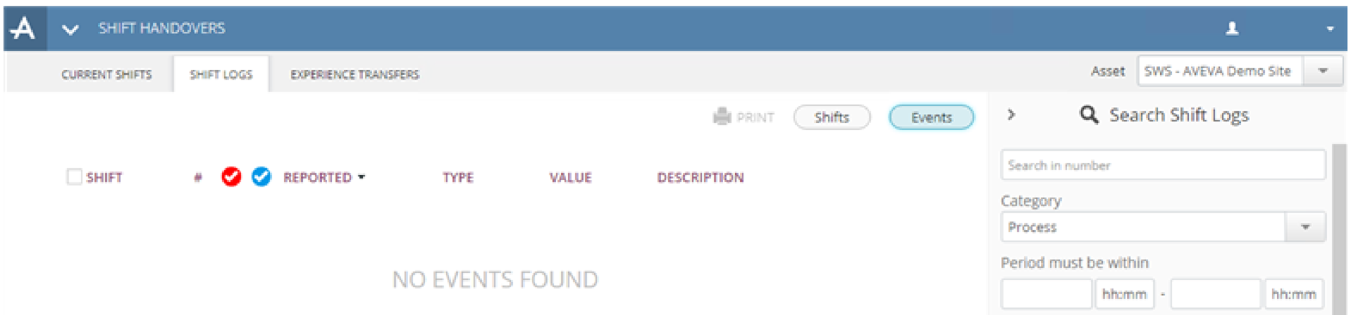
What is shift handover?

Shift Handover is the process of handing over a shift to the next shift of workers and communicating all relevant information.

Library tabs

The Shift Handover Library has three main components.

- Current Shifts
- Shift logs
- Experience transfers



Current Shifts

View Current Shifts

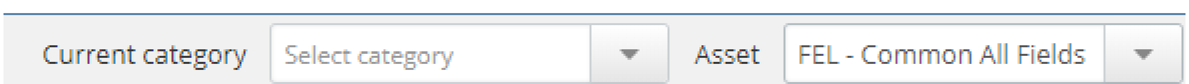
The current shifts are displayed on the **Current Shift** tab in the Shift Handover module.

The available shifts depend on the selected category for the selected asset, as configured by the administrator.

Note: A shift is not created manually, but created automatically based on the configuration.

Category and Asset

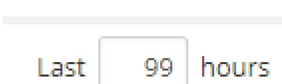
A user can be part of one or many categories. However, only shifts for the selected category will display.



Time window

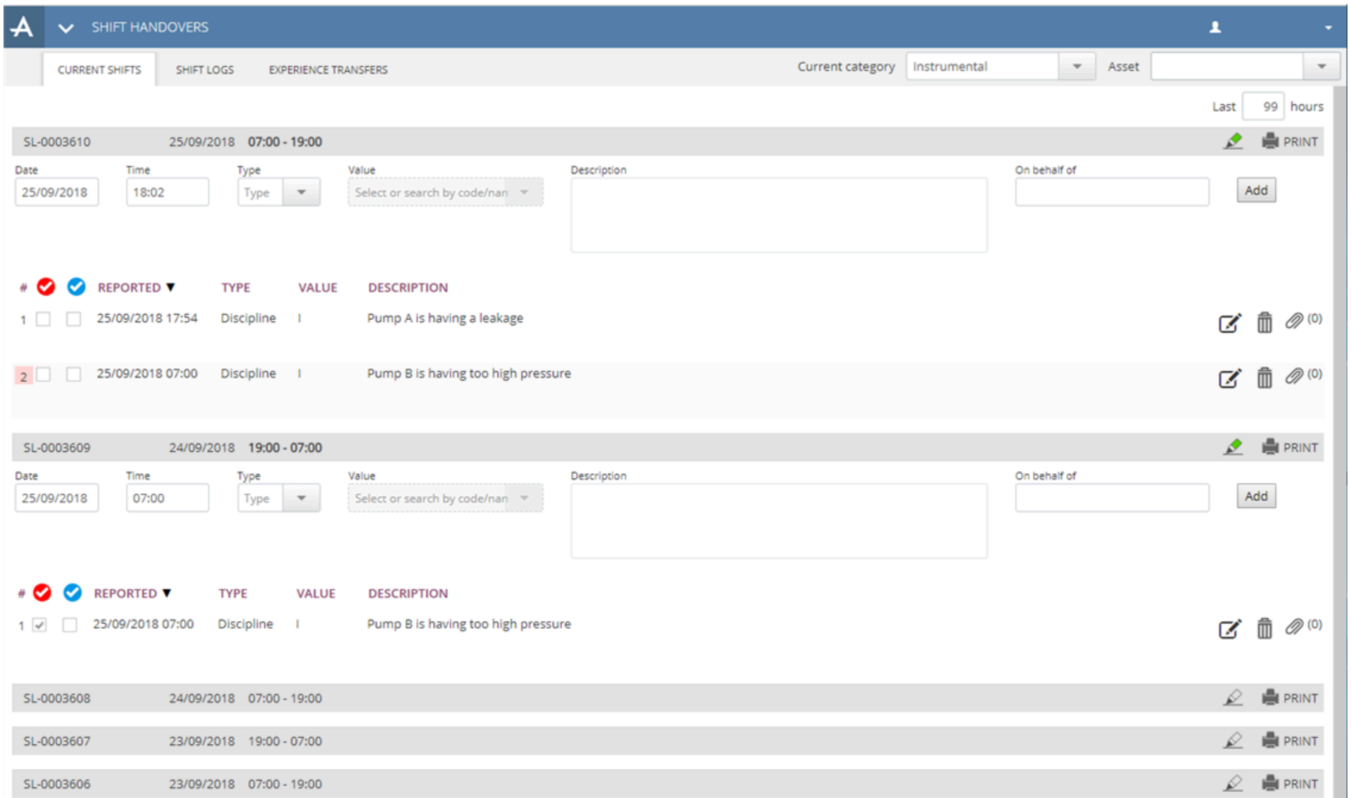
On the **Current Shift** tab, you can define a *sliding window* using the **Last hours** field.

You can specify the number of hours to define how many shifts to display. The list will display all the shifts within this time frame.



Shift List

The Current Shifts list shows the latest shift at the top and the older shifts below. Only the latest two shifts will be editable. All the other shifts are closed.

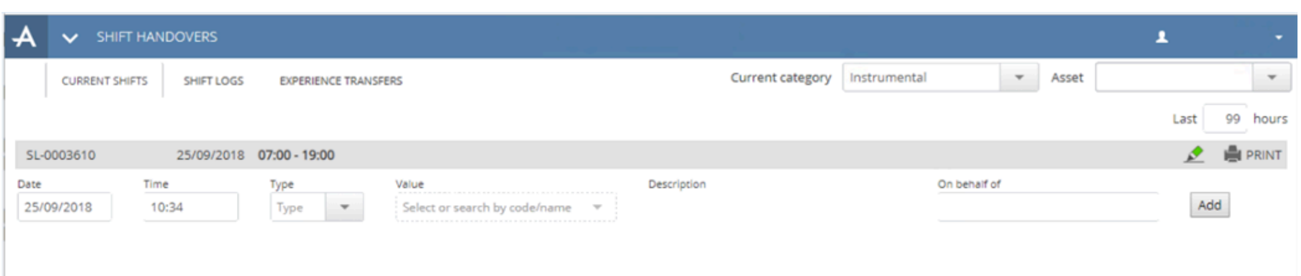


Add events to current shift

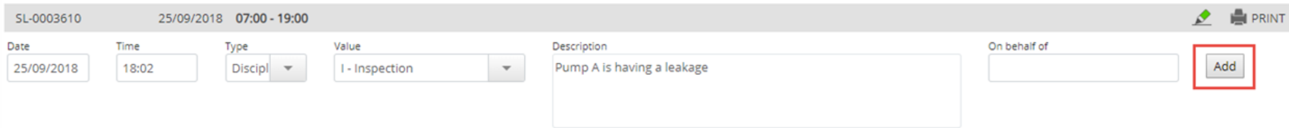
You can add a shift event to the current shift.

Add an event to current shift

1. On the **Current Shifts** tab of the Shift Handover module, enter the event details into the blank top entry on the page.



2. Click **Add** to add the event to the shift log.



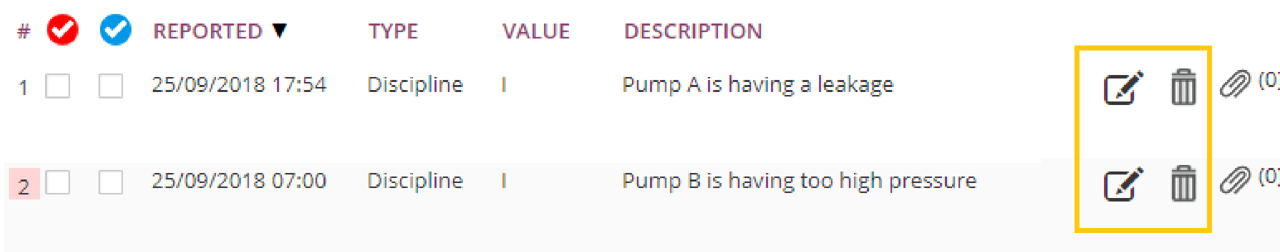
Locked shifts

If the Shift category is configured with *Shift has signing* and *Close shift when signing has started*, then it's not possible to do further addition/editing/deletion of events for that shift. The Shift events will be read-only to prevent any changes.

Edit and delete events from current shift

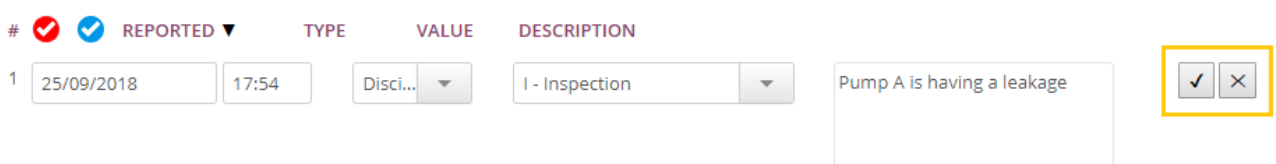
Edit events in current shift

1. On the **Current Shifts** tab of the Shift Handover module, locate the event to edit.
2. Click the **Edit** icon at the end of the row.



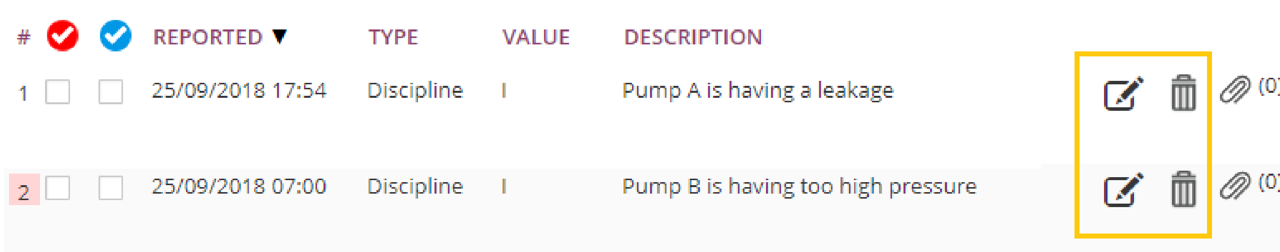
The event becomes be editable.

3. Make the needed changes and click the **Confirm** or **Discard** icon.



Delete events from current shift

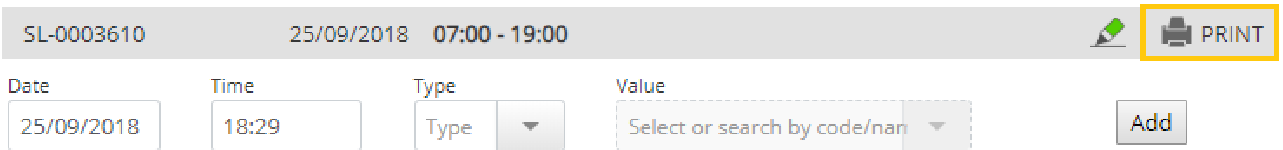
1. On the Current Shifts tab of the Shift Handover module, locate the event to delete.
2. Click the **Delete** icon at the end of the row.



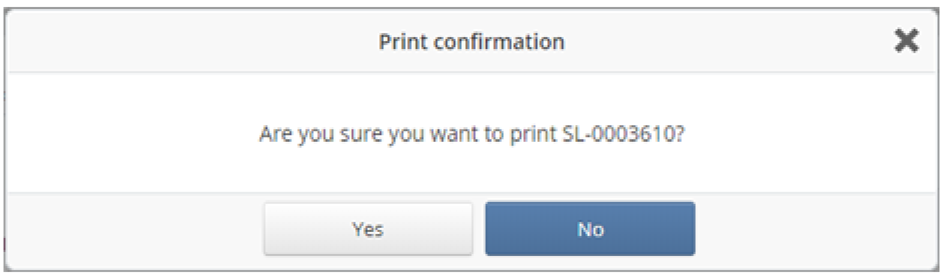
Generate a shift report

Generate a shift report

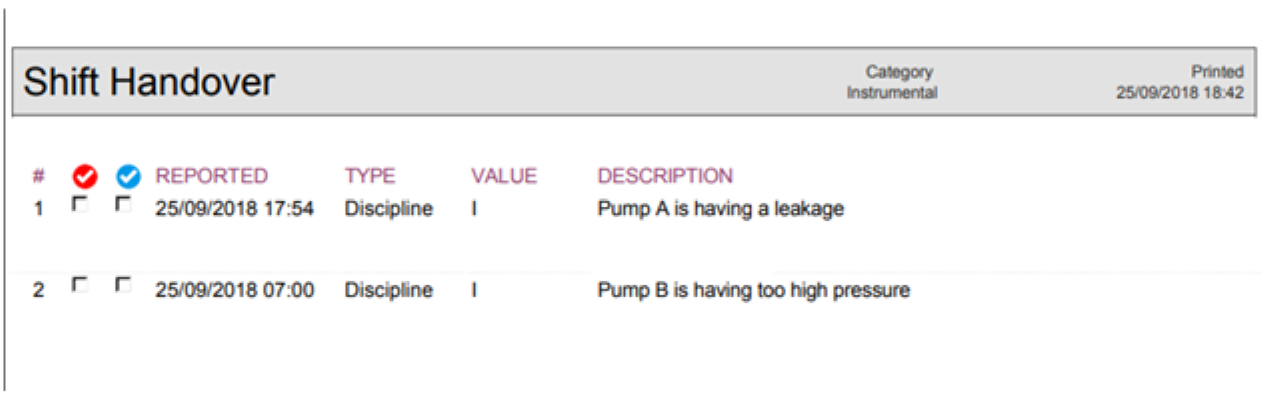
1. On the **Current Shifts** tab, click the **Print** icon next to the relevant shift



2. You will be prompted to confirm that you want to generate the printout. Click **Yes**.



A default report is generated and displays as PDF in the browser.



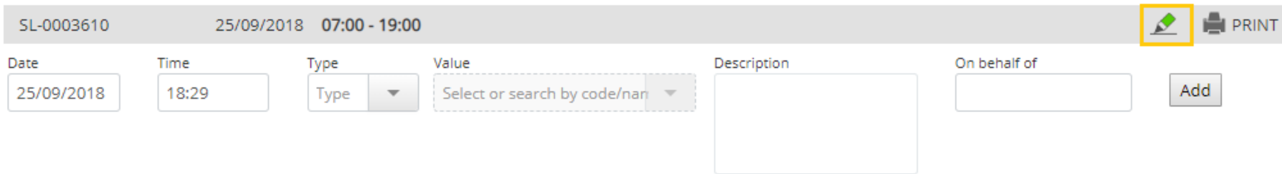
Sign outgoing and incoming shifts

Signing outgoing and incoming shifts

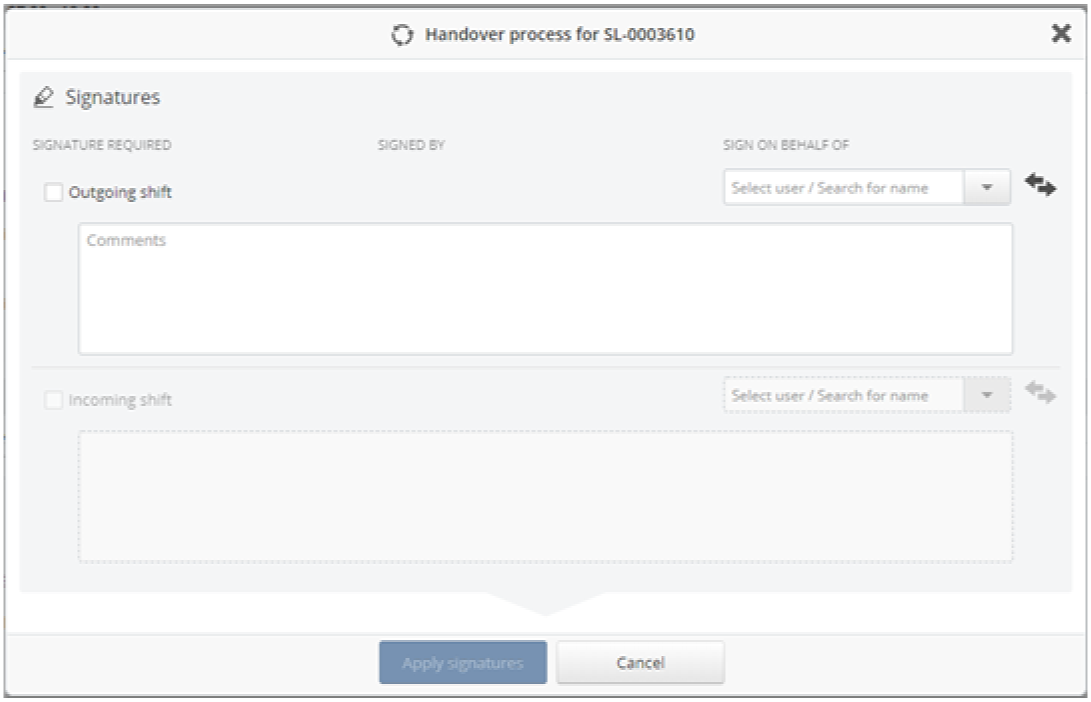
The system may be configured to have requirements for signing outgoing and incoming shifts.

Add a signature

1. Click the green **Signature**  icon.



The *Handover process* dialog box appears.



2. Select the **Outgoing shift** checkbox to sign the outgoing shift.
3. (Optional) Add a comment to the Comments field.
4. If needed, use **Sign on behalf of** option to sign on behalf of a user that is not present.
5. Click **Apply signature** to add the signature.

When the Outgoing shift is signed, the next incoming shift becomes editable and can be signed.

Adding and withdrawing signatures

Adding and withdrawing signatures

It's only possible to add signatures for the current and previous shift.
If no signatures are added, even if it's a requirement, the shift will still be closed with no signatures added. This does not stop the 'sliding window' of shifts to continue.

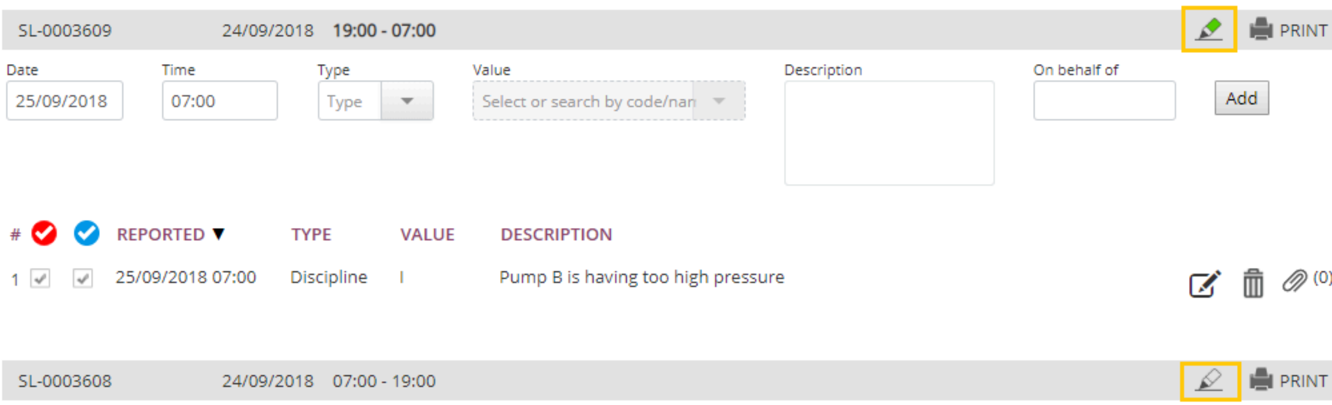
Icons

A requirement for adding a signature is then only indicated with the green icon.

	The green icon indicates that signatures are needed.
	The transparent icon indicates that the signature process has already taken place.

Withdraw a signature

It's also possible to withdraw a signature. This is reflected on the Signature tab.

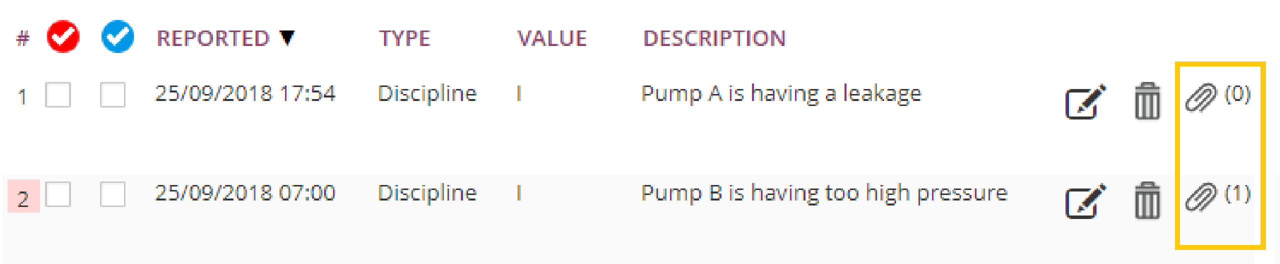


Add attachments to event

You can add an attachment to an event. This needs to be done after the event is added and clicking on the 'attachment' icon as shown below.
The icon displays the number of attachments added.

Add attachment to current shift

1. On the **Current Shifts** tab of the Shift Handover module, locate the event to edit.
2. Click the **Attachment** icon at the end of the row.

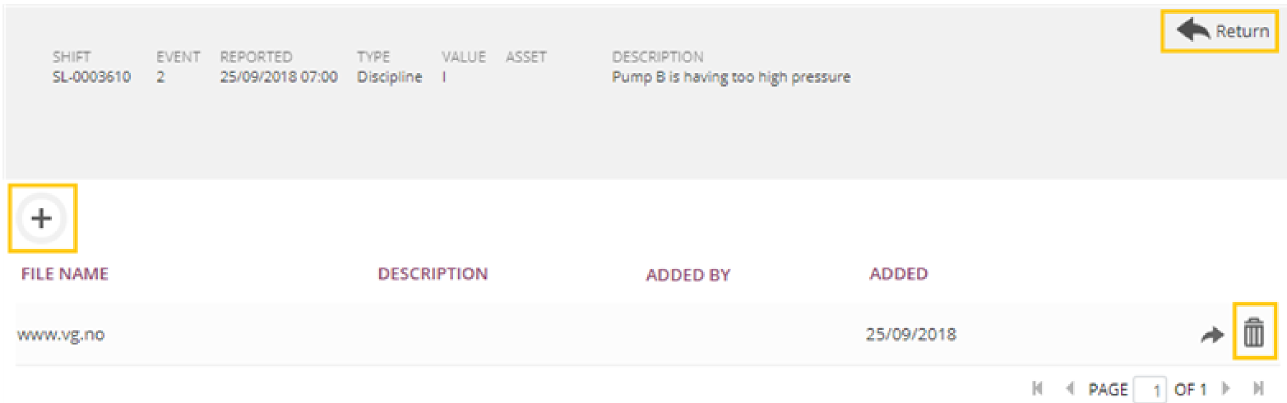


Attachments list

The Attachments page displays showing a list of the exiting attachments.

- Click **Add**  icon to add a new attachment.

- Click **Delete** icon to delete an attachment.
- Click **Return** icon to returning to the main page.



Shift logs

Shift Logs tab

The **Shift Logs** tab provides list of all generated shift logs and events.

- Shifts view - All the registered Shift Logs.
- Events view - All the events registered in the shift logs.

Switch between Shifts view and Events view

- Click the **Shifts** and **Events** buttons in the upper right corner.

Search Shift logs

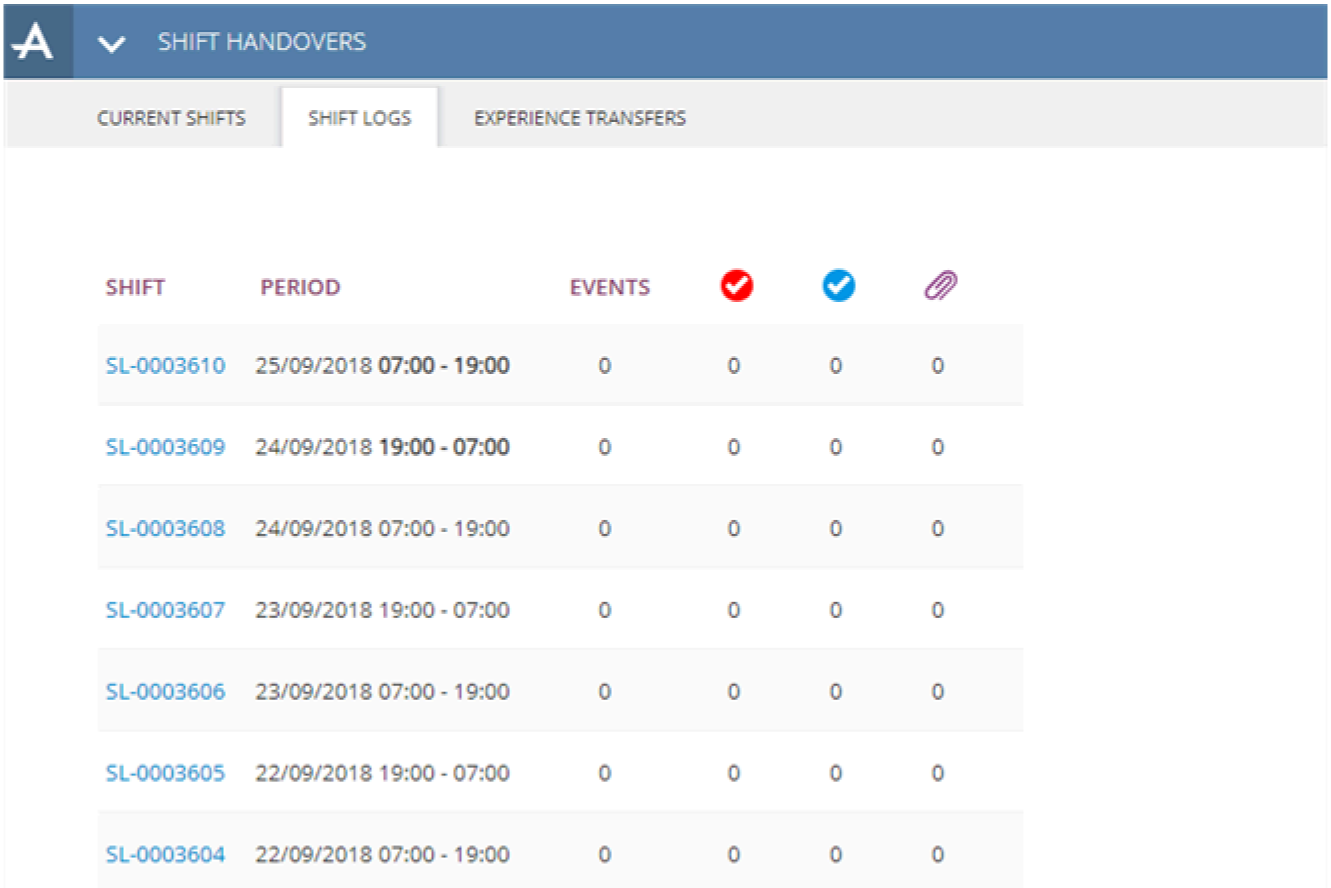
You can search for shift logs or events with the Search panel. See Search for shift logs and events.

Auto-generated

The shift logs are generated automatically based on the configuration as described in the *AVEVA™ Operational Safety Management Administrator Help*.

You cannot create new shift logs manually. The data is created automatically based on the Shift categories that determines information such as:

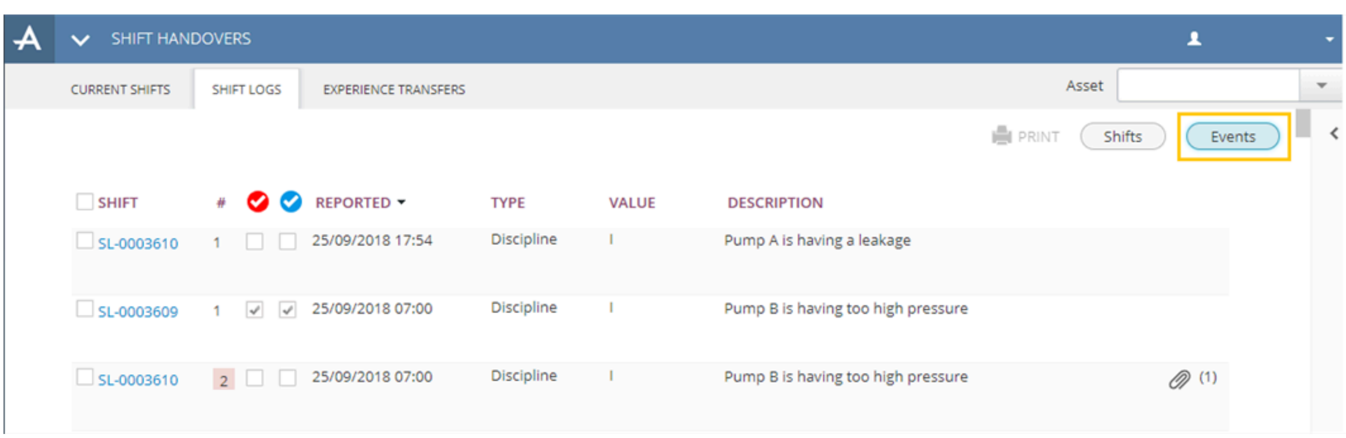
- When a shift should start.
- The amount of time in a shift.
- How many shifts in a 24-hour time period.



Events view

Switch to Events view

- On the **Shift Logs** tab, click the **Events** button.



Icons

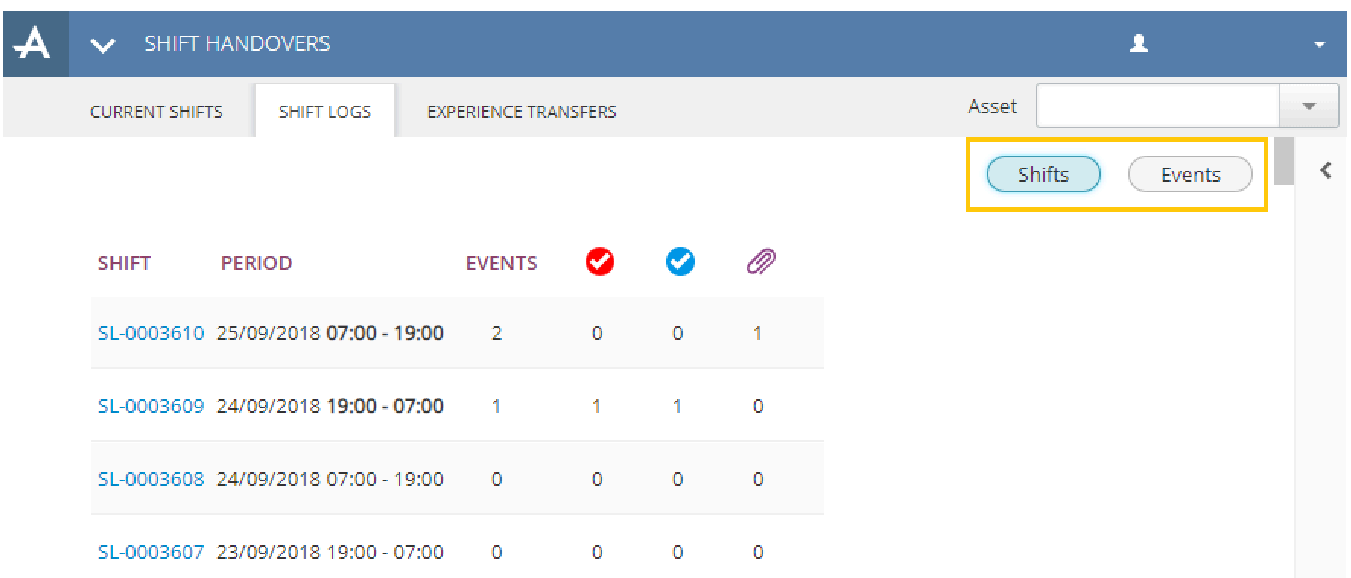
These icons appear on the Events view.

Icon	Description
	Event copied to the next shift.
	Event for experience transfer.
	Attachment

Shifts view

Switch to Shifts view

- On the **Shift Logs** tab, click the **Shifts** button.



Icons

These icons appear on the Shifts view.

Icon	Description
	Event copied to the next shift.
	Event for experience transfer.
	Linked isolation plans

Search for shift logs and events

Search

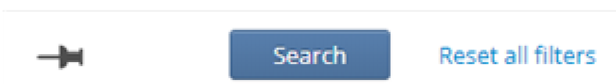
You can search for Shifts and Events with the Search panel.

Open the Search panel

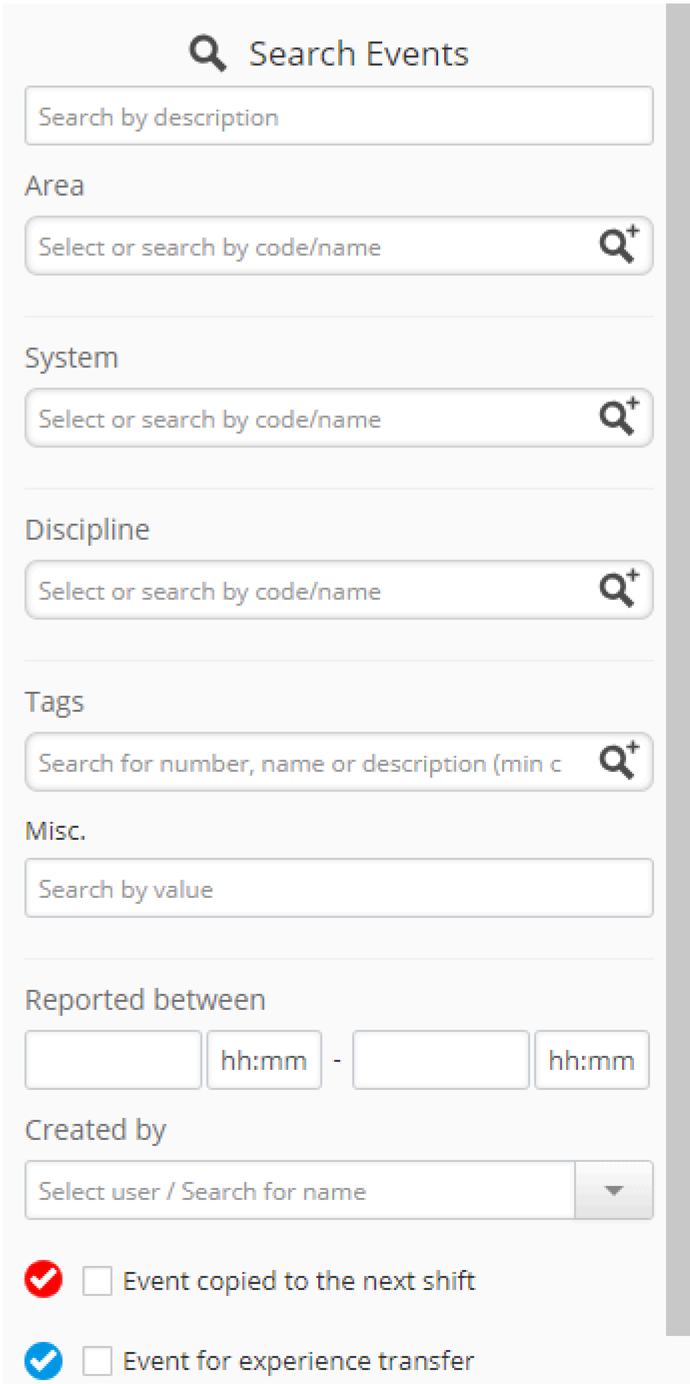
1. Click the icon on right side of the screen. The Search panel expands with different parameters, depending on the type of entity.
2. Select the search details and click **Search** to search the current tab with the given parameters.

Reset the search query

- Click **Reset** to reset the query values.



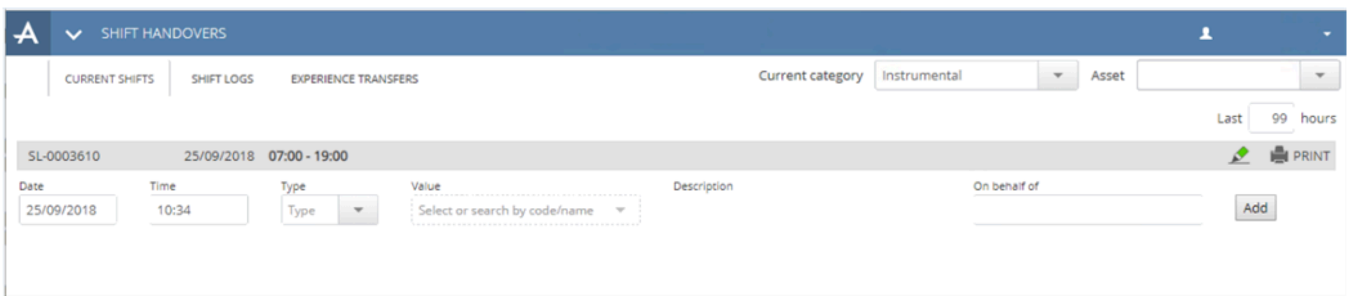
When you are finished, click to close the Search panel.



Fill out Shift Event fields

These are the fields for a Shift Event item.

Field	Description
• *Date*	Date for the event.
• *Time*	Time for the event.
• *Type*	Select an event type as of Area, Discipline, System, Tag, Misc.
• *Value*	Select the value itself which is based on the type selected. For the type Misc, this is a free text field.
• *Description*	A description for the event added.
• *On behalf of*	A person which this event is registered on behalf of.



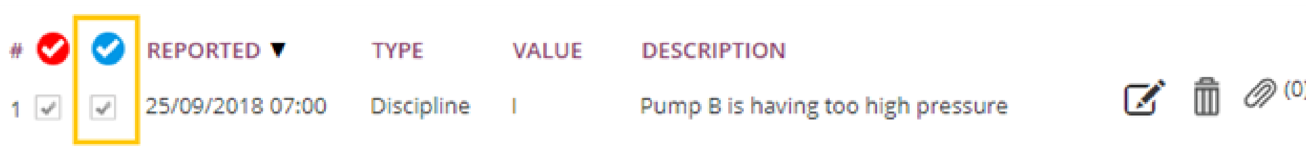
Mark an event as available for experience transfer

Available events

In the experience transfer entity, only the registered events which have the checkbox under the blue icon will be available.

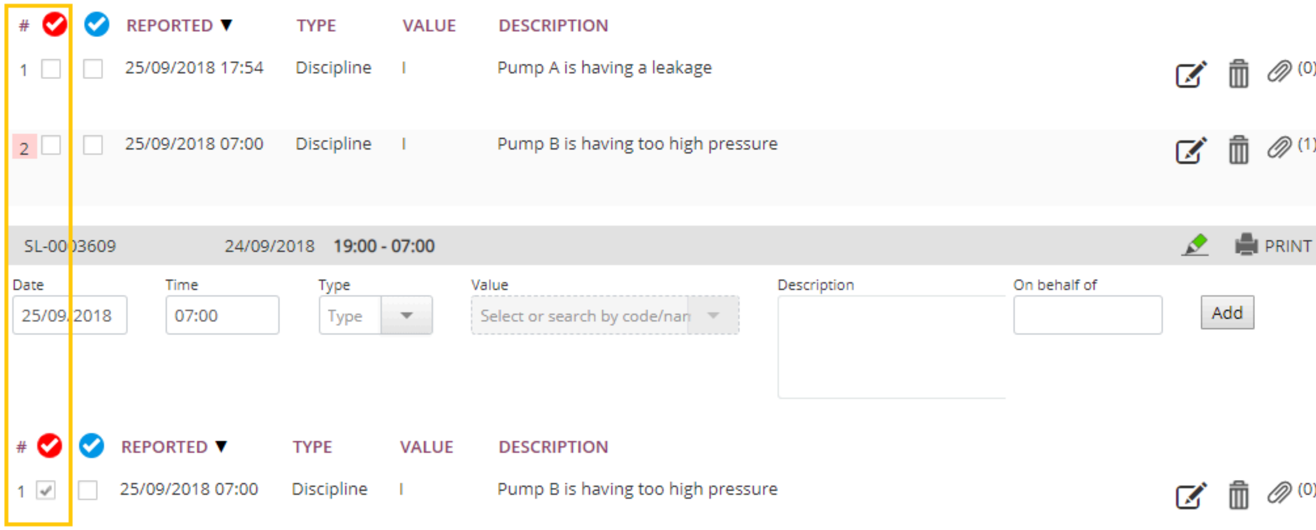
Mark an event as available

- Select the checkbox under blue icon to **Mark an event to be available for experience transfer**.



Copy an event to current shift

You can choose to automatically copy an event from a previous shift to the current shift by selecting the **Mark an event to be copied to the next shift** checkbox under the red checkmark icon . The number becomes highlighted in red in the current shift as shown.



Details for shift logs

When you click on a shift log in the Shift Handover Library, you can access an overview of the details for that specific shift log.

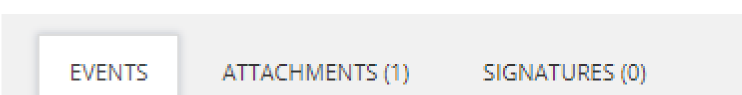
Read only

It will not be possible to edit the shift log, only view it.

Any adding or editing of events needs to be done on the Current Shifts page.

Shift Log tabs

Each shift log has these tabs containing the details about the shift log.



• Events	View shift events associated with shift log.
• Attachments	Add attachments to the shift log.

• Signatures	View signatures for shift log.

View events for shift log

Events tab

The **Events** tab provides an overview of the registered events for that shift log.

Information header

The Information header across the top of the screen provides details about the form and action buttons.

Icons

These icons appear on the Events tab.

Icon	Description
	Event copied to the next shift.
	Event for experience transfer.
	Linked isolation plans

Manage attachments for shift log

The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

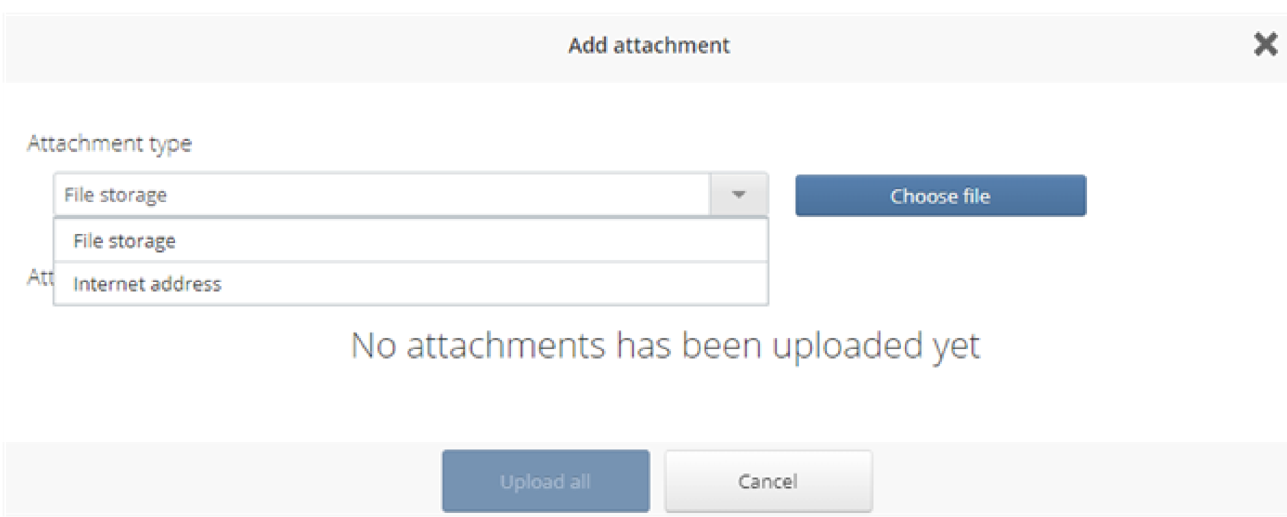
- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

Guidelines for adding files and URLs as attachments

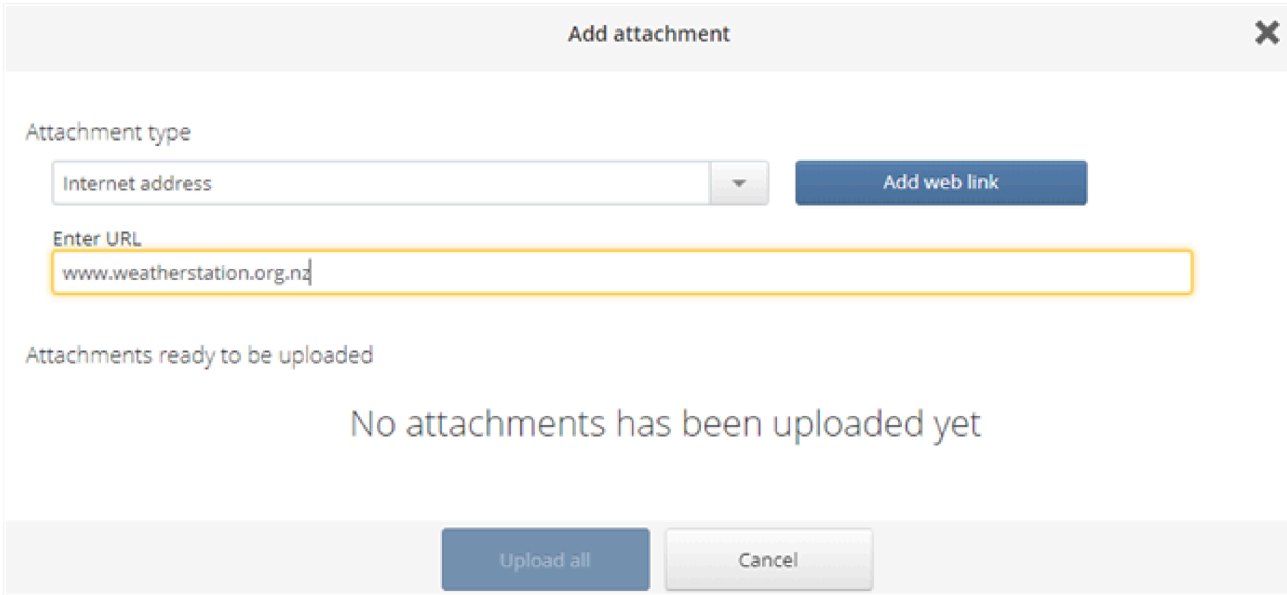
- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

Add an attachment

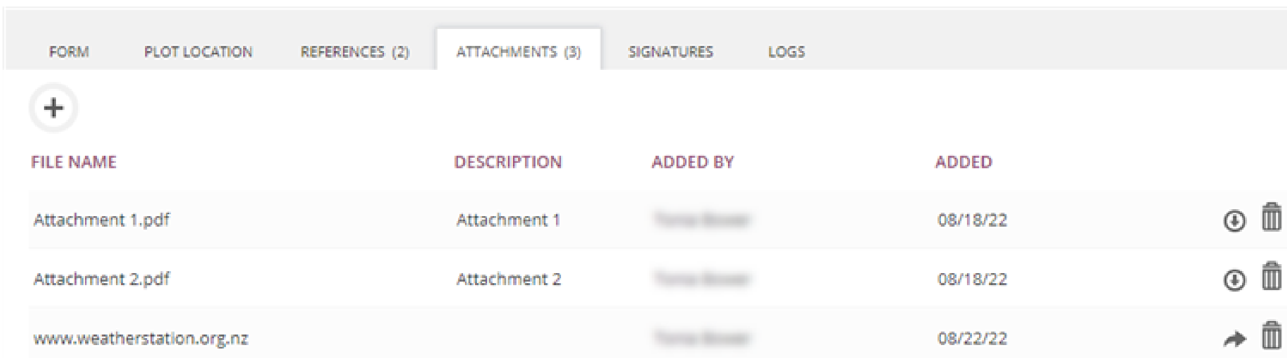
1. Select the **Add**  icon to add a new attachment.
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.

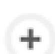


5. When you have finished adding files or URLs, click **Upload all**.



Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.

Icon	Description
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

View signatures for shift log

Signatures tab

The **Signatures** tab provides an overview of the added signatures for the incoming and outgoing shifts. This also includes any signature removal and a record of the person who removed the signature, included a timestamp for when this happened.

Experience transfers

What is an experience transfer?

An Experience Transfer is a set of events from a shift category that happened within a certain time period. A supervisor can select a subset of events to include in an Experience Transfer. Multiple subsets can be selected from the same shift category with different time queries.

Shift events

Events from this period, with the blue icon selected become part of the experience transfer.

It’s also possible to add additional events and attachments which will become part of the experience transfer.

Experience Transfers tab

On the Experience Transfers tab, you can view all the created experience transfers and Events for this location.

Toggle between the two views.

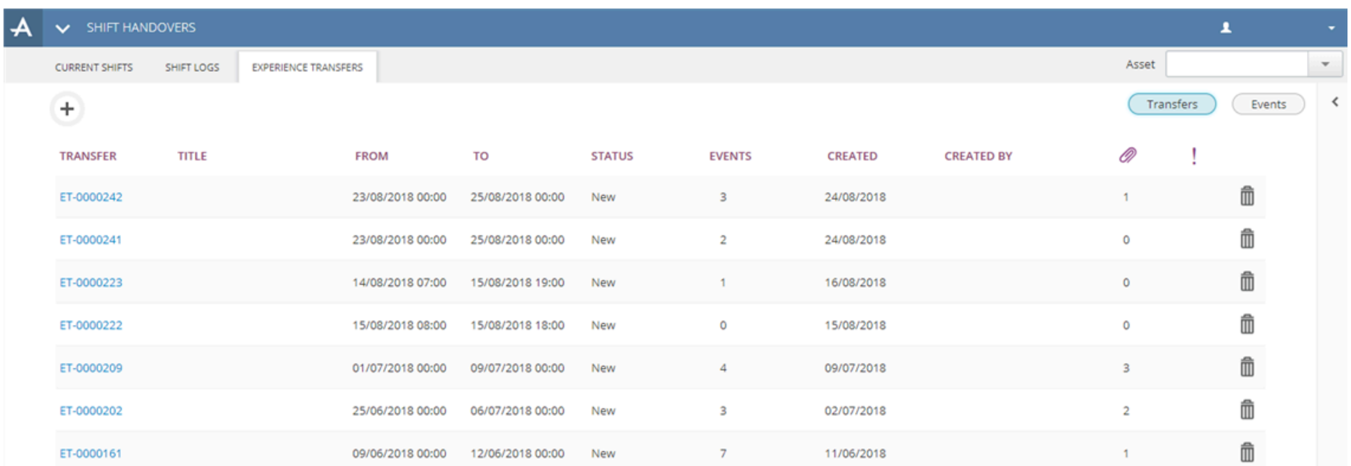
- Transfers - All the registered experience transfers.
- Events - All the events registered in the experience transfers.

Create a new experience transfer

Click the **Add (+)** icon to create a new experience transfer.

Search for experience transfer or event

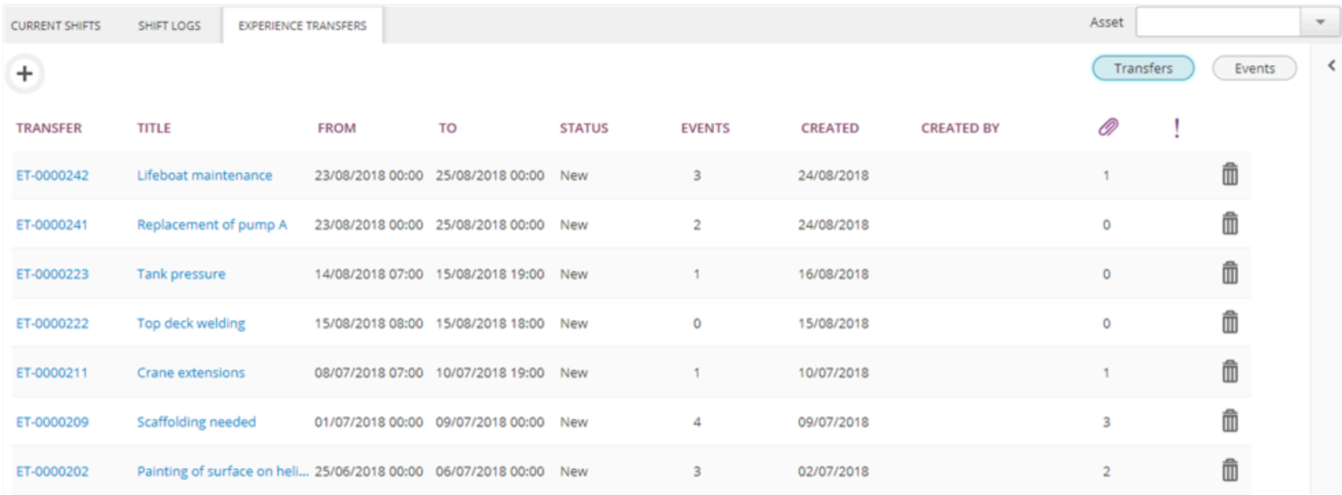
Use the Search panel to perform a search for experience transfers or events.



Transfers view

Switch to Transfers view

- Click the **Transfers** button.



Icons

These icons appear on the Transfers view.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Number of attachments.
	Indicates that the original event has been changed.
	Click the **Delete** icon to delete an existing attachment.

Events view

Switch to Events view

- Click the **Events** button.

Icons

These icons appear on the Experience Transfers view.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Number of attachments.
!	Indicates that the original event has been changed.
	Click the **Delete** icon to delete an existing attachment.

Search for transfers and events

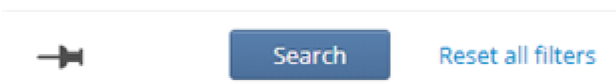
You can search for Shifts and Events with the Search panel.

Open the Search panel

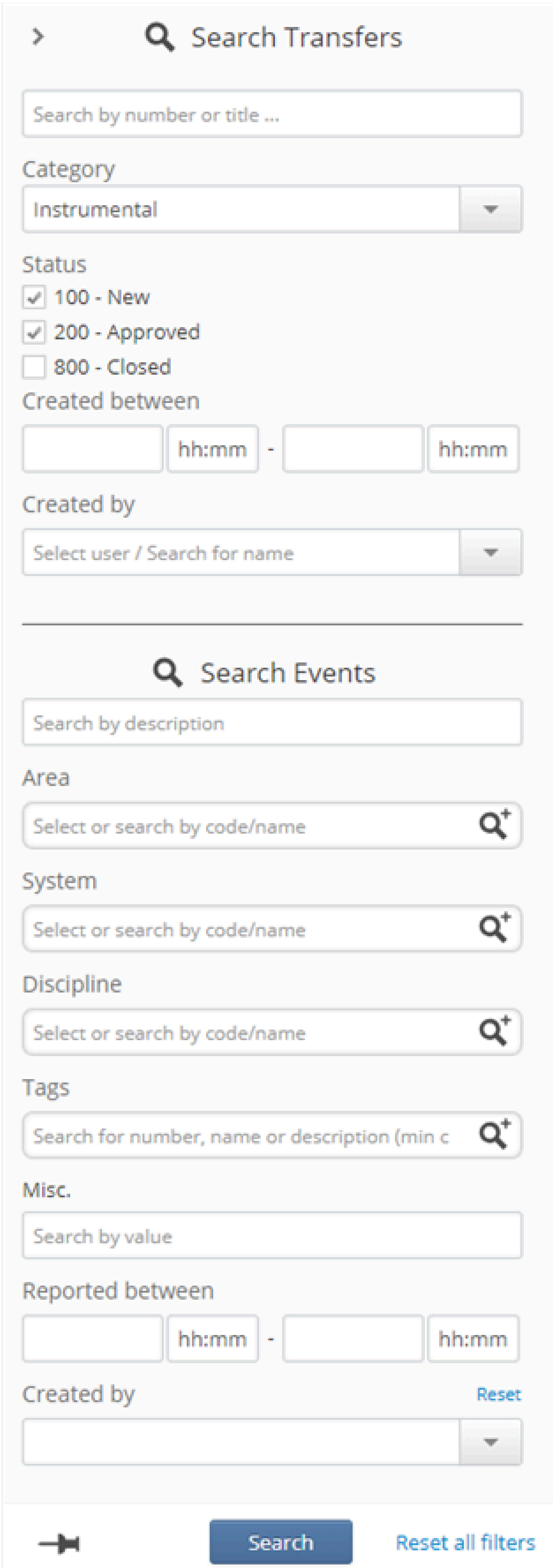
1. Click the icon on right side of the screen. The Search panel expands with different parameters, depending on the type of entity.
2. Select the search details and click **Search** to search the current tab with the given parameters.

Reset the search query

- Click **Reset** to reset the query values.



When you are finished, click to close the Search panel.


Search Transfers
Search by number or title ...
Category
Instrumental
Status
100 - New
200 - Approved
800 - Closed
Created between
hh:mm
hh:mm
Created by
Select user / Search for name
Search Events
Search by description
Area
Select or search by code/name
System
Select or search by code/name
Discipline
Select or search by code/name
Tags
Search for number, name or description (min c
Misc.
Search by value
Reported between
hh:mm
hh:mm
Created by
Reset
Search
Reset all filters

Work with experience transfers

Working with experience transfers.

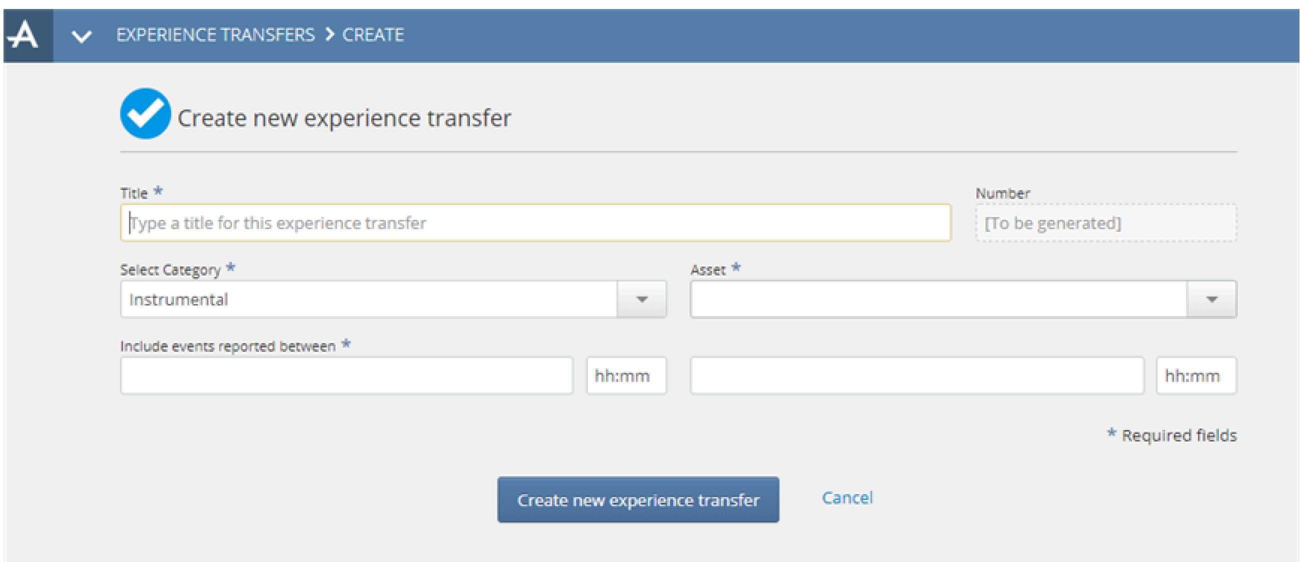
- Create new experience transfer
- Edit an experience transfer
- Approval workflow for experience transfer
- Print an experience transfer

Create new experience transfer

Create a new experience transfer

1. In the Shift Handover Library, on the Experience Transfers tab, click the **Add**  button.
2. On the Create new experience transfer screen, enter the details. The fields with a blue star indicated required information.

   For more information, see Fill out experience transfer fields.
3. Click **Create new experience transfer**.

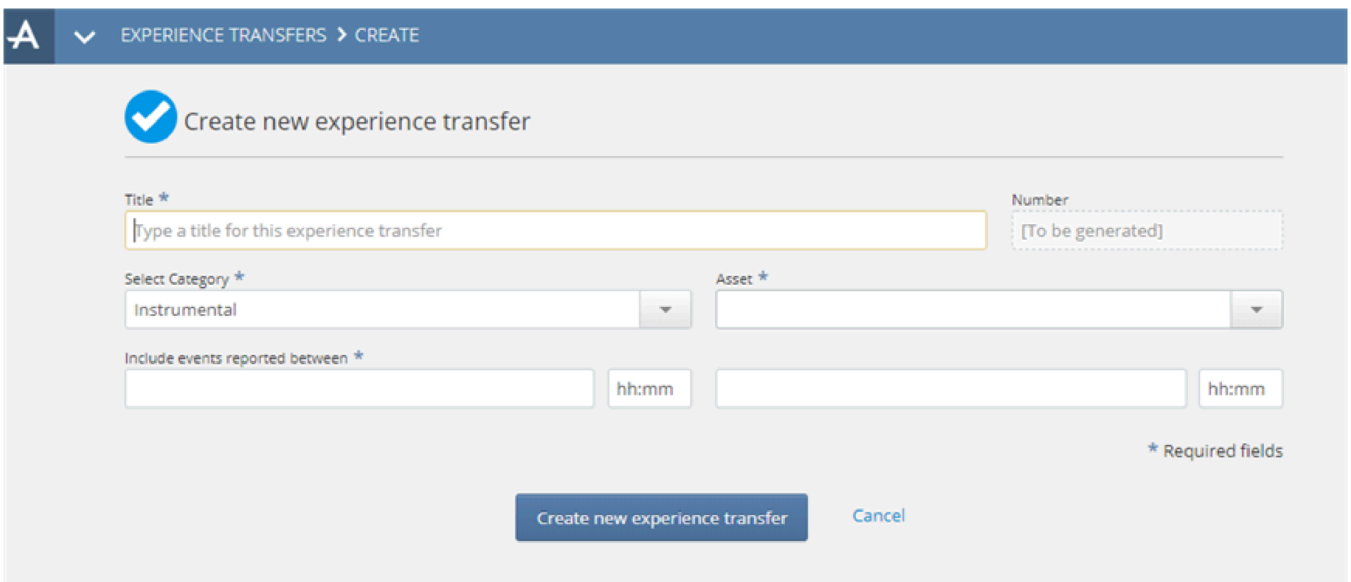


Next step: Add events for experience transfers

Fill out experience transfer fields

These are the fields on the **Create new experience transfer** form. Fields with an asterisk are required.

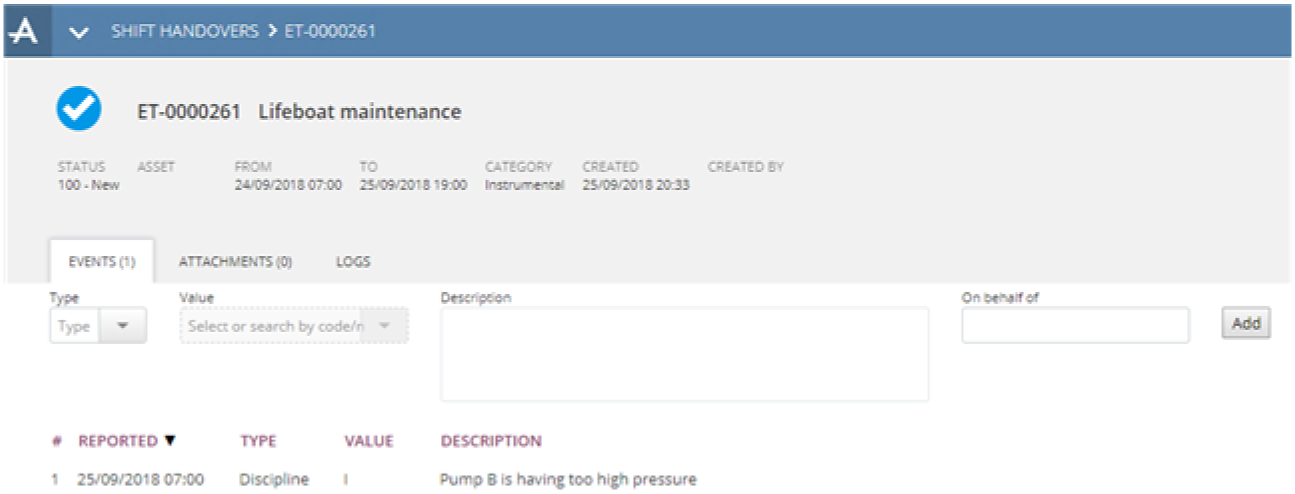
Field	Description
• *Title**	The title for the experience transfer.
• *Number*	The form number will be auto-generated with the prefix .
• *Select Category**	The Shift category which this experience transfer will be created for.
• *Site**	The Site this experience transfer will be created for.
• *Include events reported between*	All the events that occurred within this time period and with a blue icon checked will be part of the experience transfer.



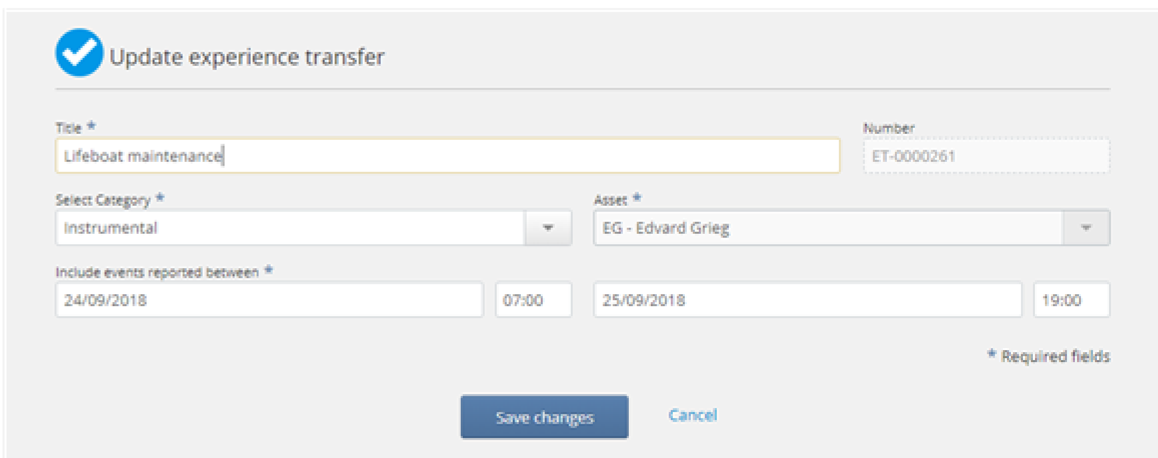
Edit an experience transfer

Edit an experience transfer

1. You can edit a transfer by clicking the **Edit** icon in the upper-right corner.



2. On the **Update Experience transfer** dialog box, you can edit the values.
3. Click **Save Changes**.



Approval workflow for experience transfer

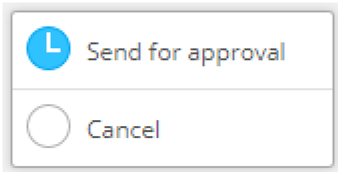
Approval workflow

A simplified workflow is part of the experience transfer.

Approve	New > Approved
Reset to New	Approved > New
Close	New > Closed Approved > Closed

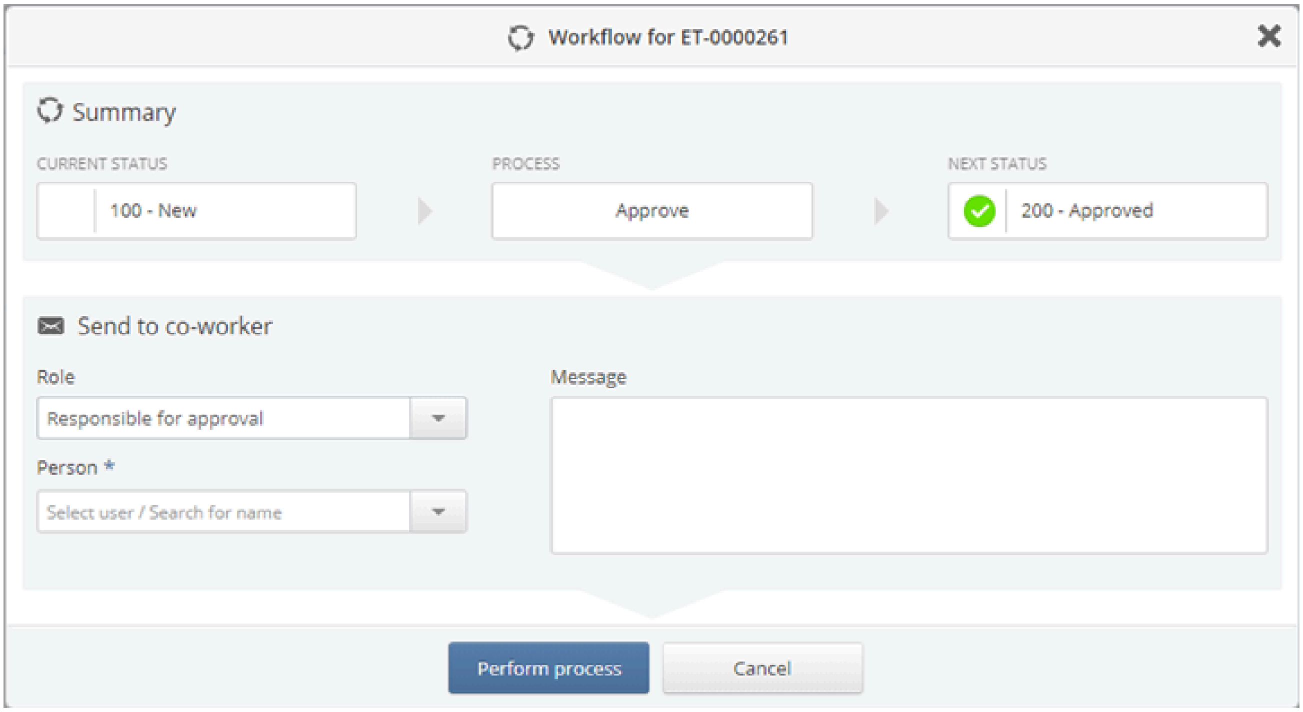
Process the workflow

1. Click **Workflow** in the upper-right corner and the select the appropriate process.



The **Workflow** dialog box appears.

2. You can specify the name and role of the person to send to for approval, and add a message.
3. Click **Perform process**.

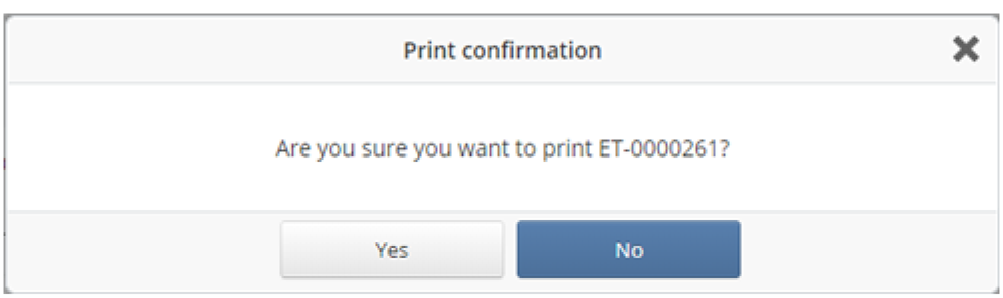


Print an experience transfer

You can generate a PDF of an experience transfer.

Print an experience transfer

1. Click the **Print** icon in the upper-right corner to generate a default printout. You will be prompted to confirm the printout.
2. Click **Yes**.



A printout will be generated as a PDF and display in the browser window.

Details for experience transfer

Details tabs for experience transfers

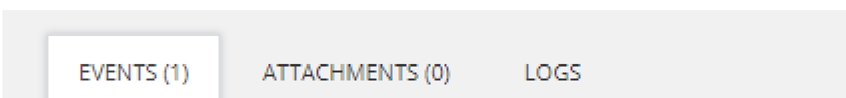
When you click on an experience transfer in the Library, you can access an overview of the details for that specific experience transfer.

Open an experience transfer

- Double-click an experience transfer in the Library.

Experience Transfer tabs

Each experience transfer has several tabs containing the details about the experience transfer.



• Events	Add events to the experience transfer.
• Attachments	Add attachments to the experience transfer.
• Logs	View log for the experience transfer.

Add events for experience transfers

Events tab

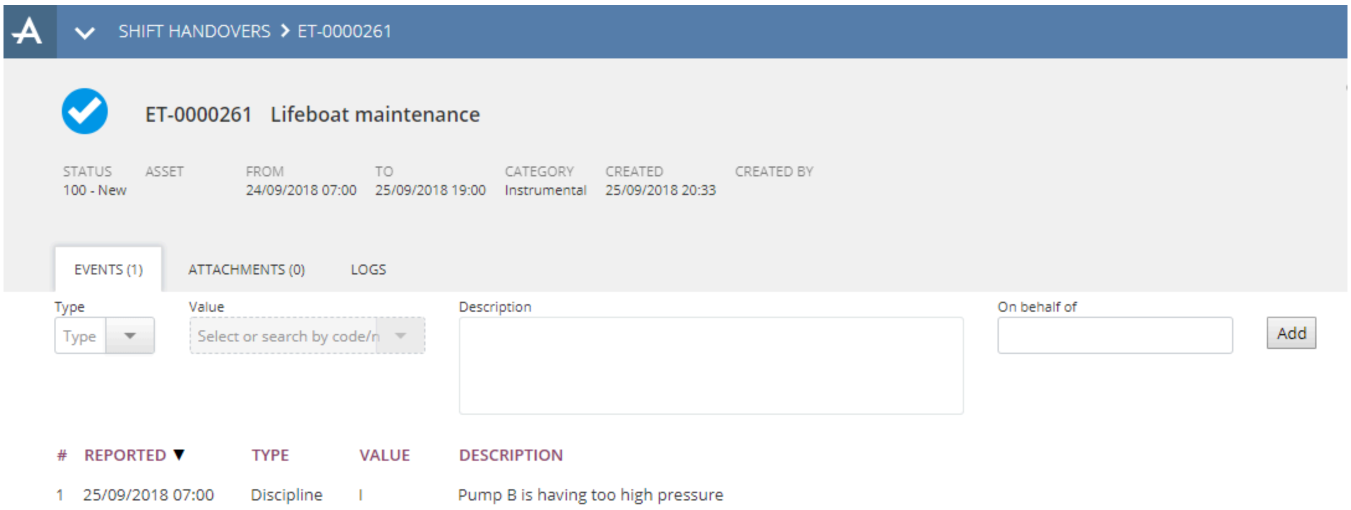
The **Events** page shows all the events that are part of this experience transfer.

Information header

The Information header across the top of the screen provides details about the form and action buttons.

Add an event

- Add additional events



Icons

These icons appear on the Events tab.

Icon	Description
	Click **Delete** icon to delete an existing task.
!	Indicates that the original event has been changed.

Manage attachments for experience transfers

The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.

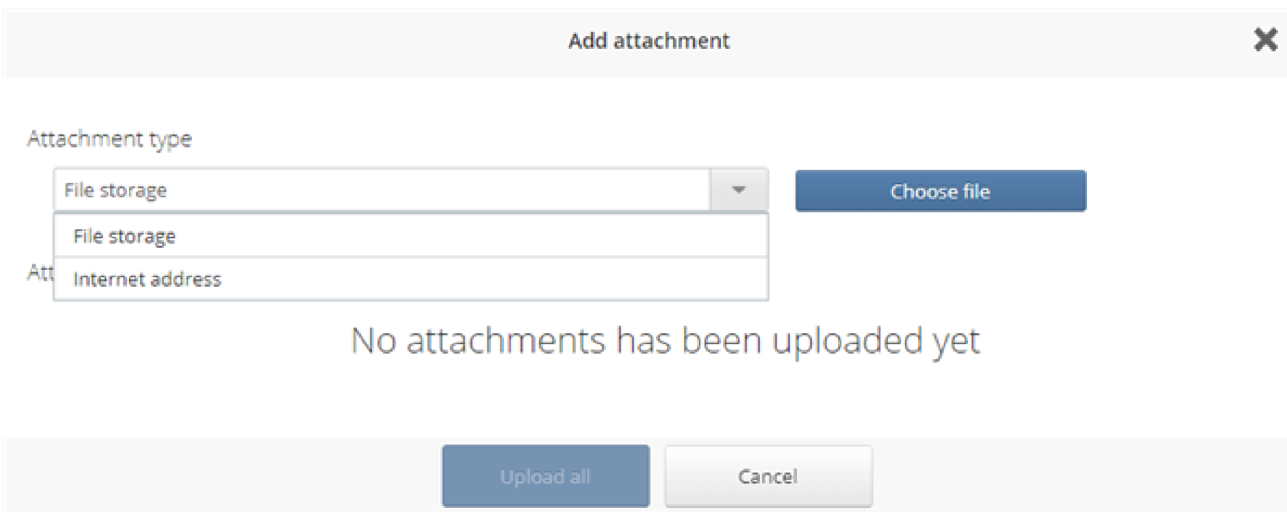
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

Guidelines for adding files and URLs as attachments

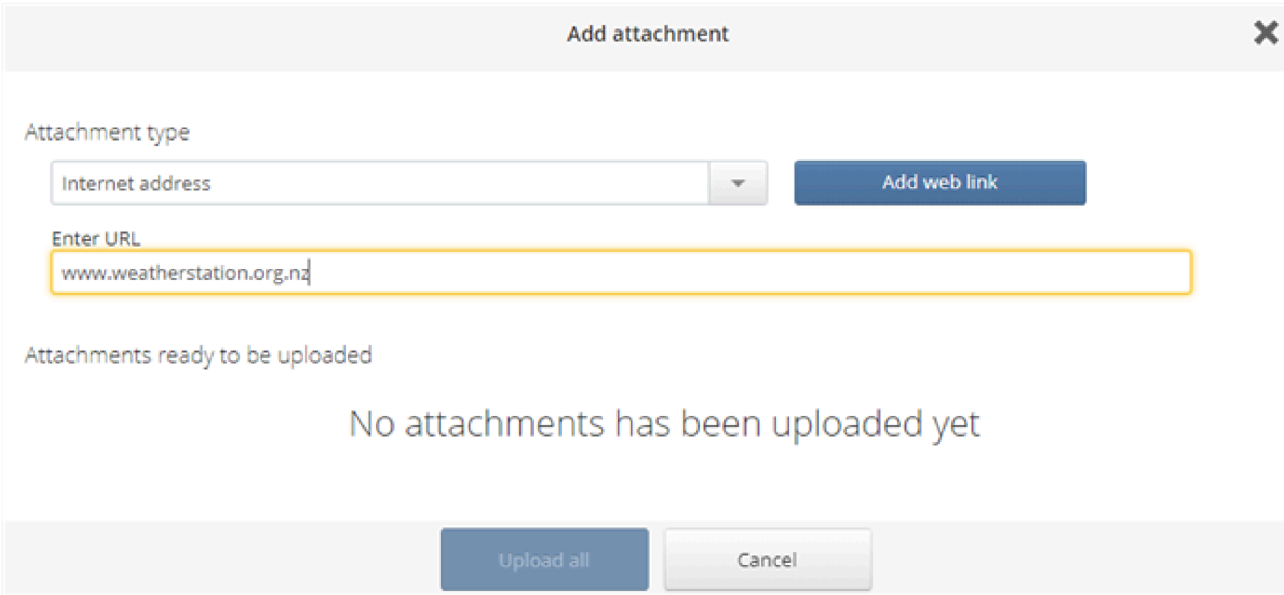
- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

Add an attachment

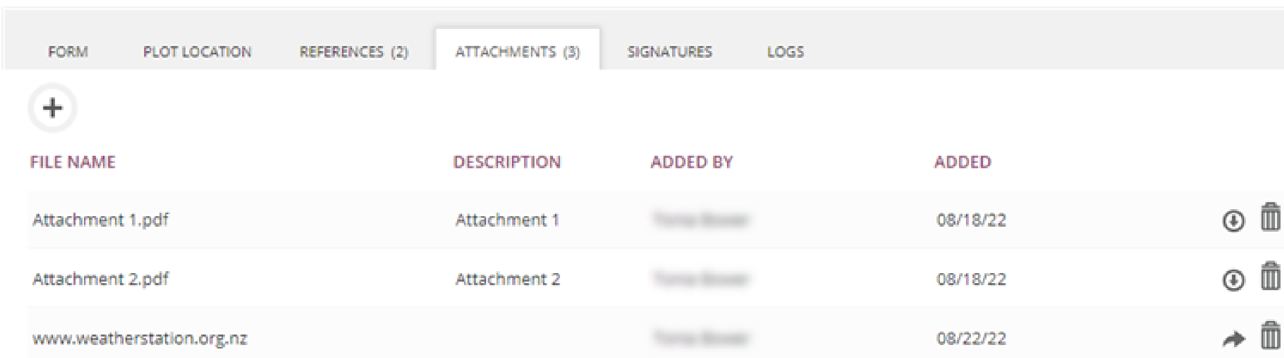
1. Select the **Add** icon to add a new attachment.
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.



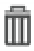
5. When you have finished adding files or URLs, click **Upload all**.



Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.

Icon	Description
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

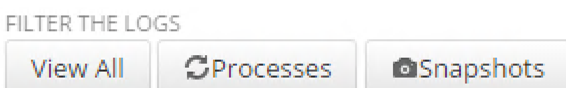
View Logs for experience transfers

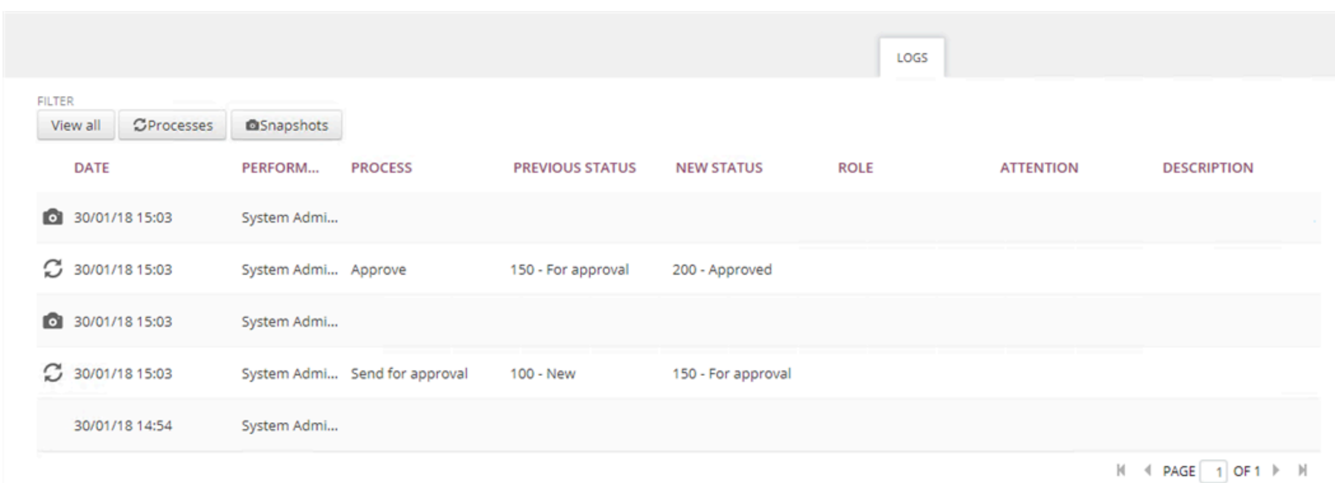
Logs tab

The **Logs** tab contains a list of changes. This also includes process changes  and snapshots .

Switch Log filter

- On the **Logs** tab, click **View All**, **Processes**, or **Snapshots** to change the filter.





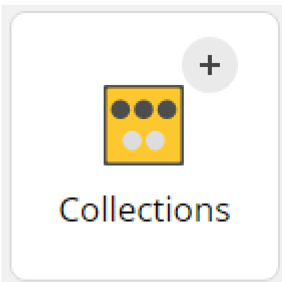
Icons

These icons appear on the Logs tab.

Icon	Description
	A process change that moves the item from one status to another status in the workflow.
	A snapshot of data at a specific time.

Collections

This section contains topics that relate to collections.



Collections Library

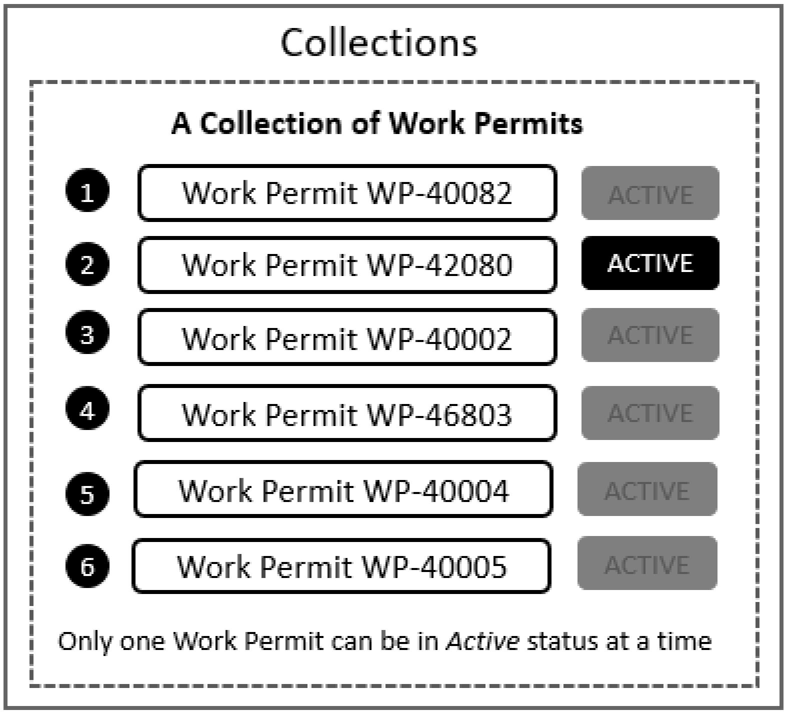
The **Collections** module supports adding work permits to a collection when the permits have a relationship to each other.

For example, the work permits relate to a specific job and the work should be performed in a certain order:

- Sequentially, and/or
- One at a time

The main functionality is to add dependencies between the entities.

If it is necessary to run several work permits in parallel with their own dependencies, then you can create several collections.



Collection groups

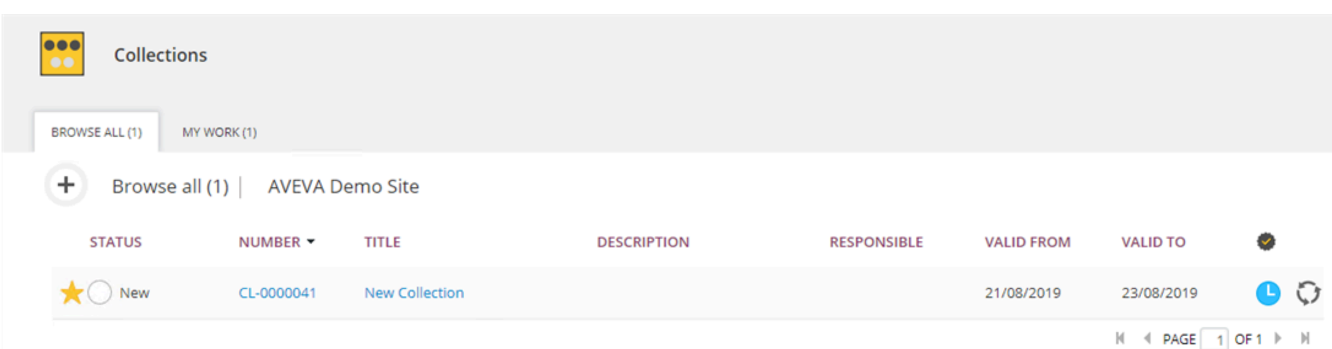
A collection can consist of several collection groups. A group (of work permits) in a collection will have a set of properties. The properties can be configured per group and a collection can only have one group of the same type. For example, a collection cannot have two groups with work permits.

A collection group can contain only objects of same entity. For example, work permits can not be in same group as work orders. A group is the same as a section in the References page of work permit.

Library tabs

The Collections library page has the following tabs:

- Browse All - The **Browse All** tab lists all the collections for particular location.
- My Work - The **My Work** tab shows only those collections for a particular location that are added to current user's My Work.



Browse all collections

The **Browse All** tab displays all the collections in the Collection library for this location.

View details of a collection

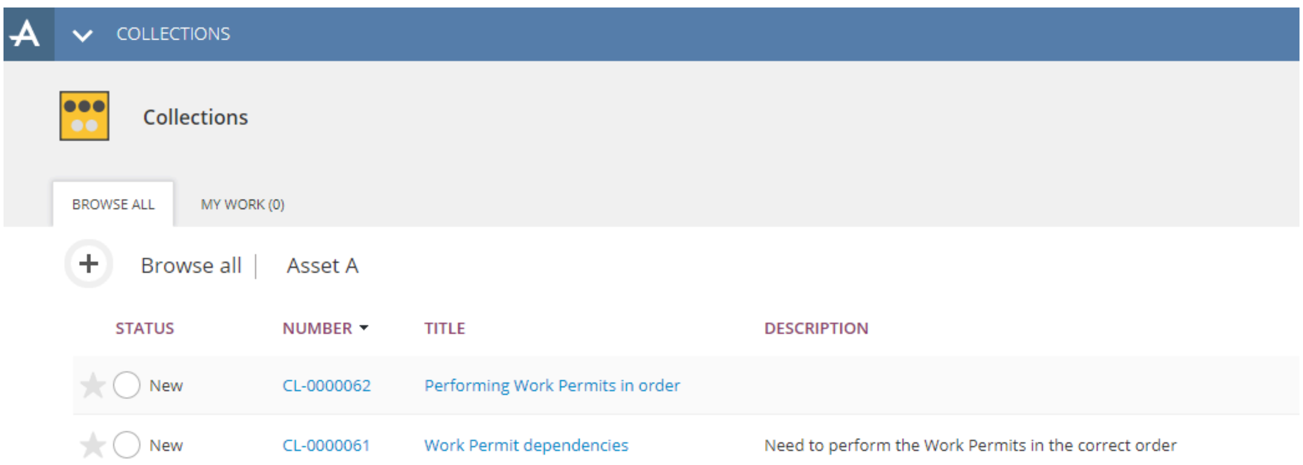
- Click any row to view the details tabs of that collection.

Create a new collection

- Click the **Add** icon to create new entity.

Add a collection to My Work

- Click the **Star** icon to add the collection to My Work. When an item is selected, the star turns yellow .



Library icons

These icons appear on the Library page.

Icon	Name	Description
	My Work icon	Click the star icon to add the item to My Work.
	Signature icon	Indicates whether the item is in signing process. If signatures are complete, the icon is green.
	Status icon	Indicates the current status of the item.

Icon	Name	Description
	Process Workflow icon	Click the Workflow icon to show all the available processes for the current item.

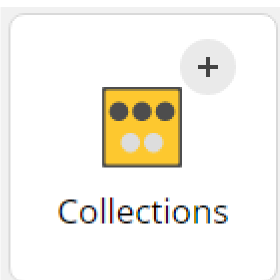
Work with collections

- Create a collection
- Fill out Collection fields
- Add a new work permit to collection
- Set Work Permit Options
- Reorder work permits

Create a collection

Create a new collection

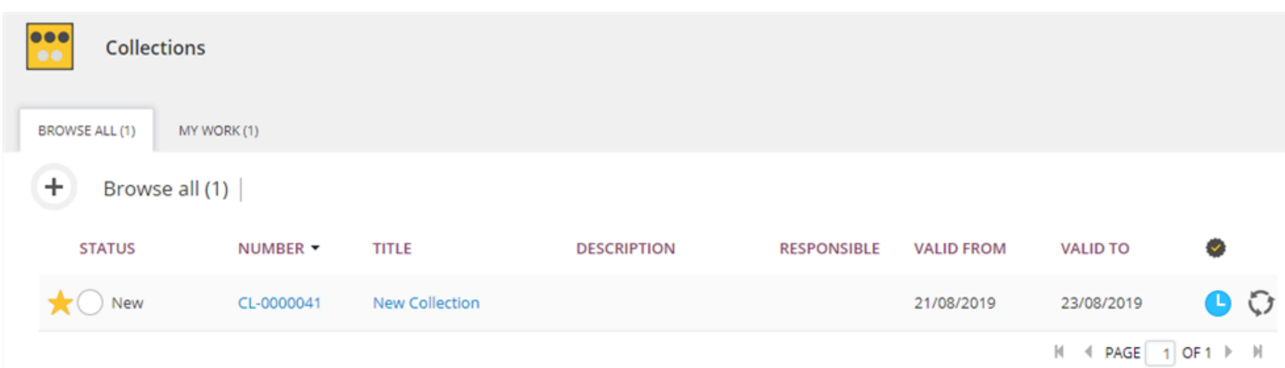
You can create a new collection from the OSM Home page or from the library page.



The Browse All tab contains all collections. Initially, there are no collections.

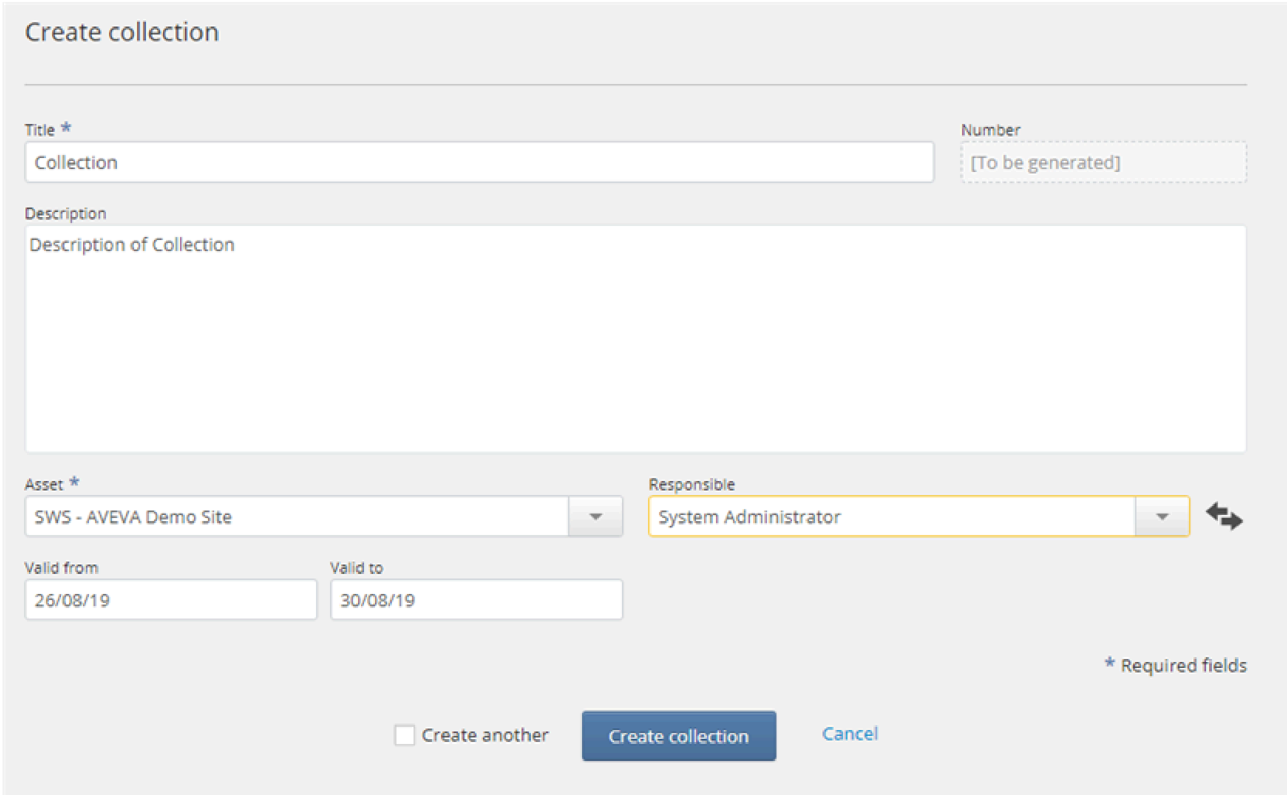
Create from Library page

1. On the Collections Library page, click the **Add**  button to create a new collection.



The Create Collection dialog box appears.

2. Enter the details and click **Create Collection**.



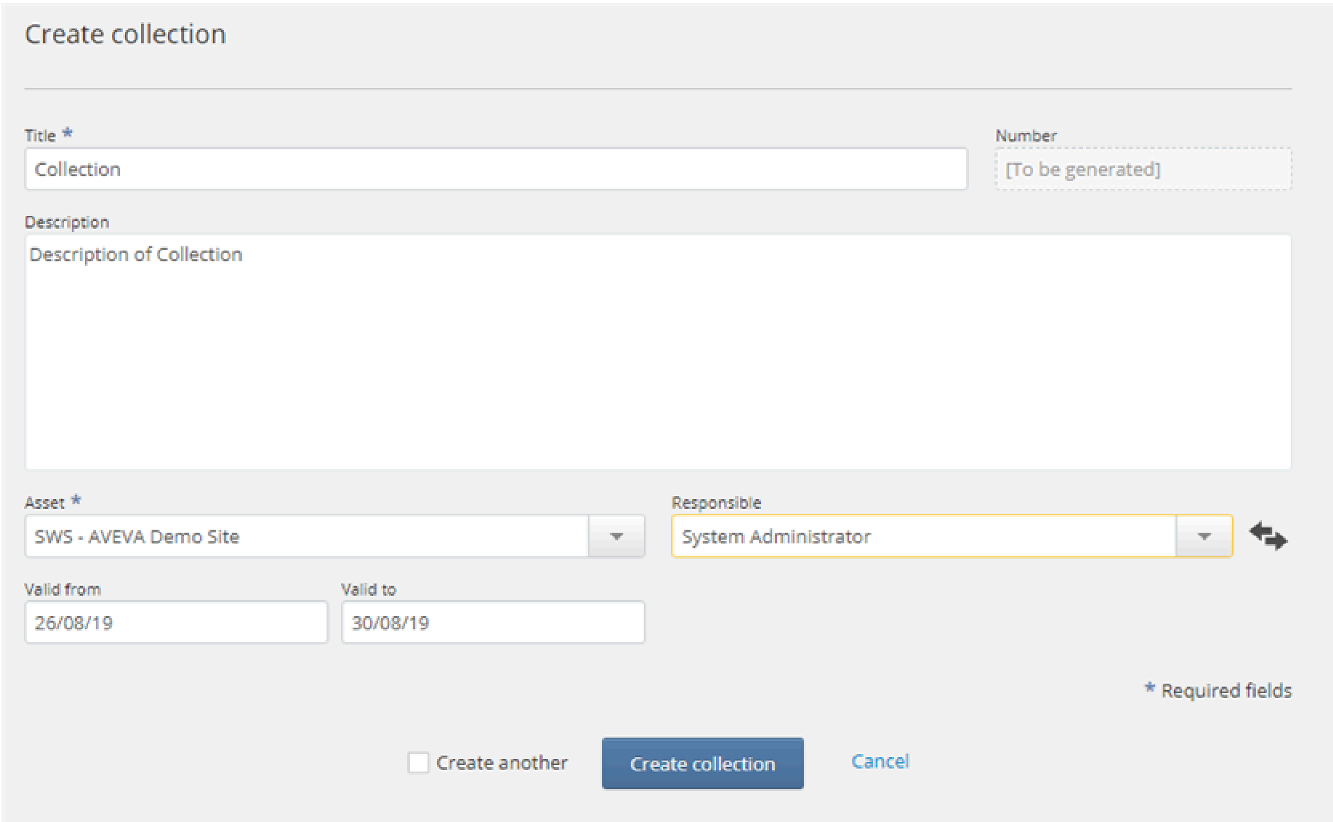
Next step View work permits in collection

Fill out Collection fields

These are the fields for a collection item. Fields with an asterisk are required.

Field	Description
• *Title**	The title of the supplementary form. This field is required.
• *Number*	The number will be auto-generated.
• *Description*	A description of the collection.
• *Site**	The site where the collection will be used. This field is required.
• *Responsible*	The name of the person creating the collection. Select from the drop-down list, or click **Swap to free text** to enter a name.

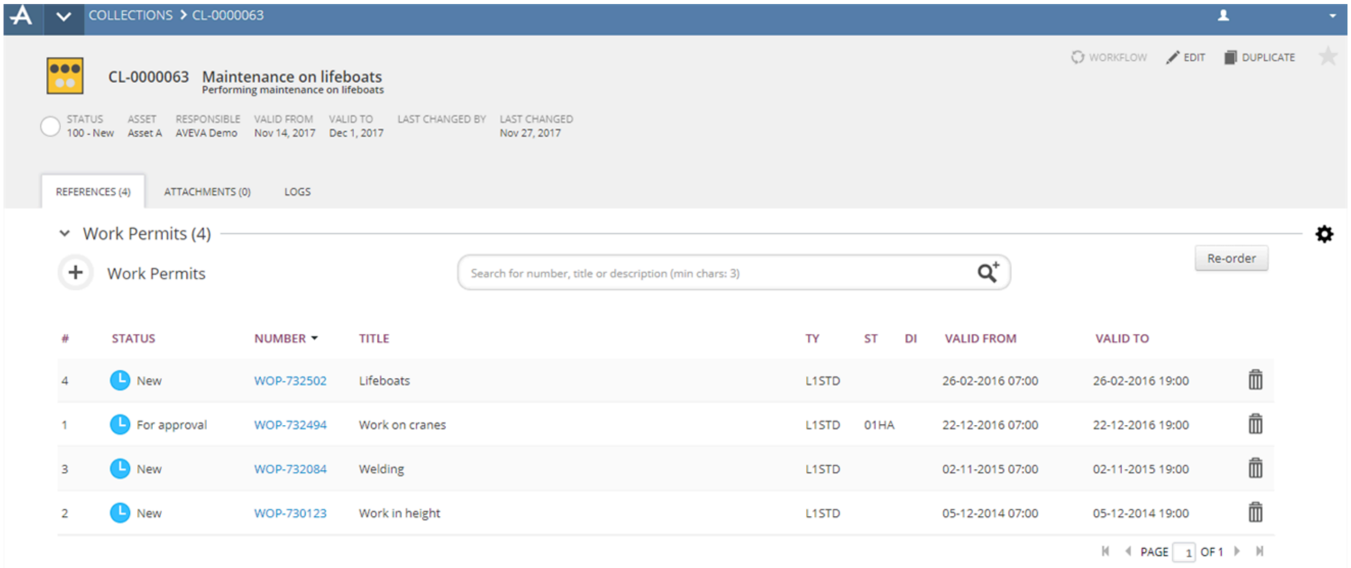
Field	Description
• *Valid from*	A start date that the collection will be valid.
• *Valid to*	An end date that the collection will be valid.



Add a new work permit to collection

Add a new work permit to collection

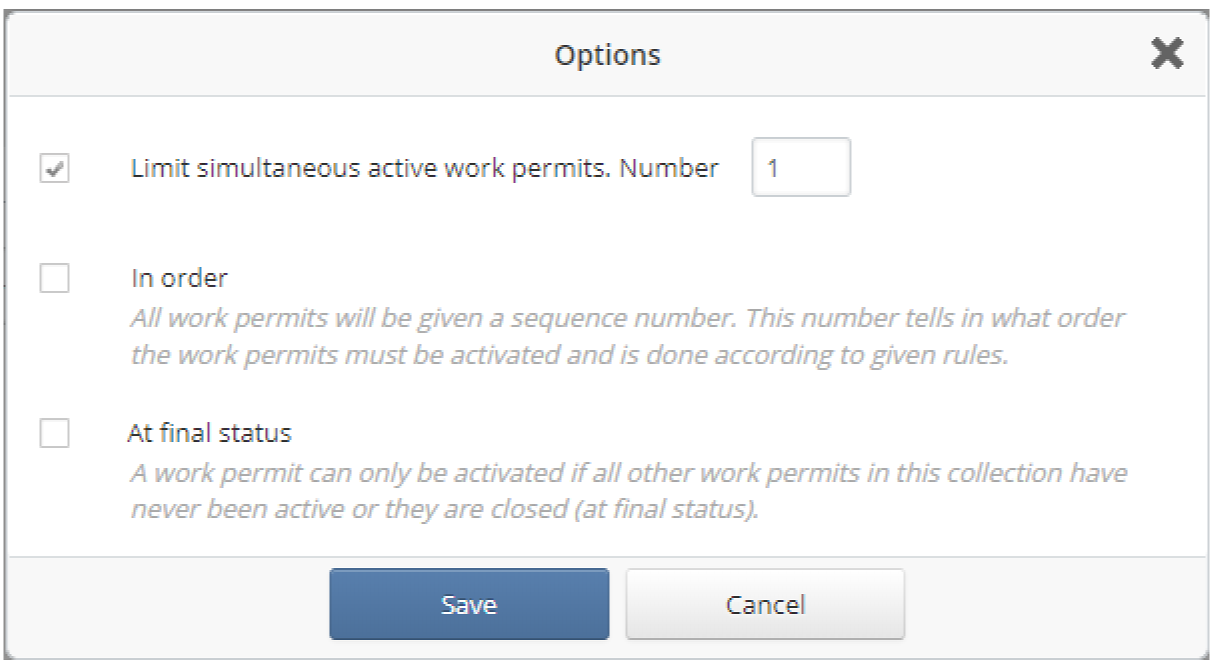
- Click the **Add**  button to add a new work permit.



Set Work Permit Options

Set work permit options

1. Click the **Options** icon in the upper-right corner of the work permit section.



2. Make selections by selecting the checkboxes.
   - **Limit simultaneous active work permits**

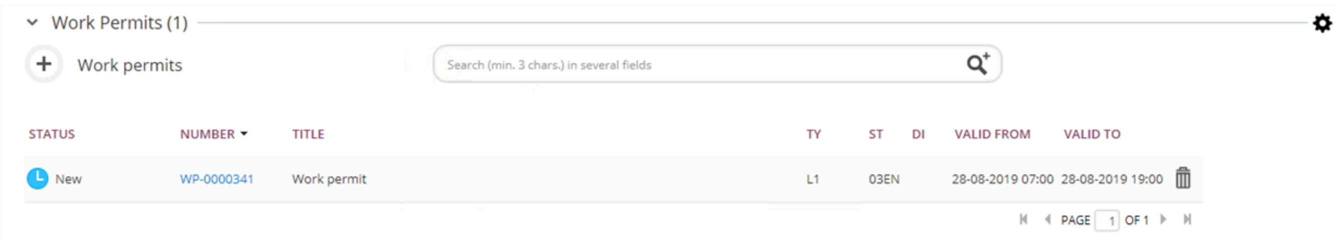
     When a work permit is added to a collection, the default rule *Limit simultaneous active work permits* is set 1.
   - **In order**

Select the **In order** checkbox to assign a sequence for work permits to be activated.

- **At final status**

  Select the **At final status** checkbox to specify that work permit can only be active if all other work permits in the collection are not active.

3. Click **Save**.



Reorder work permits

You can reorder work permits when the **In Order** group option is selected.

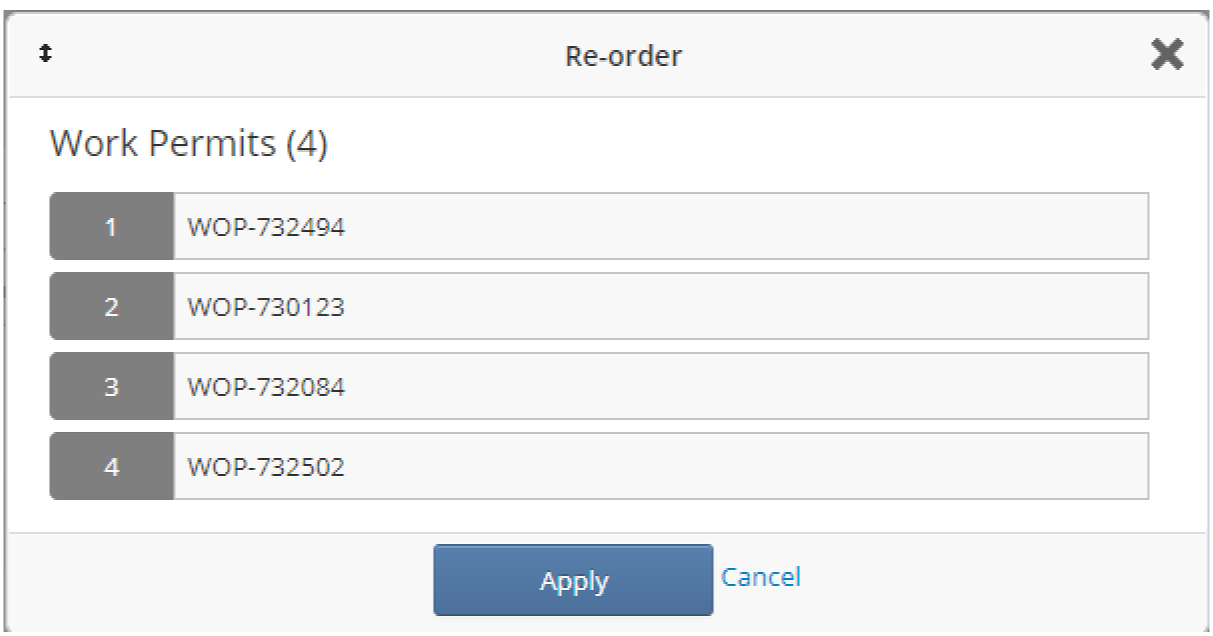
Guidelines

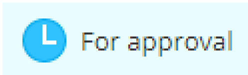
You cannot reorder work permits when:

- They are in status defined as *Active Collection*.
- They are in *Closed* status.

Reorder work permits

1. Click the **Re-order** button in the upper-right corner of the work permit section.
2. Drag and drop the work permits to change order.





Unsortable items

- Unsortable items are disabled in the Re-order window.
- To find the items that should be disabled, start from the bottom and check if the status is in *Active Collection* or is *Closed*. If so, this and everything above should be disabled.

Details for a collection

Details tabs for collections

Each collection has several tabs containing the details about the collection.

Open a collection

- Double-click a collection in the Collections Library.

collection tabs

• References	Contains a list of items referenced by this collection.
• Attachments	Add attachments to the collection.
• Logs	View logs for the collection.

View work permits in collection

References tab

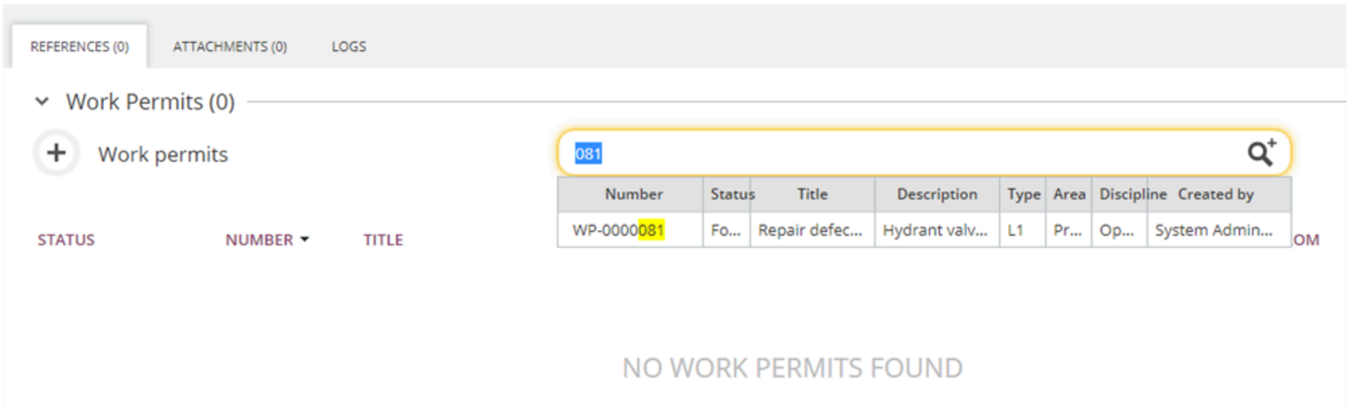
The **References** tab of collections contains a work permit section. Initially, no work permits are added in this section.

Information header

The Information header across the top of the screen provides details about the form and action buttons.

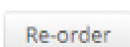
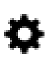
Search for existing work permits

You can search for existing work permits or add new work permits.



Icons

These icons appear on the References tab.

Icon	Description
	Click **Add** icon to add a new work permit.
	Click **Delete** icon to delete an existing work permit.
	Click Re-order
	Click Options

Manage attachments for collection

The **Attachments** tab contains of list of attached files and websites. The Attachments feature is generally used for adding images, drawings, and other file types.

Individual log entries for attachments

Each time an attachment is added to or deleted from a work item, an individual log entry is created.

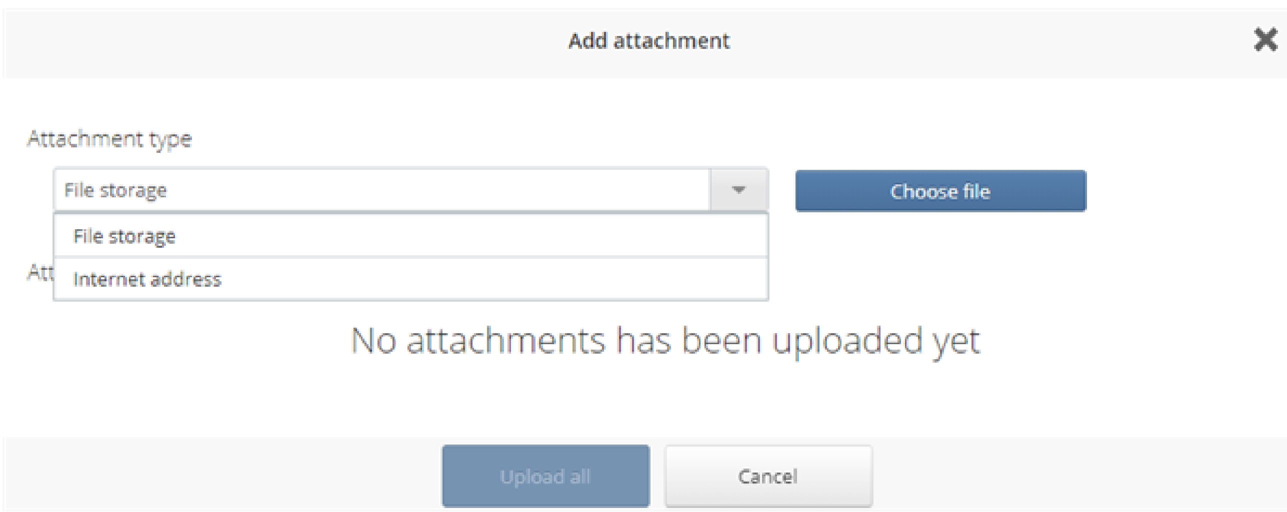
- This only applies if work item is in a read-only status.
- Each log entry will have the name (filename/url) of the attachment.
- When a work item is in an ending status (Closed, Cancelled), then no log entry will be added—because an attachment can never be added or deleted in an ending status.

Guidelines for adding files and URLs as attachments

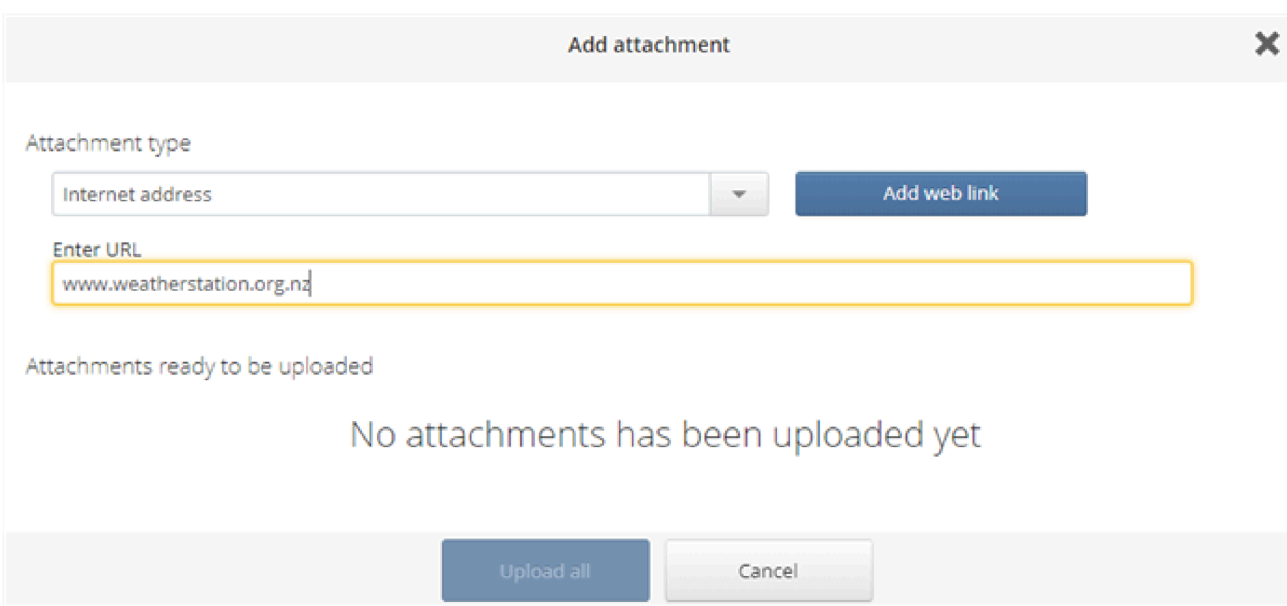
- You can add files or URLs as attachments.
- You can add any supported file type, but only PDFs can be printed from the **Print** option.
- You can add multiple attachments of different types, and then upload all at one time.
- All file types can be downloaded.
- MSI and EXE file types are not supported.

Add an attachment

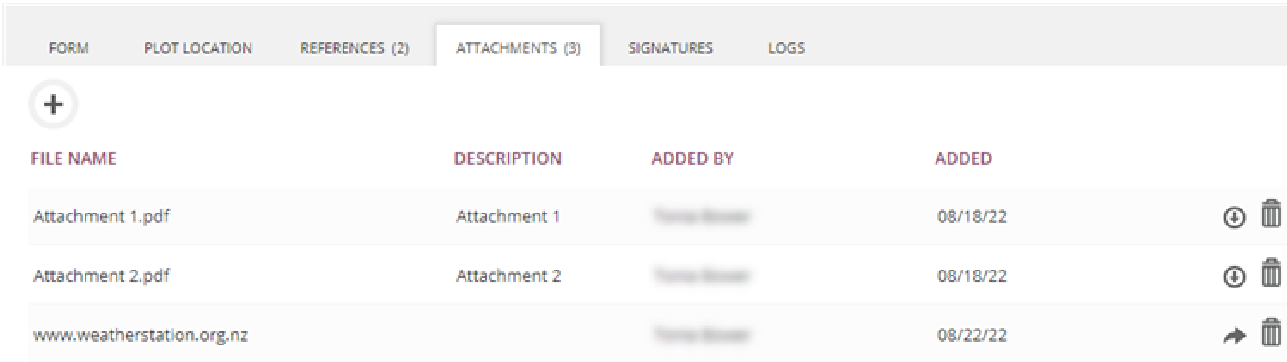
1. Select the **Add** icon to add a new attachment.
2. On the Add attachment dialog box, select either *File storage* or *Internet address*.
3. If you are adding a file, select **Choose file**.



4. If you are adding a URL, enter the URL, and click **Add web link**.

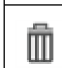


5. When you have finished adding files or URLs, click **Upload all**.



Icons

These icons appear on the Attachments tab.

Icon	Description
	Click the **Add** icon to add a new attachment.
	Click to **Open** the URL in a browser window.
	Click to **Download** a file attachment.
	If this red icon displays, hover over the tooltip to see the message. Click red icon to remove. • File size is exceeded • File type is not supported
	Click the **Delete** icon to delete an existing attachment.

View logs for collection

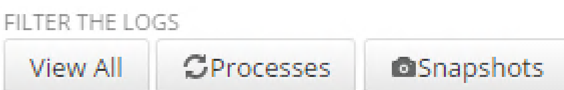
Logs tab

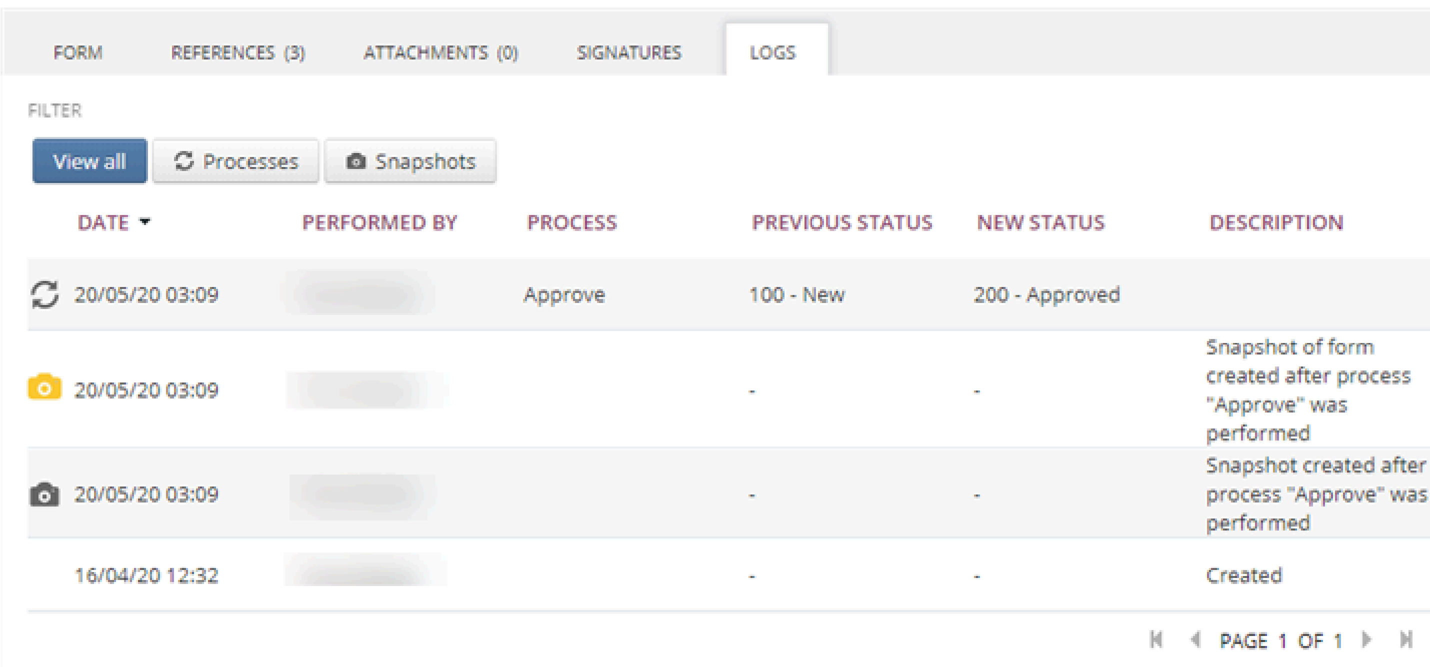
The **Logs** tab contains a history of changes that have been made to the item. The log includes process changes  and snapshots .

- **Process change.** A process change occurs when the item moves from one status to another status in the workflow.
- **Snapshot of data.** If configured, a snapshot of the data is recorded when a workflow process occurs. Snapshots are recorded so you can look back at data from an earlier time in the workflow. For example, a snapshot that was taken at the time an item was Approved.
- **Snapshot of form.** A snapshot of the form with manually entered data at a specific time.

Switch Log filter

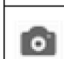
- On the **Logs** tab, click **View All**, **Processes**, or **Snapshots** to change the filter.





Icons

These icons appear on the Logs tab.

Icon	Description
	A process change that moved the item from one status to another in the workflow process.
	Data snapshot - View a snapshot of unformatted data at a specific time.

Icon	Description
	Form snapshot - View a snapshot of the form with data at a specific time.

Glossary

This glossary provides a list terms and definitions that may appear in AVEVA™ Operational Safety Management.

Access Groups

An *access group* (formerly called user group) is a category of OSM users that share the same access permissions in AVEVA Operational Safety Management. A single user can belong to many different access groups.

Area

An *area* is a designated physical area within a site. A site usually contains multiple areas.

Asset (now Site)

Previously in AVEVA™ Operational Safety Management, an *Asset* referred to a physical site location, such as plant, site, location. This is now called a Site.

Attachment classes

Attachment classes are file types that can be added as attachments to entities, such as files and URLs.

AVEVA™ AIM (formerly AVEVA NET)

The *AVEVA™ Asset Information Management (AIM)* cloud-based service is a solution for managing, accessing, visualizing, and comparing technical data and documents from multiple sources. AIM provides a centralized interface for full visualization of an entire digital asset collection associated with an industrial site—including schematics, P&IDs, object attributes, 3D models, and isometrics. Behind the scenes, the AIM service transforms this data from multiple information systems into trusted resources for use in other software projects, while delivering operational safety, asset information integrity, and reduced risk on data.

AVEVA™ Engage

AVEVA Engage is an interactive touch-driven mobile application for digital assets.

AVEVA™ NET Gateway

AVEVA NET Gateway enables enterprise-wide access to engineering, design, project, or business data.

AVEVA™ Workflow Management

AVEVA Workflow Management is an advanced workflow management system software.

Collection

A Collection contains one or more collection groups of work permits. Each group of work permits in a Collection will have a set of properties.

Competency

A *Competency* is a specific licensed skill or qualification that is necessary to do a job.

Discipline

A *Discipline* is a category of workers who work in the same professional area. For example, operators, control room, or project managers.

EAM system

An Enterprise Asset Management system handles the management and maintenance of physical assets of an organization throughout each asset's lifecycle.

EIWM

Enterprise Information and Workflow Model (EIWM) format is an AVEVA format for defining data used in XML Schema.

Entity

An entity in AVEVA™ Operational Safety Management refers to a class of items, such as work permits, work orders, isolation plans, or isolation lists. One instance of an entity refers to one work permit. Some entities can have a workflow with statuses and processes.

Experience Transfer

An Experience Transfer is a set of events from a shift category that happened within a certain time period. A supervisor can select a subset of events to include in an Experience Transfer. Multiple subsets can be selected from the same shift category with different time queries.

External SAC

An *External Security Access Control (SAC)* solution is one that is provided by a third-party software. In Operational Safety Management, this security function can be provided with an integration to NetNordic SHIELD.

Functional Location

A *Functional Location* is an SAP term that is the same as *Tag* in Operational Safety Management.

Isolation List

An Isolation List is a predetermined set of sequential steps that must be followed to isolate a system that will be worked on. An Isolation List must be part of an Isolation Plan.

Isolation Plan

An isolation plan is a work plan to ensure that a certain piece of equipment has been isolated from other systems.

For example, an item of equipment has both water input and electricity input. Both of these systems need to be turned off before any work can be performed on the equipment.

An isolation plan usually contains one or more isolation lists of different types, such as an electrical isolation list to turn off the electricity and then turn it back on after work on the equipment is complete.

Isolation Point

An *isolation point* is a physical point in the schematic where action occurs, such as disconnection points. For example, a cable has two disconnection points: The end that connects to power and the end that connects to the equipment.

Lesson Learned

A Lesson Learned is a piece of experience or knowledge that has been acquired while doing work.

Life Cycle

Life cycle refers to series of changes that an entity moves through from the beginning of the workflow to the last status.

P&ID

A piping and instrumentation diagram (P&ID) is a detailed diagram that shows piping and process equipment in instrumentation and control devices. P&IDs are used by Isolation Lists.

Plot plan

A plot plan is an architecture or engineering plan drawing that typically shows buildings, utilities, and equipment layout of a site. Plot plans are also known as site plans. Plot plans are used by Work Permits to show a plotted point for all Work Permits in an area.

Progvalue

Progvalues (short for programming value) in AVEVA™ Operational Safety Management describe a specific behavior, depending on status of entity. They are used to configure entity behavior.

QR Code

A QR Code is a certain type of matrix barcode or two-dimensional barcode. A barcode is a machine-readable optical label that contains information about the item to which it is attached.

Risk Assessment

A Risk Assessment is the result of breaking down a job into individual tasks and analyzing the risk of each individual task. A calculation is made for the overall risk assessment of the entire job.

SAC

Security Access Control (SAC) is a security technique that regulates who can view or use resources in a computing environment. It is a fundamental concept in security that minimizes risk to the business or organization.

- Internal SAC - An example of internal SAC is user group permissions.
- External SAC - An example of an external SAC is AVEVA Avantis or NetNordic SHIELD.

Safe Job Analysis

A Safe Job Analysis (SJA) is a procedure that integrates accepted safety practices into a particular task or job operation.

SAP

SAP is a software developed by the German company SAP SE. AVEVA™ Operational Safety Management can integrate against SAP as a source of work orders.

SHIELD

NetNordic SHIELD is a third-party software that provides Security Access Control (SAC) to work permits that need authorization.

Shift Handover

Shift Handover is the process of handing over a shift to the next shift of workers and communicating all relevant information.

Site

A *Site* in AVEVA™ Operational Safety Management refers to a physical site location, such as plant, site, location. This was formerly called Asset.

SSL

Secure Sockets Layer (SSL) is a cryptographic protocol designed to provide communications security over a computer network.

SSO

Single sign-on (SSO) is an access control feature of multiple related, yet independent, software systems. With this feature, a user can log in with a single ID and password to gain access to any of several related systems.

Status

In AVEVA™ Operational Safety Management, an entity moves through the workflow from one status to another. The dynamic workflow is made up statuses and workflow actions.

Supplementary form

A Supplementary Form is custom form that is created in HTML5 format and uploaded to Operational Safety Management—so that you can use the unique forms that your business requires inside AVEVA™ Operational Safety Management.

System

A *system* is made up of similar parts that form an interconnected network that reaches across physical areas in a site. For example, the electrical system or the plumbing system.

Tags

The term *tag* in AVEVA™ Operational Safety Management represents a unique name to identify an equipment part.

Tags use a naming convention, such as *21FO6335* or *PS-U20-0429*.

In an EAM system, a tag can be called an asset or functional location.

User Groups

A *User Group* (now called Access Groups) is a category of OSM users that share the same access permissions in AVEVA Operational Safety Management. A single user can belong to many different user groups.

Workflow

The dynamic *workflow* in AVEVA™ Operational Safety Management is a defined process flow that is made up Statuses and Processes.

Workflow action

A workflow action is an operation that moves an entity from one status to another. The dynamic workflow is made up statuses and actions.

Work order

A Work Order is a description for a piece of work. All work orders that come into the AVEVA™ Operational Safety Management system are created in another system, such as SAP or IBM Maximo. Work Orders inside Operational Safety Management are read-only, but you can attach other entities.

Work permit

A *Work Permit* is a document that gives a worker the permission to carry out a job within a specific time frame. Work Permits are needed to perform a restricted activity, such as entering a restricted area, or using a restricted piece of equipment. There can be many types of Work Permits.

XML

Extensible Markup Language (XML) is a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable.

Zone

A *zone* is a designated logical area in a site.

OSM Mobile App Guide

Introduction

With **Operational Safety Management Mobile 3.0**, you can access the same work permit and isolation list information that exists in the OSM web application from your mobile device.

Work permits

- Search for and look at details of a work permit.
- Add work permits to your My work list.
- Process the workflow of a work permit.
- Add and view attachments.

Isolation lists

- Search for and look at details of an isolation list.
- Add isolation lists to your My work list.
- Process the workflow of an isolation list.
- Add and view attachments.
- Work with isolation points.

OSM Mobile 3.0

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- Process the workflow of an isolation list.
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- Work with isolation points.

Mobile requirements

Mobile device requirements

With Operational Safety Management Mobile 3.0, you can access the same work permit and isolation list information that exists in the OSM web application from your mobile device.

A mobile device connected to OSM 11.2.3 will require:

- Android 13 operating system or later
- Operational Safety Management Mobile 3.0
- Ability to connect to corporate network where OSM 11.2.3 resides

Install the app onto device

Download Android app **Operational Safety Management Mobile 3.0** from Google Play.

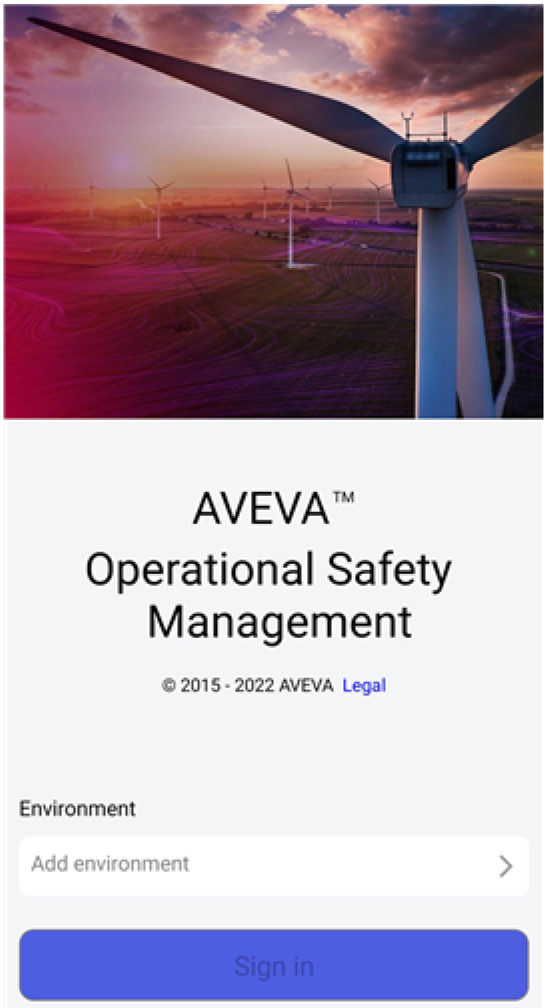
Signing in to mobile app

The first time you open the mobile app, the **Sign in** page displays. However, it is not yet enabled for you to sign in.

Define an environment

First, you need to define a personal mobile environment.

- Add environment



Sign in

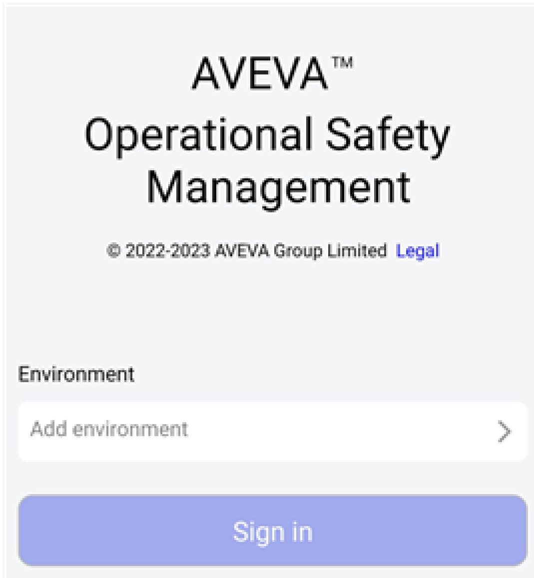
When you have an environment defined, proceed to Sign in page.

Add environment

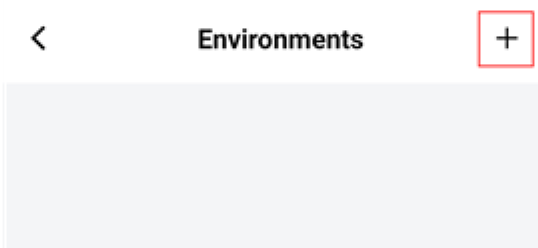
Before you can sign in, there must be at least one defined environment. This is a personal environment as you define it for yourself, with your chosen name for the environment.

Add a personal environment

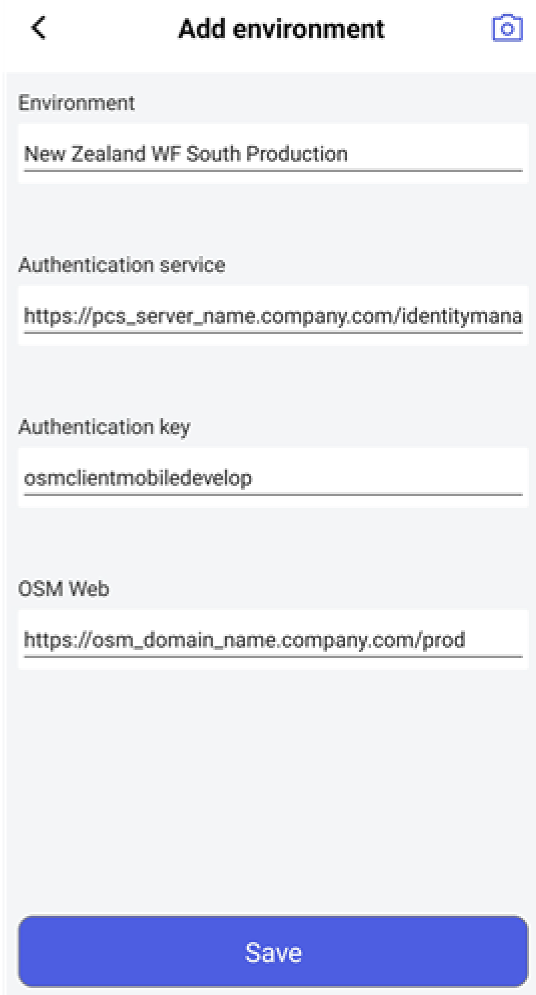
1. On the **Sign in** page, tap **Add environment**.



2. Tap the **Add** (+) button.



The **Add environment** page opens.



3. Use **Scan** to enter values, or tap each parameter to manually enter a value.

   Scan option. You can scan a QR code to fill in the environmental values. The QR code will be provided by your system administrator. You can still personalize your environment name.

   Manual entry. If you want to enter the values manually, type in the environmental values supplied by your system administrator.

   - **Environment**

     Enter any name for your personal environment. This is a nickname for your environment, such as Production or Testing. The name allows spaces and characters.

   - **Authentication service**

     Enter the URL for the AVEVA authentication service. This is the full URL for the registered PCS mobile client (known as the HostBase) with /IdentityManager appended to URL.

     For example: *https://pcs_server_name.company.com/IdentityManager*

   - **Authentication key**

     Enter the Id for the registered PCS mobile client, such as *osmclientmobileprod*.

   - **OSM Web**

     Enter the full URL of the OSM web application.

For example: *https://servername.domain.com/prod*

Regardless of whether entered manually or by scanning, the OSM web application URL will be validated before you can continue.

4. Click **Save** to add new environment.

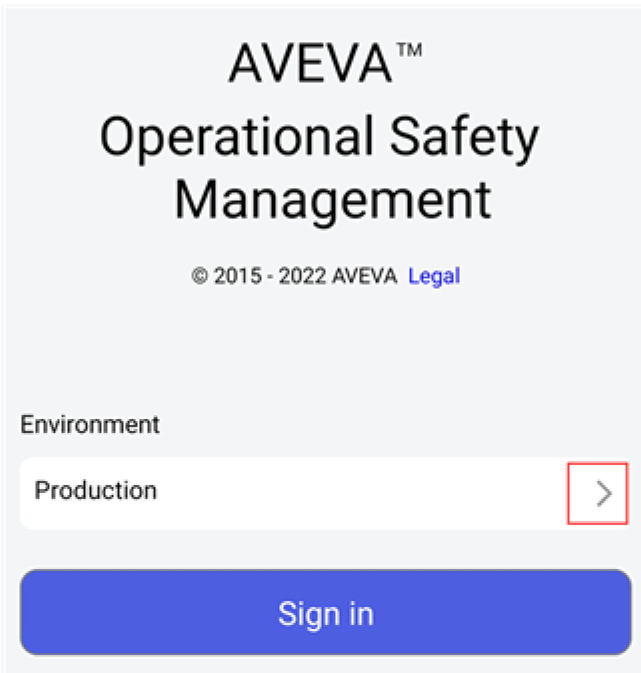
   Returns to main screen.

Select an environment

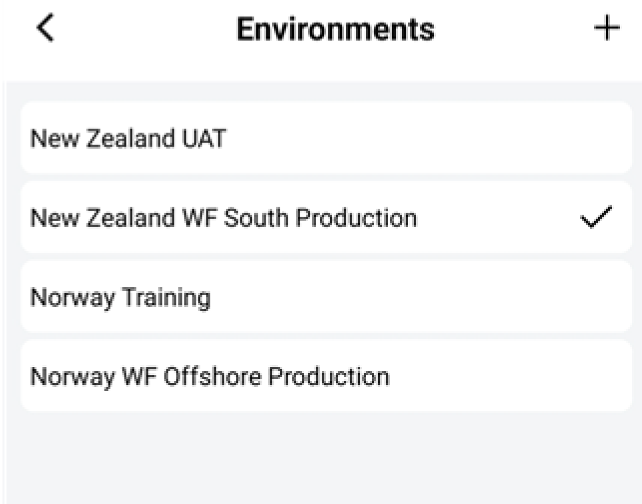
If there is more than one defined environment, you will need to choose which environment to use. The currently selected environment displays a check mark.

Select an environment

1. On the **Sign in** page, tap the arrow next to **Environment**.



2. On the **Environments** page, tap an environment to select.



Examples of environments

You might have different environment to represent production, testing, or training environments.

- NZ Production
- NZ UAT
- Norway Production
- Norway Training

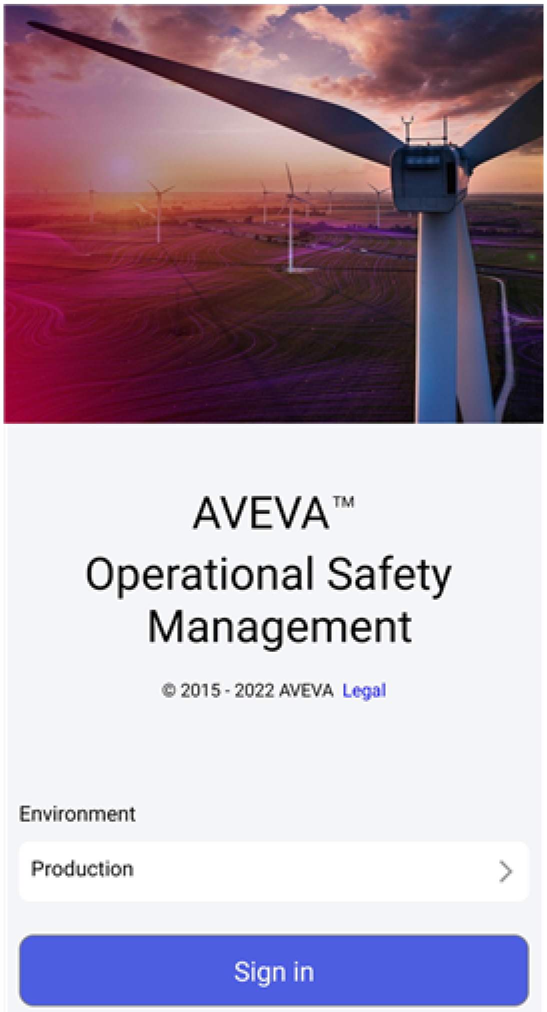
Sign in page

When the **Sign in** page shows an environment selected, you are able to Sign in.

AVEVA™ Operational Safety Management mobile app uses AVEVA™ Identity Manager for authentication, which requires you to enter the same Windows credentials that you use to sign in to the OSM web application.

Sign in to mobile app

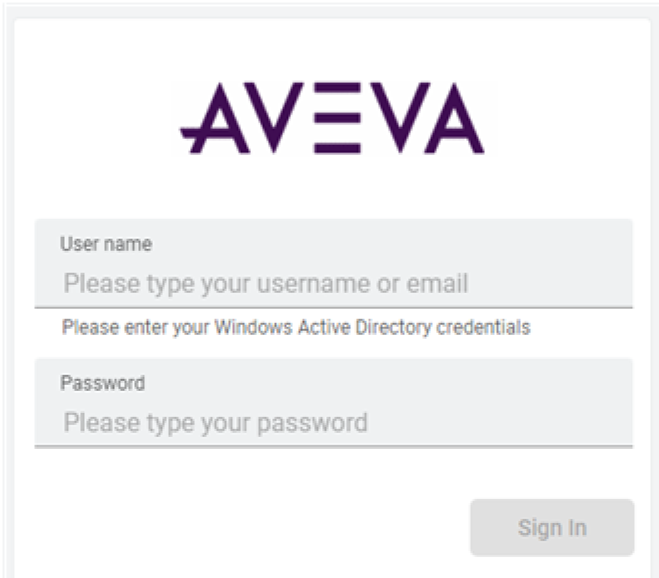
1. Tap **Sign in**.



The default browser on your device opens to AVEVA™ Identity Manager.

2. Enter the credentials for your Windows Active Directory account.
   - **User name**—Enter your Windows AD user name in the format *domain\username* or email address.
   - **Password**—Enter your Windows AD domain password.

   Note: The Windows Integrated Login feature is not available in the mobile application.



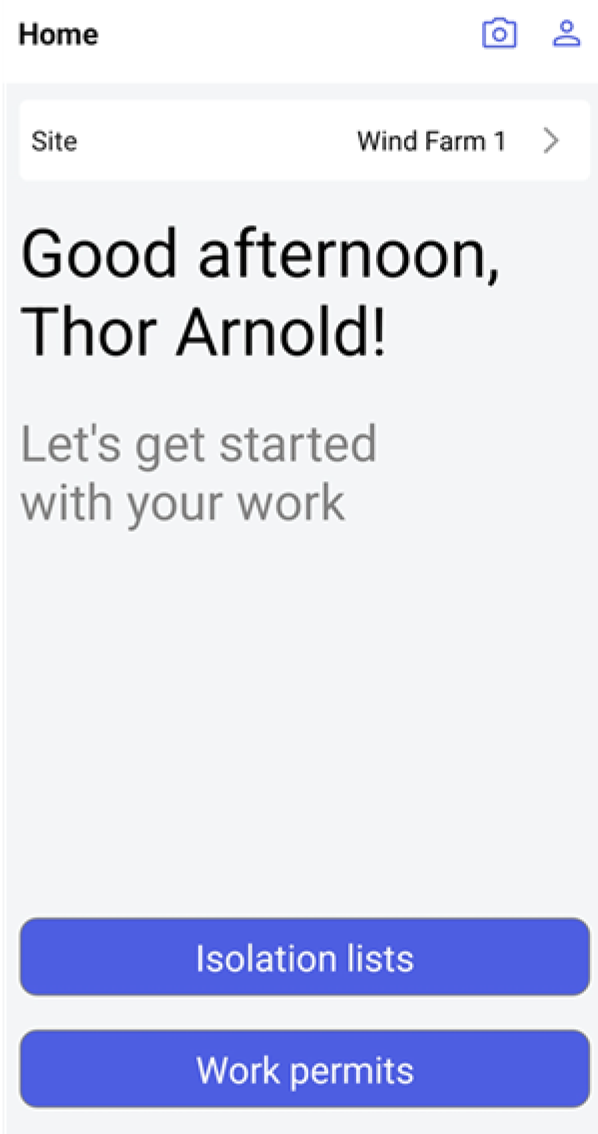
3. Tap **Sign in**.

Home page

When you are successfully signed in, your personal home page displays.

Actions on this page

- Scan—Opens the scan page to scan a work permit QR code or scan an isolation point label.
- User profile settings—Opens your user profile page.
- Site—Select a site. The selected site becomes the default site on mobile app and web application.
- Work permits—Opens list of work permits. This feature depends on your OSM licensed features.
- Isolation lists—Opens list of isolation lists. This feature depends on your OSM licensed features.



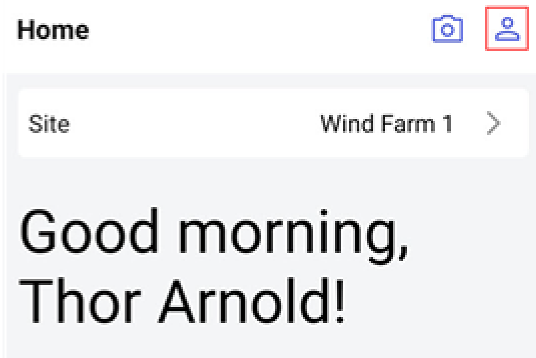
User profile settings

The **User profile** icon gives access to the following settings:

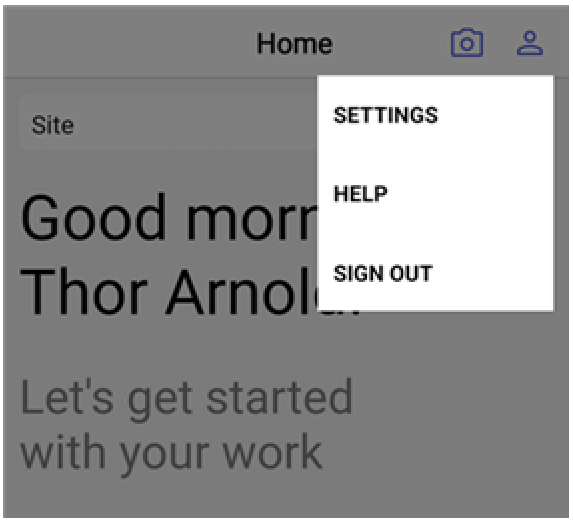
- Settings
- Help
- Sign out

Edit your user profile settings

1. Tap your **User profile** icon.



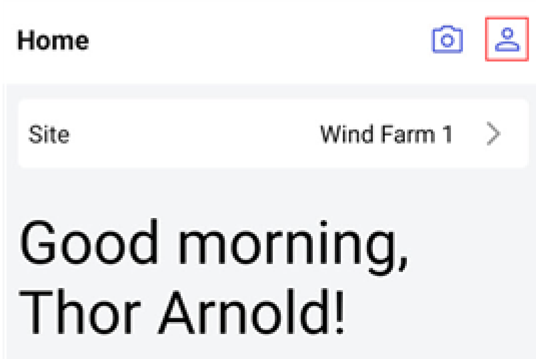
2. Tap **Settings** on the pop-up menu.



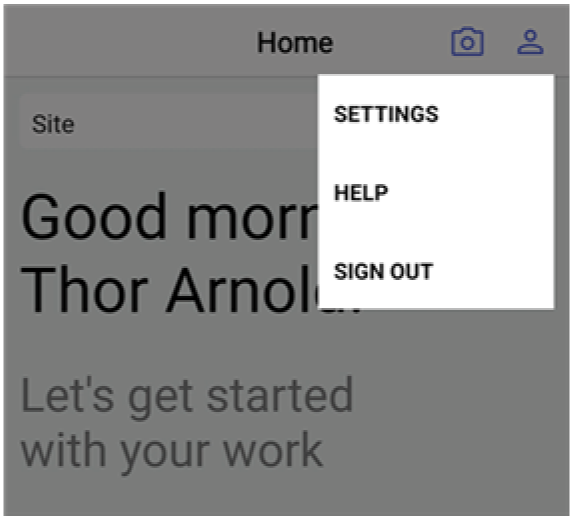
3. Choose your preferred language and site. The select site becomes the default site on mobile app and web application.

Access OSM Help

1. Tap your **User profile** icon.



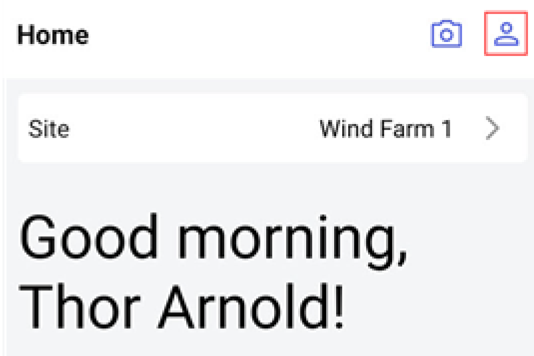
2. Tap **Help** on the pop-up menu.



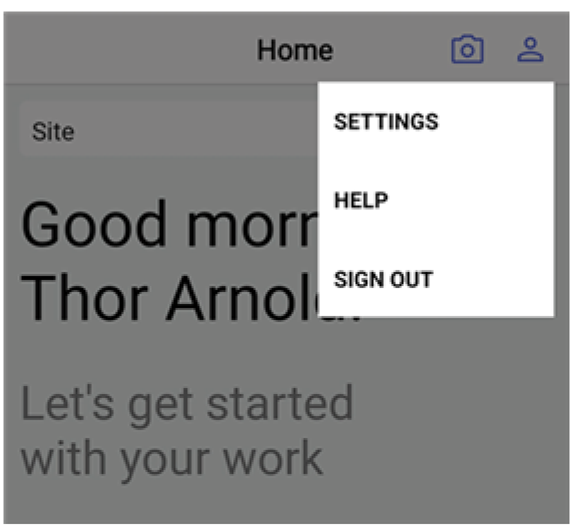
OSM documentation opens in a browser.

Sign out of mobile app

1. Tap your **User profile** icon.



2. Tap **Sign out** on the pop-up menu.



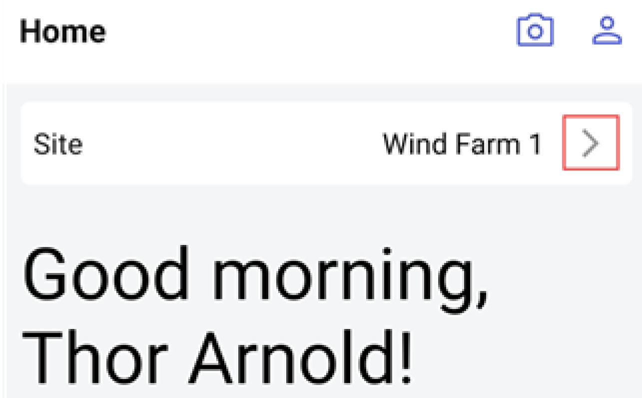
You are signed out of OSM mobile app.

Select Site

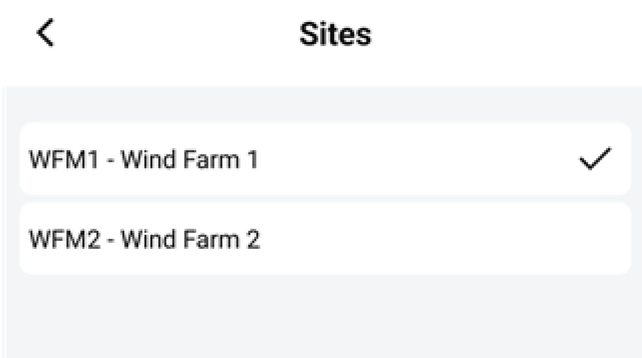
If there is more than one site, you will need to choose site to use. The currently selected site displays a check mark.

Select a site

1. On the **Sign in** page, tap the arrow next to **Environment**.



2. On the **Site** page, tap a site to select.



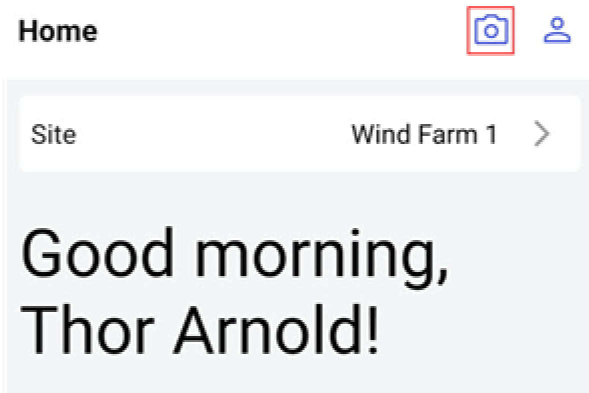
Access to camera

Use your device camera to scan a QR code to open a work permit or scan a QR code to open an isolation point (in an isolation list).

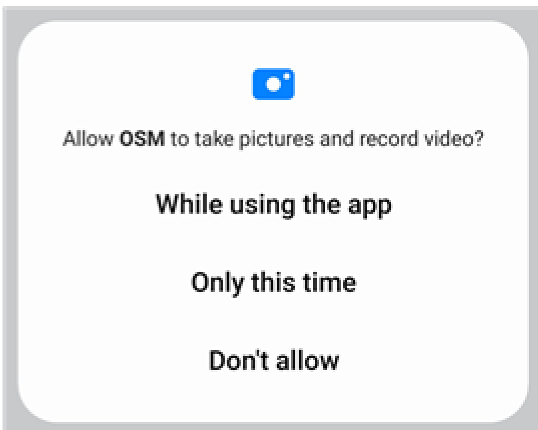
The first time you open the camera, you will need to grant permission to the app. The exact wording of options will depend on your device.

Give permission to access camera on device

1. On your Home page, tap the **Scan** icon.



A pop-up dialog displays that asks if you **Allow OSM to take pictures and record video?**



2. Tap your selection.
   - **While using app**—If you select **While using the app**, you will only need to grant access to device camera one time. This selection will allow always.
   - **Only this time**—If you select **Only this time**, you will need to grant access again next time you open the camera.
   - **Don't allow**—If you select **Don't allow**, the dialog closes and you cannot use the camera.
3. Proceed to Scan QR code with camera.

Scan QR code with camera

Use your device camera to scan a QR code and directly open a work permit, or scan a QR code to directly open an isolation point. This provides easy access to open a work item.

- Scan QR code for work permit
- Scan QR code for isolation point label

Scanning

You can print a QR code to either paper or on screen.

Turn on or off flash

If there is not enough light to read the QR code, turn on the flash on your device.

Details page

When you scan a QR code, depending on whether the QR code is for work permit or isolation point, the following happens:

- The work permit details page displays. This allows you to go directly to a work permit without searching for it.

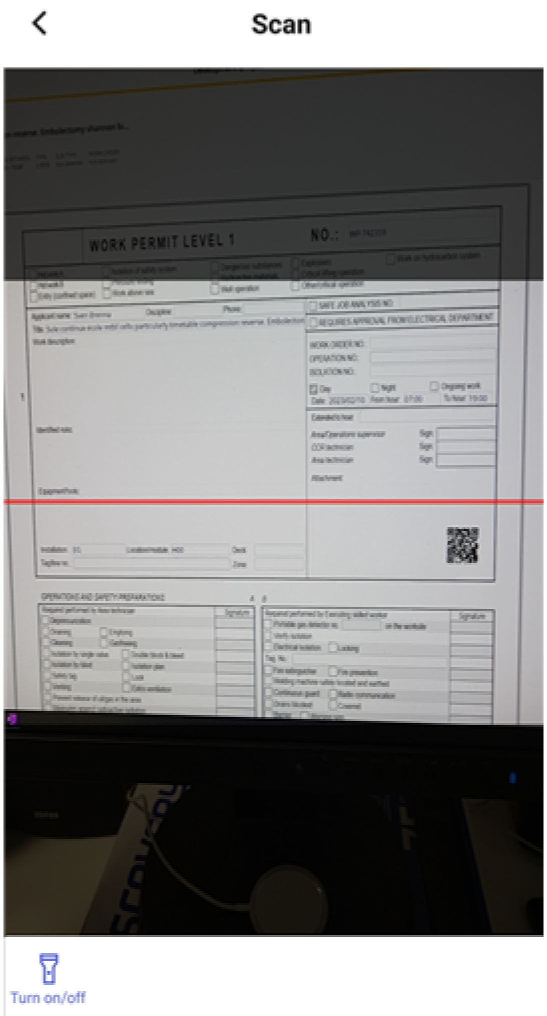
  or

- The isolation point details page displays. This allows you to go directly to an isolation point in an isolation list without searching for it.

Scan QR code for work permit

Scan QR code for work permit

- Point your camera at a QR code until it reads the code.



When the scan is successful, the page changes to the Details page for the scanned work permit.

Scan QR code for isolation point label

Scan QR code for isolation point label

- Point your camera at a QR code until it reads the code.

When the scan is successful, the page changes to the Details page for the isolation point label.

My work

Your **My work** page functions in the same way as your My work page in the AVEVA™ Operational Safety Management web application.

- Tap **My work** to display list of work items that you have marked as being in your work list.
- This is a list of work items added in both the web application and in the mobile app. You can access the same

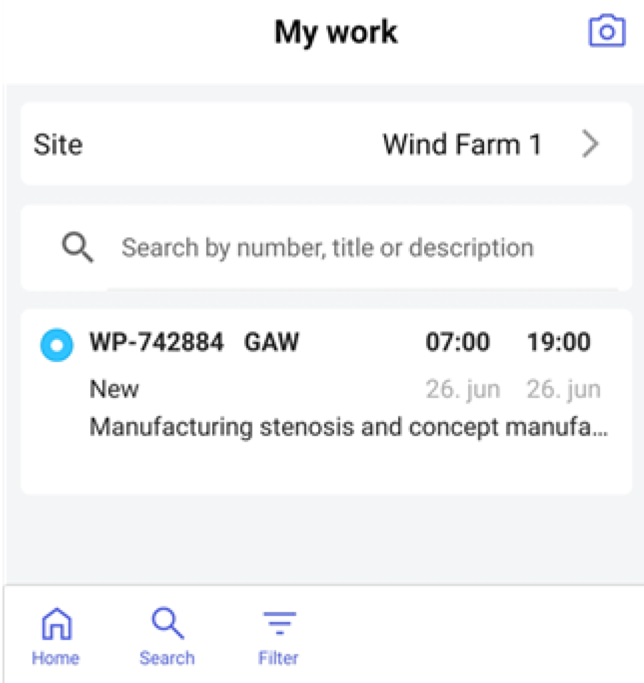
list from either application.

View your My work list

1. On your **Home** page, tap **My work** icon.

Your **My work** page opens.

2. Swipe to scroll through the list. Tap to open a work item card.



Actions

The available actions on your My work page are the same as those on the work item details page.

- Camera
- Site
- Home
- Search work permits or Search isolation lists
- Filter

Workflow

You can process a work item to the next status in the workflow in the same way you can in the web application.

Reduced actions

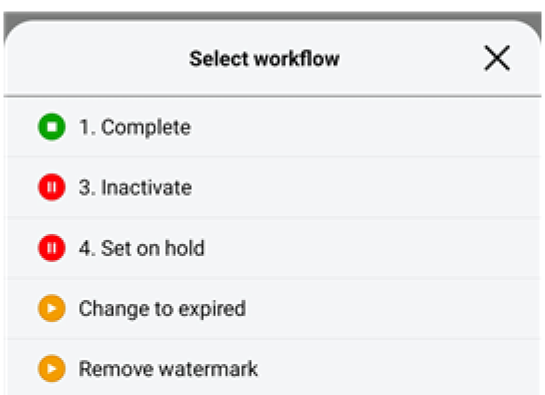
Some actions are not yet available or are reduced in mobile app. You can perform the full actions in the web application.

- **Signatures**
  You will see a workflow action where the workflow action requires a signature, but not be able to sign. If the workflow action has the required signatures, you can perform action. If it does not have the required signatures, you will not be able to perform the workflow action.
- **Sending to co-worker**
  You will not see a workflow action available where the workflow action requires sending to a co-worker.

Perform the workflow for a work item

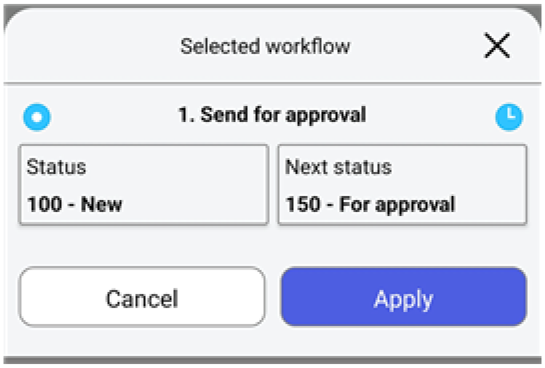
1. On the **Details** page, tap the **Workflow** icon.

   The **Select workflow** sliding dialog opens with the same workflow options that are available in the web application.
2. Select a workflow action to perform by tapping it.



   After selecting a workflow action, the sliding dialog will show the current status and target status for review.
   (Optional) Ability to enter message.

3. Tap **Apply**.



When you apply, Operational Safety Management performs the workflow action.

When the dialog closes, the action has been performed. The change is immediately available to all OSM users on the web application or mobile devices.

Filter

Depending on what module you are in, there will be different filter options.

- Filter work permits
- Filter isolation lists

Work permits

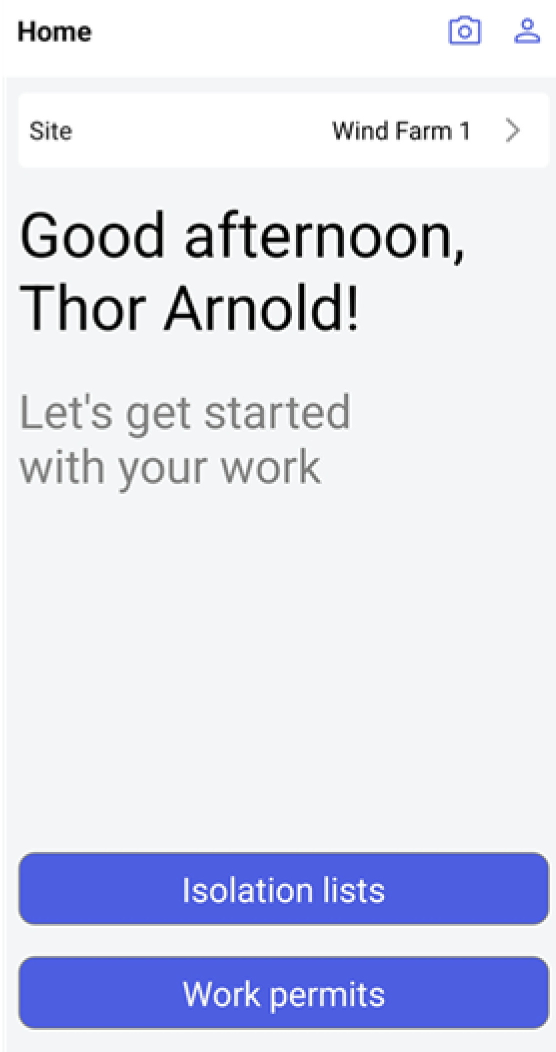
With AVEVA™ Operational Safety Management mobile app, you can access the same work permit information that exists in the OSM web application from your mobile device.

You can:

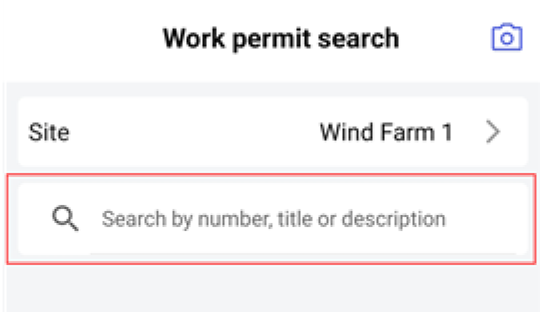
- Search for and look at details of a work permit.
- Add work permits to your My work list.
- Process the workflow of a work permit.
- View references.
- Add and view attachments.

Open Work permits

1. On your **Home** page, tap **Work permits**.



The Search work permits page opens.



Search work permits

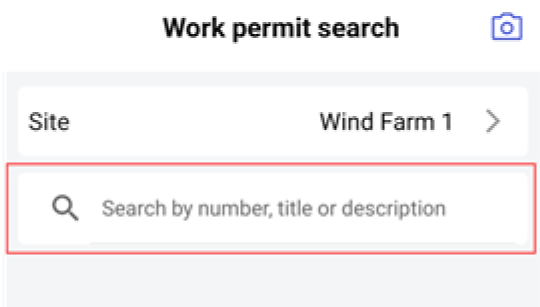
You can search for work permits by entering at least three (3) characters that exist in the number, title, or description.

When you perform a search, the mobile app searches all valid work permits in the current OSM site, including all statuses, except *Cancelled* and *Closed*.

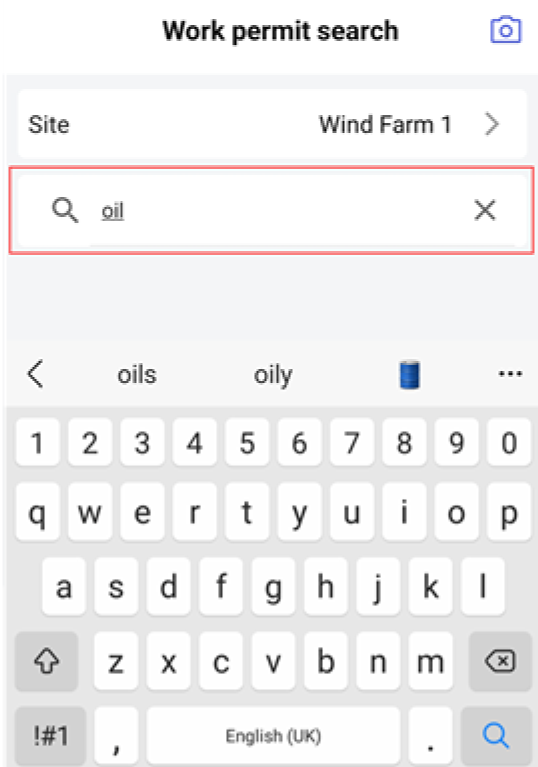
Search work permits

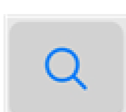
1. On the **Home** page, tap **Work permits**.

2. On the **Search work permits** page, tap the search field to open a keyboard.

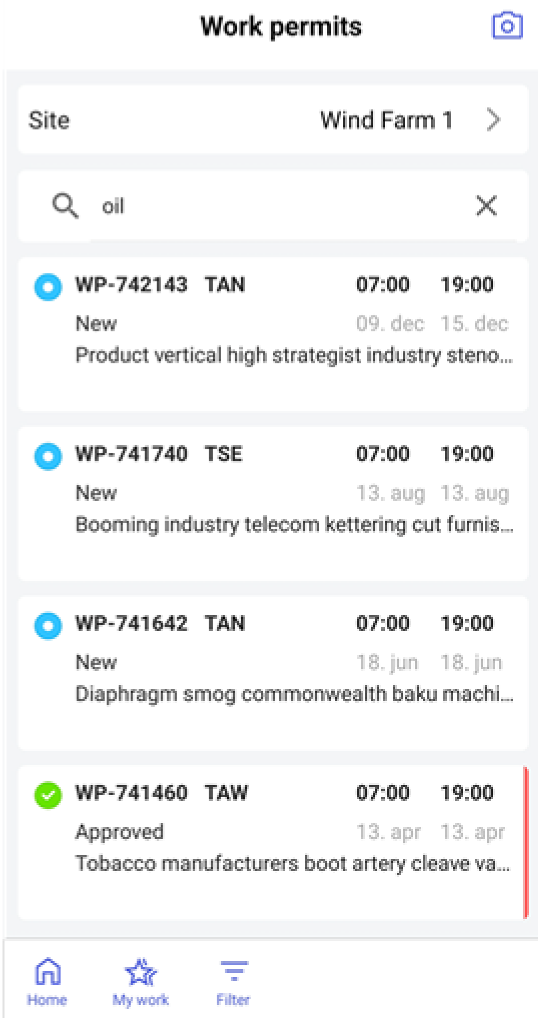


3. Enter minimum of three (3) characters for number, title, or partial description to return a dynamic list of work permits with matching characters. Auto-suggestions will appear from your device, if enabled.



4. Tap **Search**  .

   Returns to **Work permits** page and shows the results after querying.

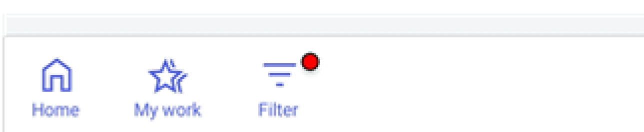


Actions on this page

- Swipe up or down to scroll through list of cards.
- Tap cards to open the **Details** page.
- Refresh the screen. Press and hold anywhere in the list, then drag downwards until the refresh icon appears and then release. The list refreshes.

Filter

The Filter icon displays a red circle to indicate when additional filters are applied.



No results

If there are no results matching your search, the result will be *No work permits found*.

Tap the X in the search bar to clear the search criteria and try again. This won't clear any applied filters.

Other actions on this page

- Scan—Tap to open to the camera and scan a QR code for a work permit.
- Change site—Tap to change the selected site.
- Home—Always returns you to the home page for the application.
- My work—Tap **My work** to display list of work permits that you have marked as being in your work list.
- Filter work permits—Tap to open the **Filter** page.

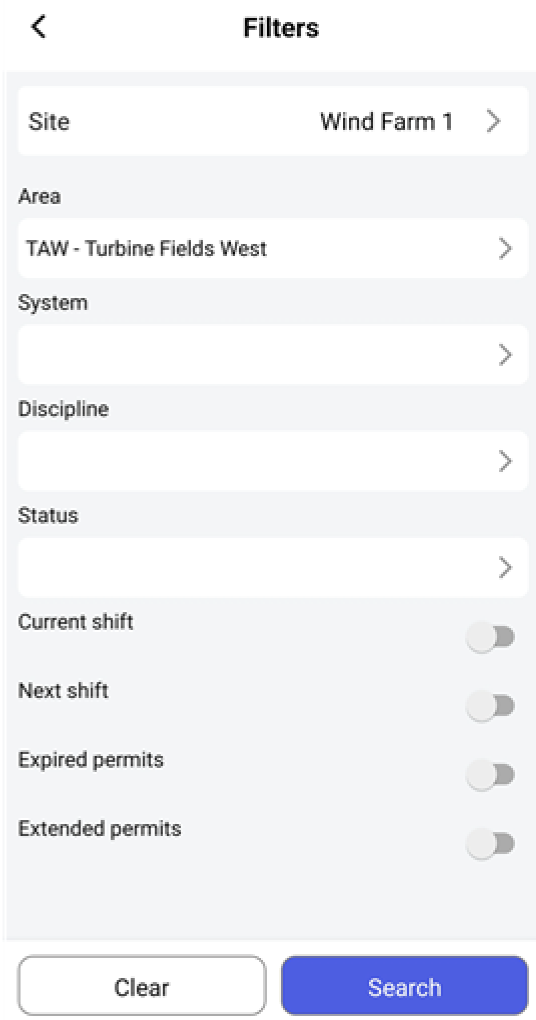
Filter work permits

The filter query must meet all search criteria to return a result.

Filter work permits

1. Tap the **Filter** icon at bottom of **Work permits** page.

The **Filters** page displays.



Filters

Make selections. The operator between each search criteria is AND. The query must meet all search criteria to return a result.

- Site—Tap to change the selected Site.
- Area—Tap in Area field to select an Area on next screen.
- System—Tap in System field to select a System on next screen.
- Discipline—Tap in Discipline field to select a Discipline on next screen.
- Status—Tap in Status field to select a Status on next screen.

Toggle buttons

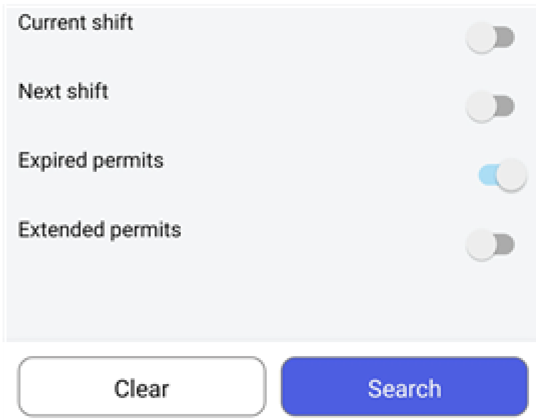
You can tap the toggle buttons on or off. If you select both **Current shift** and **Next shift**, any returned permits must be in both shifts.

- **Current shift.** Reduces list to work permits that are in current shift.

- **Next shift.** Reduces list to work permits that are in next shift.

Expired permits and Extended permits are independent and you can select both. If you select both, the filter will return only work permits that are both *Expired* and *Extended*.

- **Expired permits.** Reduces list to expired permits only.
- **Extended permits.** Reduces list to extended permits only.



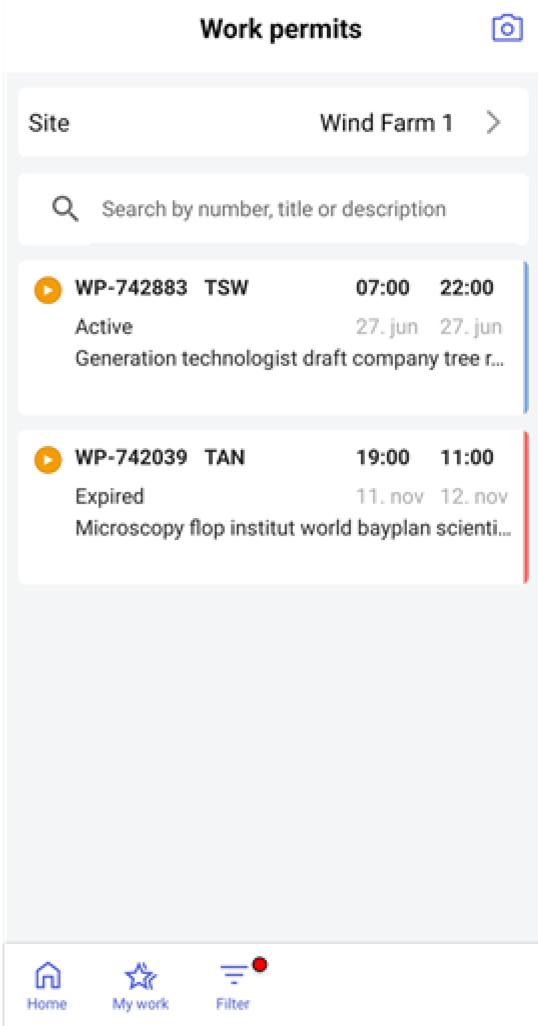
Clear filters

- Tap **Clear** to clear all filters.

Perform search

- Tap **Search** to apply all filters and return list of work permits that meet all filters.

When filters are applied, a red dot appears on the **Filter** icon.



Other actions on this page

- Scan—Tap to open to the camera and scan a QR code for a work permit.
- Change site—Tap to change the selected site.
- Home—Always returns you to the home page for the application.
- My work—Tap **My work** to display list of work permits that you have marked as being in your work list.
- Filter work permits—Tap to open the **Filter** page.

Areas

On the **Areas** page, you can filter the list of work permits to only those in the selected area.

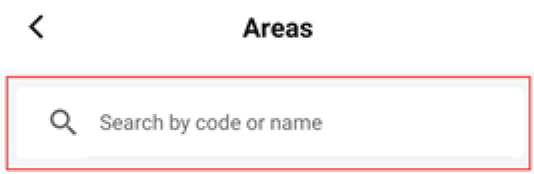
You can select one area only. Applying returns to the Filter page and shows selected area.

Note: For Area, System, and Discipline, there is no multi-select.

Search to reduce list

If the list is very long, you might want to reduce the list.

- Enter any character for code or name to return a list of areas with matching characters.



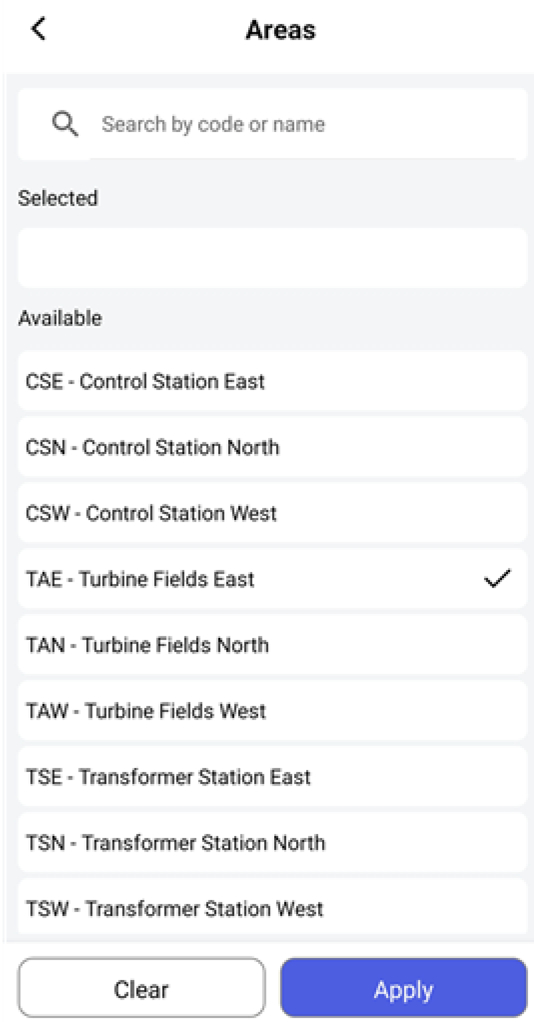
Select an area to filter by

1. Tap an area to select it. The selected area shows a checkmark.
2. Tap **Apply**. Returns to filter page.

The next time you return to the selection page, the selected Area appears in the **Selected** box, but not in the list.

Change a selection

- Before you apply, you can change a selection by tapping another item.
- After you apply, you can change a selection by tapping another item and then **Apply**.



Systems

On the **System** page, you can filter the list of work permits to only those in the selected system.

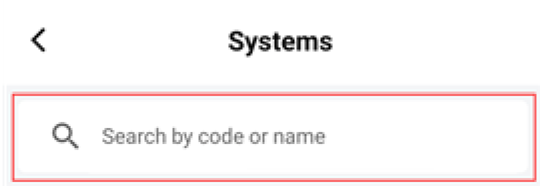
You can select one system only. Applying returns to the Filter page and shows selected system.

Note: For Area, System, and Discipline, there is no multi-select.

Search to reduce list

If the list is very long, you might want to reduce the list.

- Enter any character for code or name to return a list of systems with matching characters.



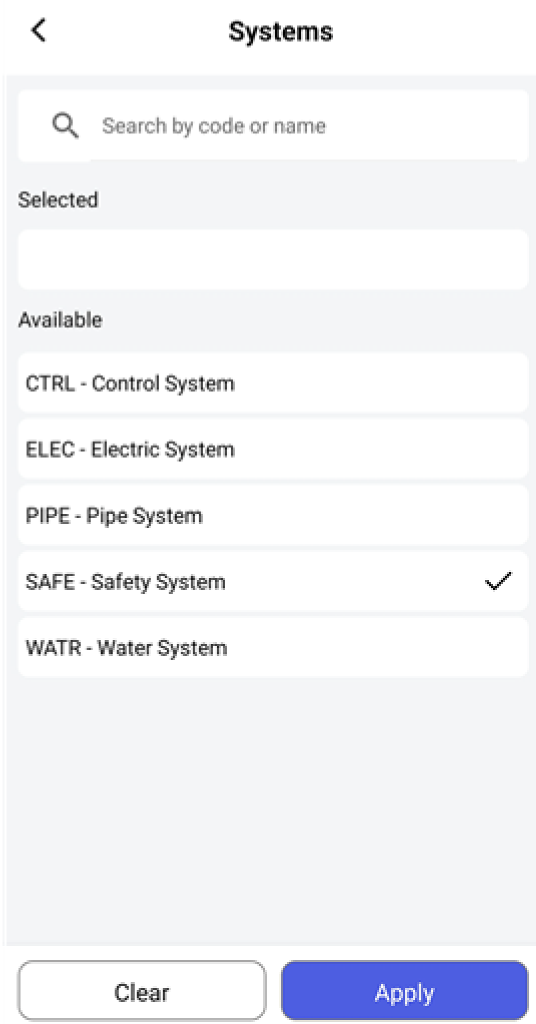
Select a system to filter by

1. Tap a system to select it. The selected system shows a checkmark.
2. Tap **Apply**. Returns to filter page.

The next time you return to the selection page, the selected system appears in the **Selected** box, but not in the list.

Change a selection

- Before you apply, you can change a selection by tapping another item.
- After you apply, you can change a selection by tapping another item and then **Apply**.



Disciplines

On the **Discipline** page, you can filter the list of work permits to only those in the selected discipline.

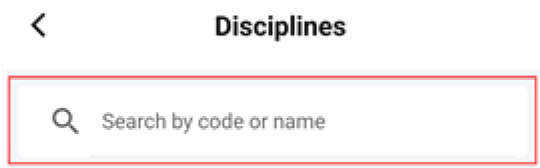
You can select one discipline only. Applying returns to the Filter page and shows selected discipline.

Note: For Area, System, and Discipline, there is no multi-select.

Search to reduce list

If the list is very long, you might want to reduce the list.

- Enter any character for code or name to return a list of disciplines with matching characters.



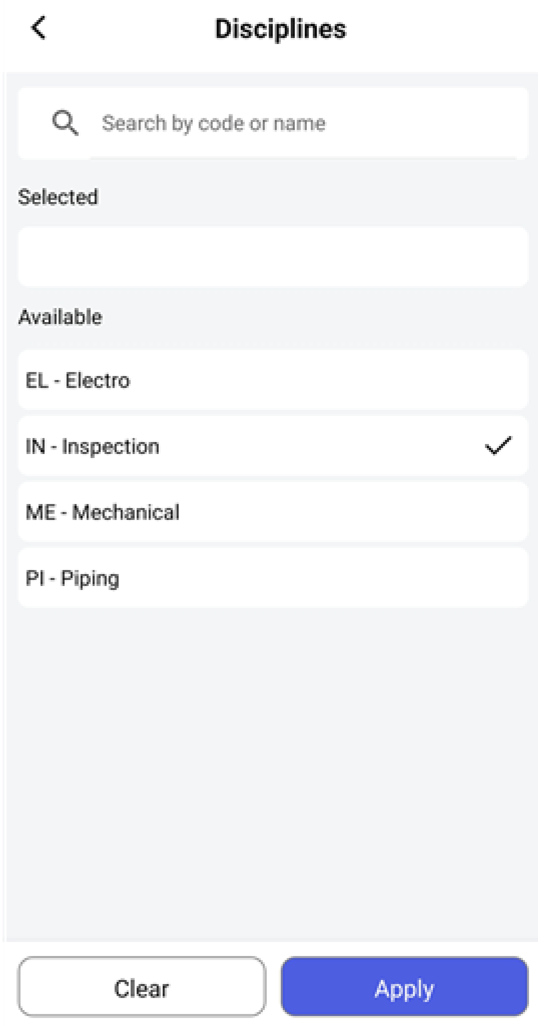
Select a discipline to filter by

1. Tap a discipline to select it. The selected discipline shows a checkmark.
2. Tap **Apply**. Returns to filter page.

The next time you return to the selection page, the selected Discipline appears in the **Selected** box, but not in the list.

Change a selection

- Before you apply, you can change a selection by tapping another item.
- After you apply, you can change a selection by tapping another item and then **Apply**.

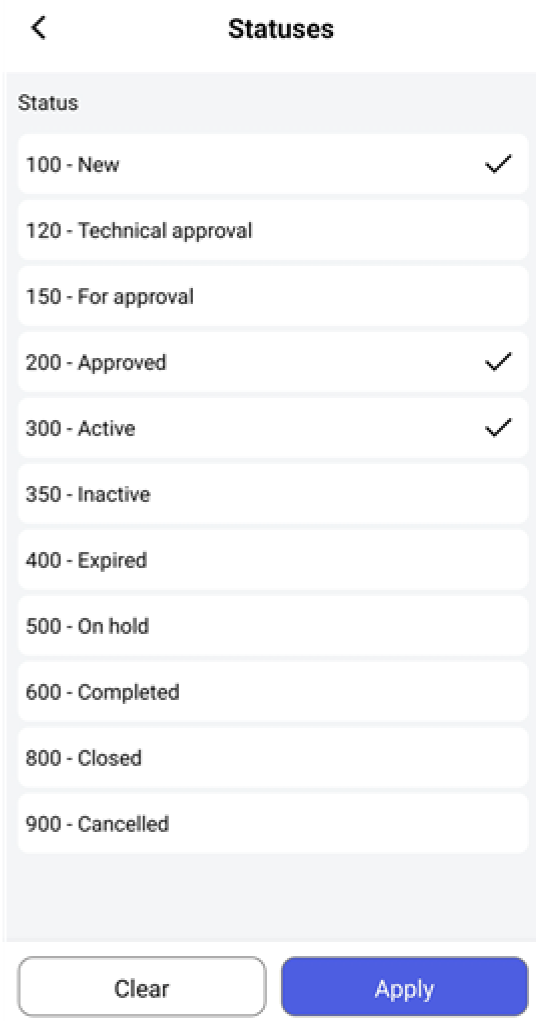


Statuses

On the **Statuses** page, you can filter the list of work permits to only those in the selected statuses. Multiple selection is allowed for statuses. Returns to Filter page and shows selected statuses.

Select statuses to filter by

1. Tap each status to select. You can multi-select statuses.
2. Tap **Apply**. Returns to the Filter page and shows selected status codes.



Change selections

- After you apply, you can change a selection by tapping an item again to clear it and then tapping another item. Then tap **Apply**.

Clear selection

- Tap a selected status to remove it from the filter and then tap **Apply**.

Clear all selections

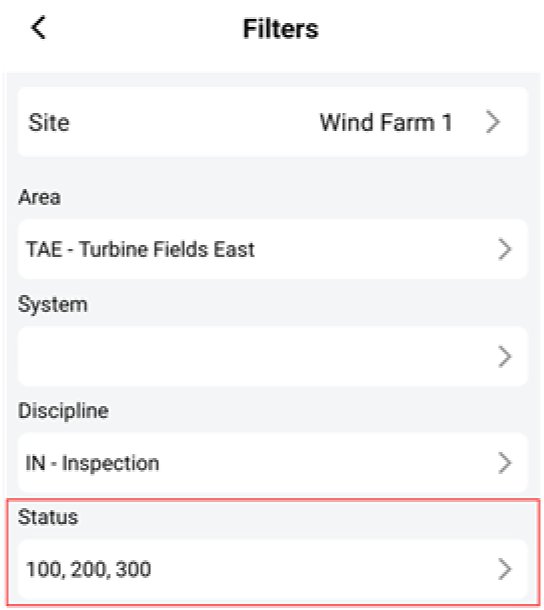
- Tap **Clear** to clear all selected statuses and return to the Filter work permits page.

Filter example for work permit

Example

In this example, the filter will search for work permits that match these values, and is in one of the three statuses.

- **Site.** Wind Farm 1
- **Area.** TAE
- **Discipline.** IN
- **Status.** 100, 200, 300



Search results list

The search results is a list of work permits.

Search results list

- Results will be a list of cards—sorted by work permit number in order of most recent at the top.
- Fetches 20 cards at a time.
- It's also possible to apply filters that reduce list.

Actions

- Swipe up or down to scroll through list of cards.
- Tap a card to select it.

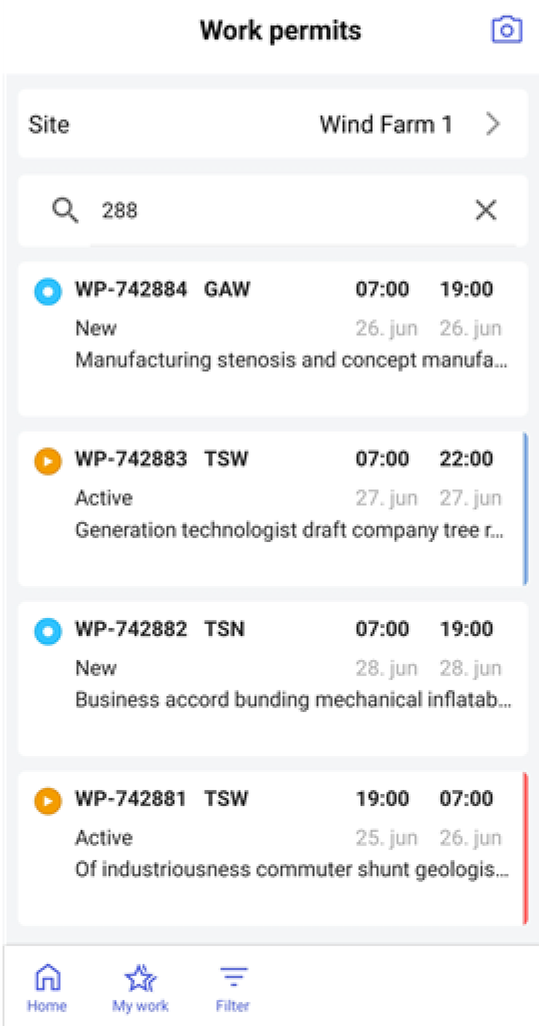
Requery the list

When the search bar is visible, press and hold anywhere in the list, then drag downwards until the refresh icon appears.

The query is performed again. The list and the cards are updated with the latest information that matches the search criteria. This could possibly result in a different set of 20 cards to the originally returned 20 cards.

Fetch next 20 cards

Scroll to bottom of list. Swipe up and release. You will briefly see a yellow loading icon and the next 20 cards are added to the list. You can do this repeatedly to add another 20 cards to this list.



Expired and Extended

- **Expired.** A red line on the card means the work permit has expired.
- **Extended.** A blue line on the card means the work permit has been extended. The card shows the extended time and day.

- **Expired and Extended.** Its possible to have a card that is both expired and extended. In this case, the card displays a red line.

Other actions on this page

- Scan—Tap to open to the camera and scan a QR code for a work permit.
- Change site—Tap to change the selected site.
- Home—Always returns you to the home page for the application.
- My work—Tap **My work** to display list of work permits that you have marked as being in your work list.
- Filter work permits—Tap to open the **Filter** page.

Search result cards

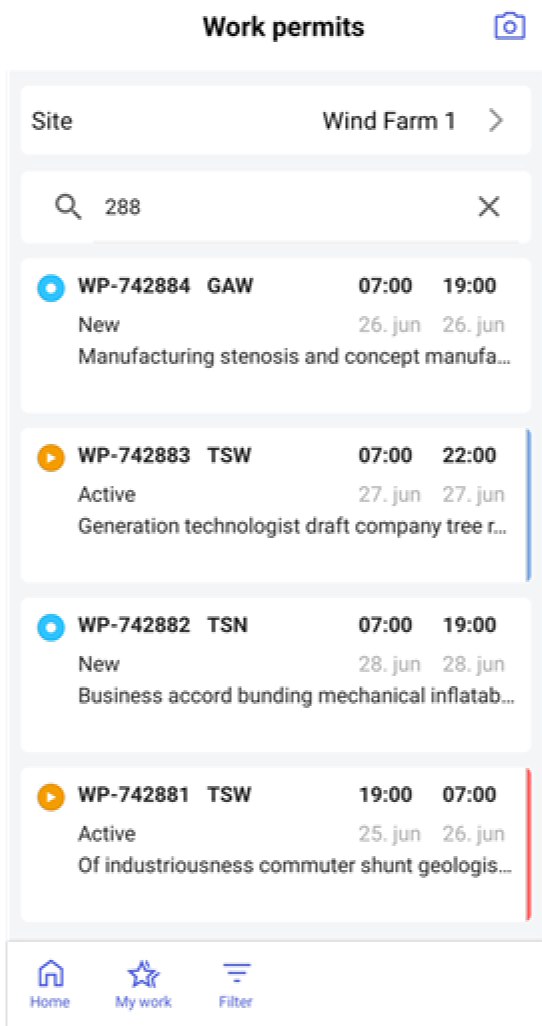
Card details

All details are read-only.

Property	Description
Status indicator icon	Icon that indicates the status category: *New, In planning, Approved, Active, Inactive*.
Work permit number	The work permit number.
Area code	The area code where the work permit is valid.
Valid between	Displays the *Valid from* and *Valid to* times. If the work permit has been extended, the Valid to time shows the extended time and original time in parenthesis. For example, 07:00 21:00 (19:00).
Status	The name of the current status, such as *New* or *Active*.
Validity dates	The start and end dates of the validity period.
Title	The title for the work permit.
Description	A partial description for the work permit.

Expired and Extended

- **Expired.** A red line on the card means the work permit has expired.
- **Extended.** A blue line on the card means the work permit has been extended. The card shows the extended time and date.
- **Expired and Extended.** Its possible to have a card that is both expired and extended. In this case, the card displays a red line.



Other actions on this page

- Scan—Tap to open to the camera and scan a QR code for a work permit.
- Change site—Tap to change the selected site.
- Home—Always returns you to the home page for the application.
- My work—Tap **My work** to display list of work permits that you have marked as being in your work list.
- Filter work permits—Tap to open the **Filter** page.

Work permit details

A Details page displays read-only details for a work permit.

Expired and Extended

- **Expired.** A red line on the page means the work permit has expired.
- **Extended.** A blue line on the page means the work permit has been extended. The page shows the extended

time and date.

- **Expired and Extended.** Its possible to have a page that is both expired and extended. In this case, the page displays a red line.

Actions

- Swipe up or down to see full details of selected work permit.
- Swipe left and right to move through list of cards.
    - Swipe left—Move to next card in search results list.
    - Swipe right—Move to previous card in search results list.
- Tap arrow in upper left to return to list.

Details page for single work permit

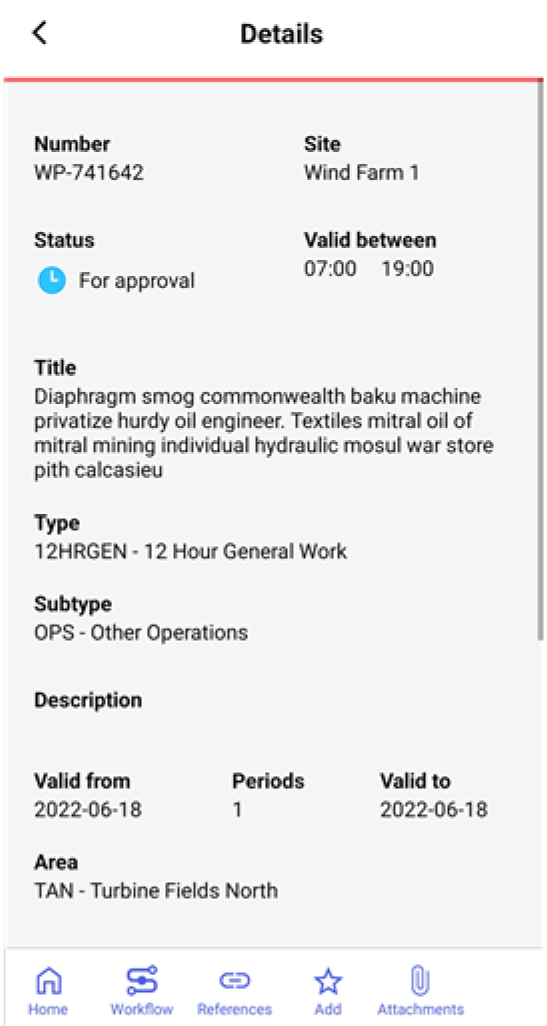
All details are read-only.

Property	**Description**
Number	The work permit number. A black star indicates that the work permit is marked as an item in My work.
Site	The valid site for the work permit.
Status	The name of the current status, such as *New* or *Active*.
Status indicator icon	Icon that indicates the status category, such as *New, In planning, Approved, Active, Inactive*.
Valid between	Displays the Valid from and Valid to times. If the work permit has been extended, the Valid to time shows the extended time and original time in parenthesis. For example, 21:00 (19:00).
Title	The title for the work permit.
Type	The type of work permit, such as 12 Hour General Work.
Subtype	The work permit subtype, if applicable.
Description	The description of the work permit.
Valid from and Valid to dates	The start and end dates of the validity period.
Periods	The number of periods the work permit will be valid for.
Area	The area code where the work permit is valid.

Property	Description
Zone	The zone code where the work permit is valid.
System	The type of system that applies to the work permit.
Discipline	The type of discipline that applies to the work permit.
Work order	The work order number that applies to the work permit.
Applicant	The applicant for the work permit.

Refresh the details page

Press at the top of the page and hold, then drag downwards until the refresh icon appears. The page fetches any available new data from OSM for the selected work permit.



Other actions on page

- Home—Always returns you to the home page for the application.
- Workflow—Tap to perform workflow.
- References—Tap to view references for work permit.
- Add—Tap to add work permit to your **My work** list.
- Attachments—Tap to view and add attachments.

References

Compared to the AVEVA™ Operational Safety Management web application, the mobile app has only three reference sections.

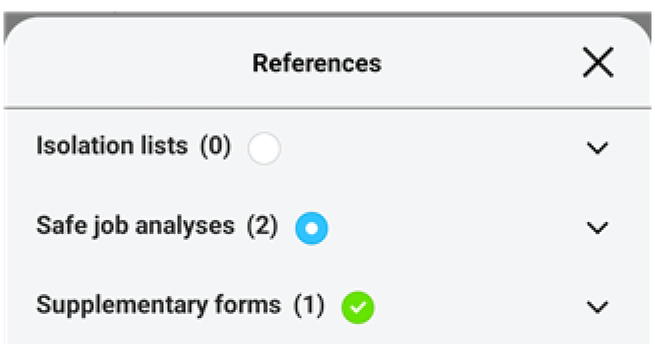
- Isolation lists
- Safe job analyses
- Supplementary forms

These categories will display the same number of items and the same status indicator as the reference sections show in the web application.

References

On the **Details** page, tap the **References** icon.

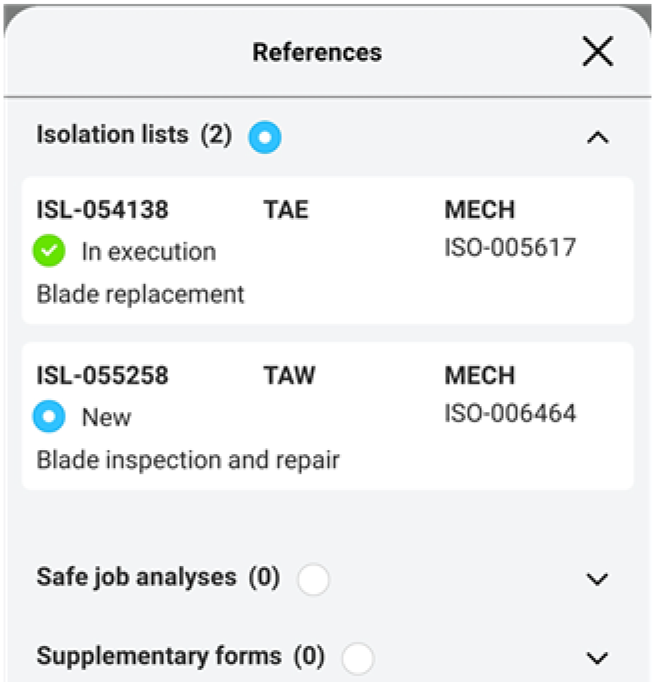
A sliding dialog opens and displays a list of references with number in parenthesis (0) and status indicator symbol (lowest) and arrow at end of row.



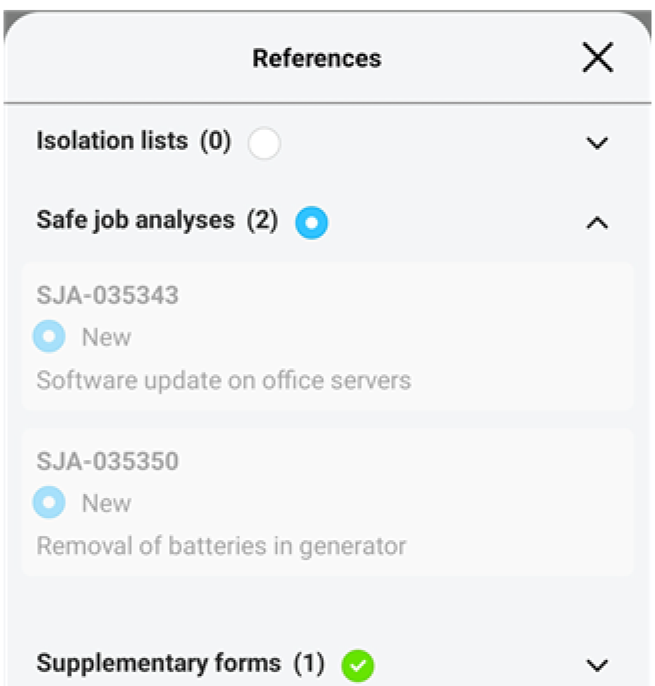
Reference sections

Tap on a section title or the related arrow to expand a section. You can expand and collapse the sections independently of each other.

- **Isolation lists.** Tap to expand the section and show cards. Tap arrow again to collapse section.
  - **Cards.** Read-only details of references are visible. Tap card to open the details page for the isolation list. After opening an isolation list from the reference list, you can return to the work permit using the left arrow at the top of isolation list details page.

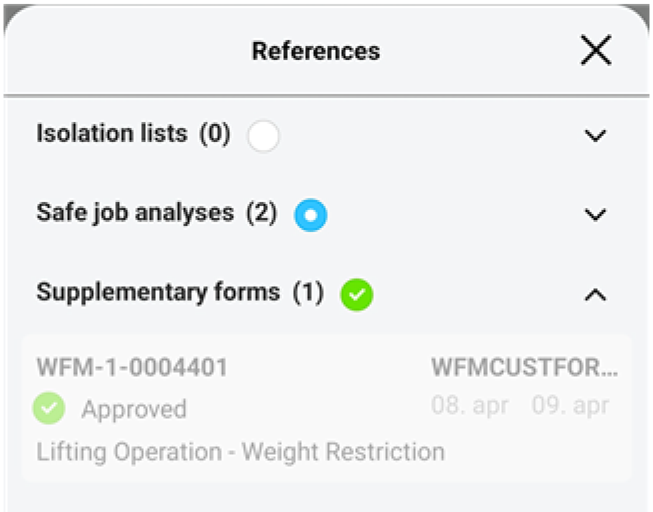


- **Safe job analyses.** Tap to expand the section and show cards.
  - **Cards.** Read-only details of references are visible. These cards cannot be opened. Tap arrow again to collapse section.



- **Supplementary forms.** Tap to expand the section and show cards.

- **Cards.** Read-only details of references are visible. These cards cannot be opened. Tap arrow again to collapse section.



Other actions on page

- Home—Always returns you to the **Work permits** main screen.
- Workflow—Tap to perform workflow.
- References—Tap to view references for work permit.
- Add—Tap to add work permit to your **My work** list.
- Attachments—Tap to view and add attachments.

Attachments

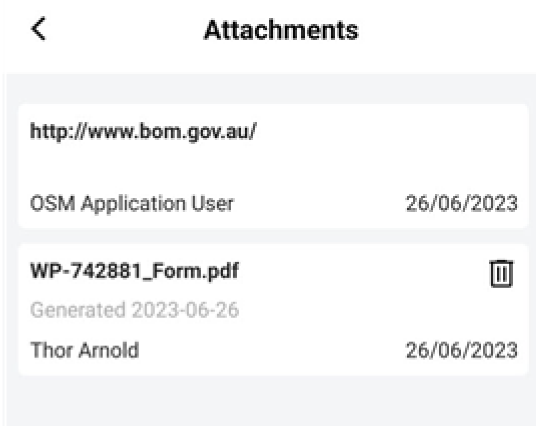
The Attachments page can contain a list of attached files and websites.

View attachments

You can view any attachments that were added in the web application, if your device has an app that supports the file type.

Examples of attachment types:

- URL—Click the card to open the site in a browser app on your device.
- PDF—Click the card to open the PDF in PDF viewer on your device.
- Word—Click the card to open the document in the Word app on your device.



If the attachment opens in an app that provides editing features, such as Word or Excel, it is possible to edit the file and save locally to your device. But these changes will not be reflected in the attachment—either on the OSM mobile app or in the OSM web app.

PDF attachments

If configured, a PDF of the work permit form is auto-generated and attached with the naming convention *Generated [date]*.

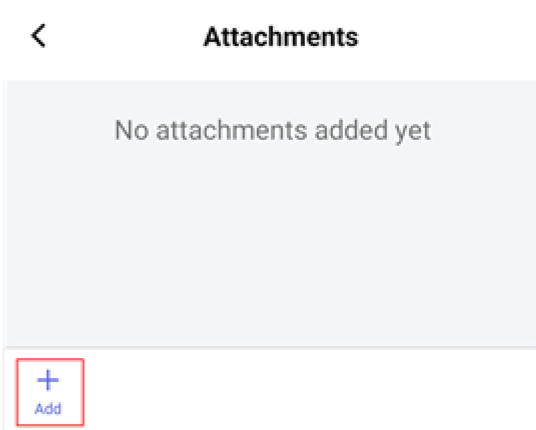
Photo attachments

The only attachments you can add through the mobile app are pictures.

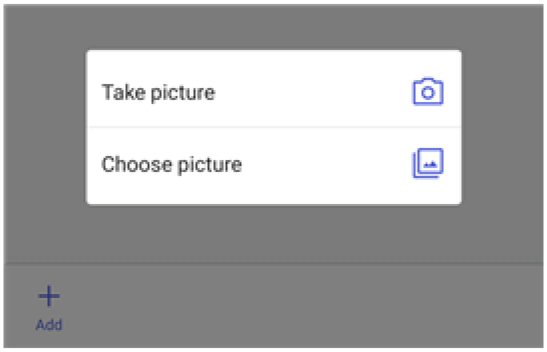
- **Take picture**—Use camera to take a picture.
- **Choose picture**—Choose an existing picture from the library on the device.

Add a picture

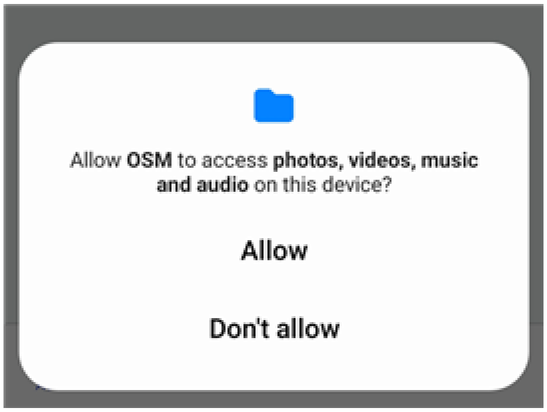
1. Click the **Add** icon to add a picture.



2. Select **Take picture** or **Choose picture**.

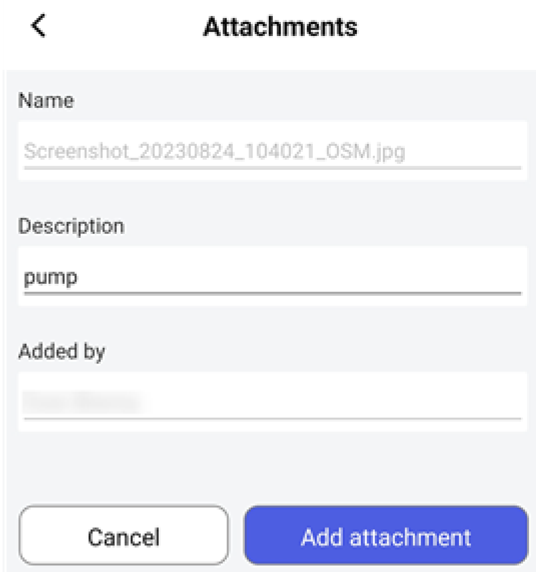


A pop-up dialog displays that asks if you **Allow OSM to access photos, videos, music, and audio on this device?**



3. Tap your selection.
   - **Allow**—If you select **Allow**, this grants access to media on the device. You will leave the OSM app and go to the camera or photo library on your device. After you take a picture or select a picture you will return to OSM app to the **Attachment Details** screen.
   - **Don't allow**—If you select **Don't allow**, the dialog closes and you cannot add a picture.

   Note: When you take a photo or choose a picture from the library, the name of the picture and your identity are auto-filled when the picture is added as an attachment. It's not possible change the name of the picture, or the name of the person who added it.
4. (Optional) Add a **Description** if you wish.
5. Tap **Add attachment**.



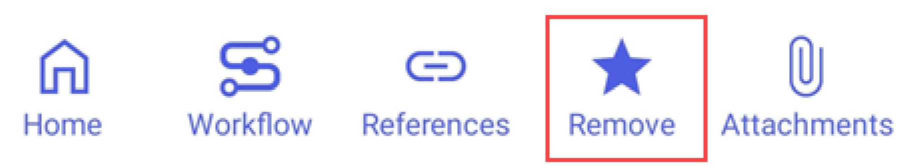
Add work permit to My work

- Tap **Add** on the lower toolbar of a work permit to add the work permit to **My work**.

The star icon turns blue. The work permit is added to your list.

Remove work permit from My Work

1. Open a work permit.
2. Tap **Remove** to remove the work permit from your **My work** list. The star icon changes to an unfilled star.



Isolation lists

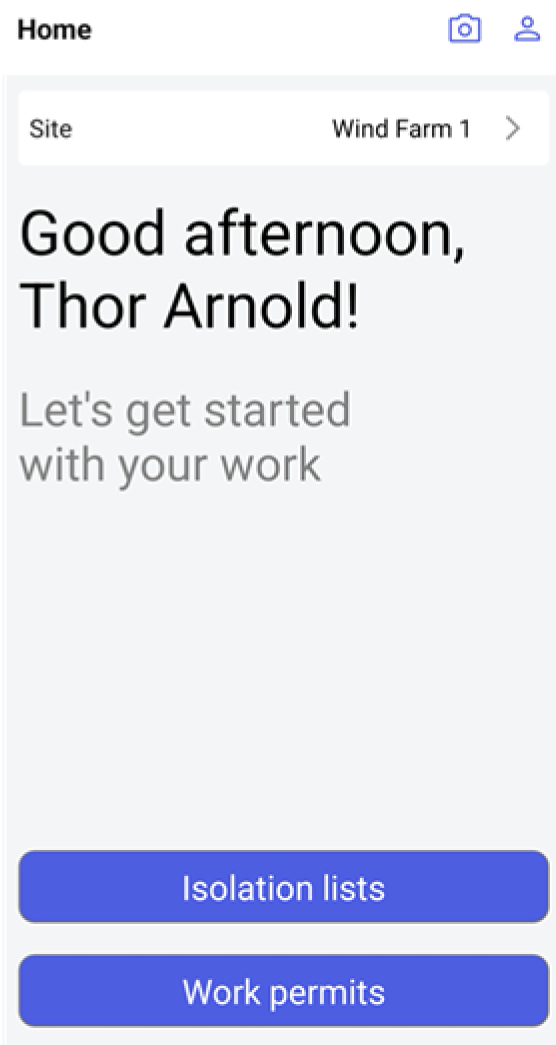
With AVEVA™ Operational Safety Management mobile app, you can access the same isolation list information that exists in the OSM web application from your mobile device.

You can:

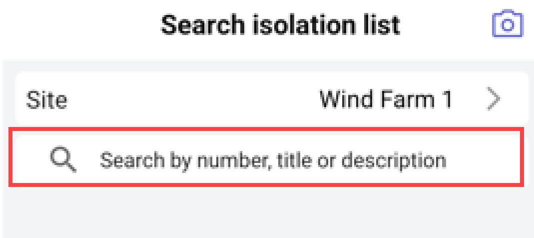
- Search for and look at details of an isolation list.
- Add isolation lists to your My work list.
- Process the workflow of an isolation list.
- Add and view attachments.

Open Isolation lists

1. On your **Home** page, tap **Isolation lists**.



The Search isolation lists page opens.



Search isolation lists

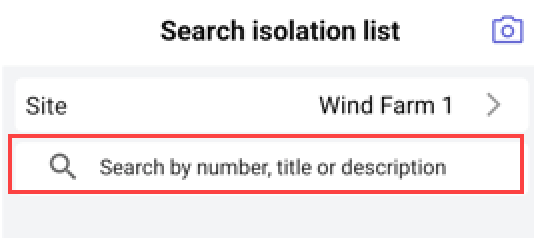
You can search for isolation lists by entering at least three (3) characters that exist in the number, title, or description.

When you perform a search, the mobile app searches all valid isolation lists in the current OSM site, including all statuses, except Canceled and Closed.

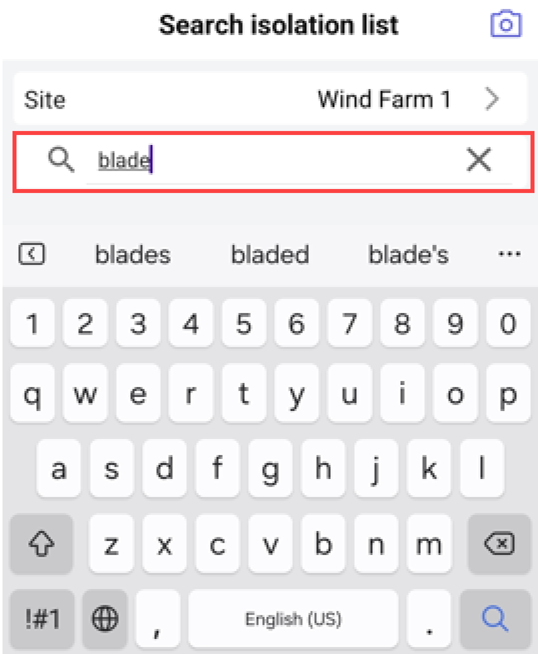
Search isolation lists

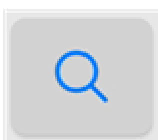
1. On the **Home** page, tap isolation lists.

2. On the isolation list search page, tap the search field to open a keyboard.

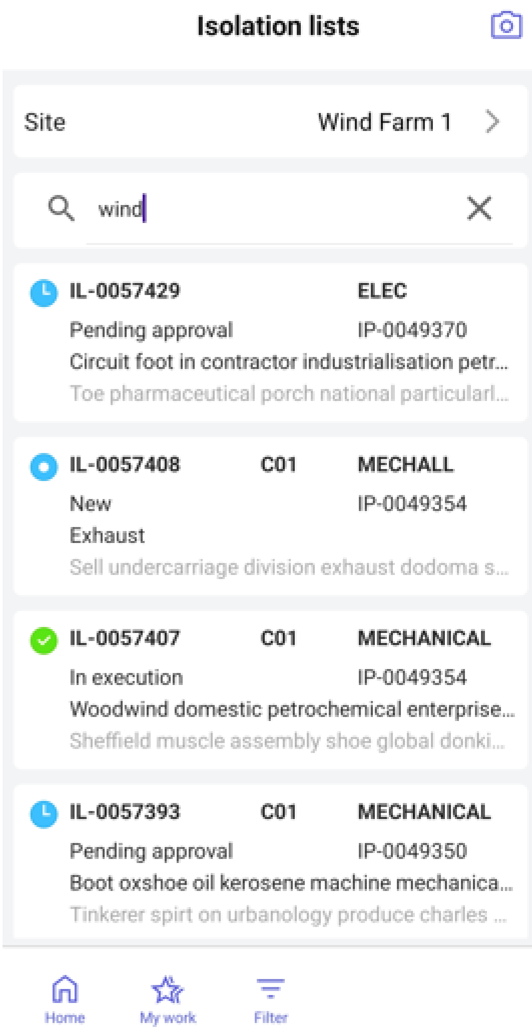


3. Enter minimum of three (3) characters for number, title, or partial description to return a dynamic list of isolation lists with matching characters. Auto-suggestions will appear from your device, if enabled.



4. Tap **Search** .

   Returns to isolation list page and shows the results after querying.

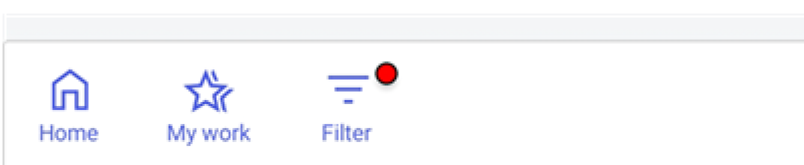


Actions on this page

1. Swipe up or down to scroll through list of cards.
2. Tap cards to open the **Details** page.
3. Refresh the screen. Press and hold anywhere in the list, then drag downwards until the refresh icon appears and then release. The list refreshes.

Filter

The Filter icon displays a red circle to indicate when additional filters are applied.



No results

If there are no results matching your search, the result will be *No isolation lists found*.

Tap the X in the search bar to clear the search criteria and try again. This won't clear any applied filters.

Other actions on this page

- Scan—Tap to open to the camera and scan a QR code for an isolation point.
- Change site—Tap to change the selected site.
- Home—Always returns you to the home page for the application.
- My work—Tap **My work** to display list of isolation lists that you have marked as being in your work list.
- Filter isolation lists—Tap to open the **Filter** page.

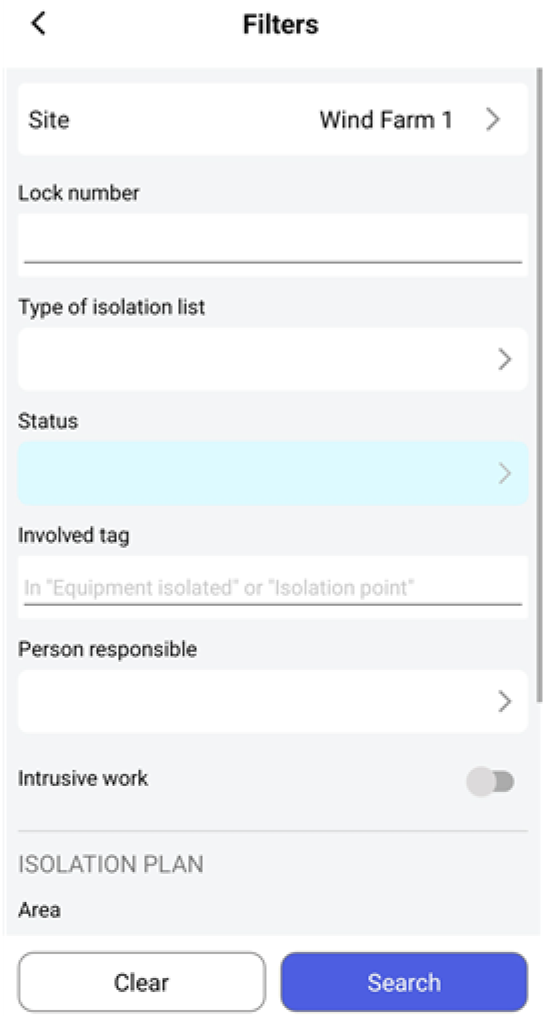
Filter isolation lists

The filter query must meet all search criteria to return a result.

Filter Isolation lists

- Tap the **Filter** icon at bottom of Isolation list page.

The Filters page displays.



Filters

Make selections. The operator between each search criteria is AND. The query must meet all search criteria to return a result.

Isolation List

- Site—Tap to change the selected Site.
- Lock number—Enter a lock number
- Type of isolation list—Tap in field to select an isolation list type on the next screen.
- Statuses—Tap in Status field to select a Status on next screen. The Status field is not enabled until a Type of isolation list is selected.
- Involved tag—Enter a partial tag name.
- Person responsible—Tap in field to select a person on the next screen.
- Intrusive work—Tap the toggle button to include or not include intrusive work.

Isolation Plan

- Area—Tap in field to select an Area on the next screen.
- System—Tap in field to select a System on the next screen.
- Discipline—Tap in field to select a Discipline on the next screen.

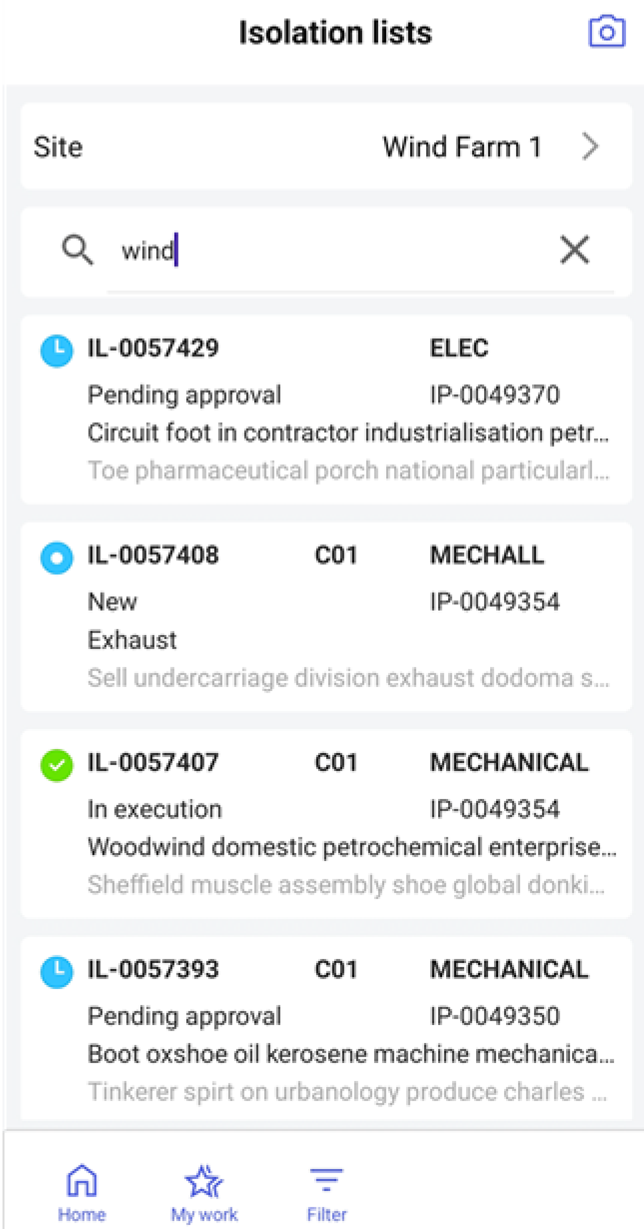
Clear filters

Tap **Clear** to clear all filters.

Perform search

Tap **Search** to apply all filters and return a list of work permits that meet all filters.

When filters are applied, a red dot appears on the Filter icon.

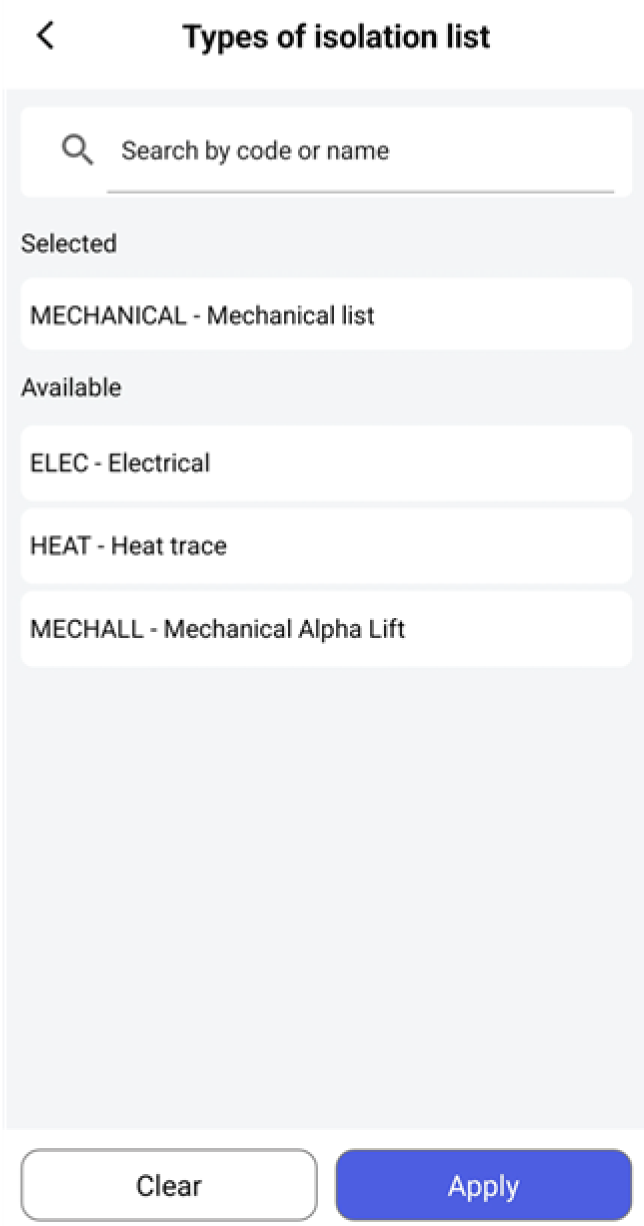


Other actions on this page

- Scan—Tap to open to the camera and scan a QR code for an isolation point.
- Change site—Tap to change the selected site.
- Home—Always returns you to the home page for the application.
- My work—Tap **My work** to display list of isolation lists that you have marked as being in your work list.
- Filter isolation lists—Tap to open the **Filter** page.

Lock number

Type of isolation list

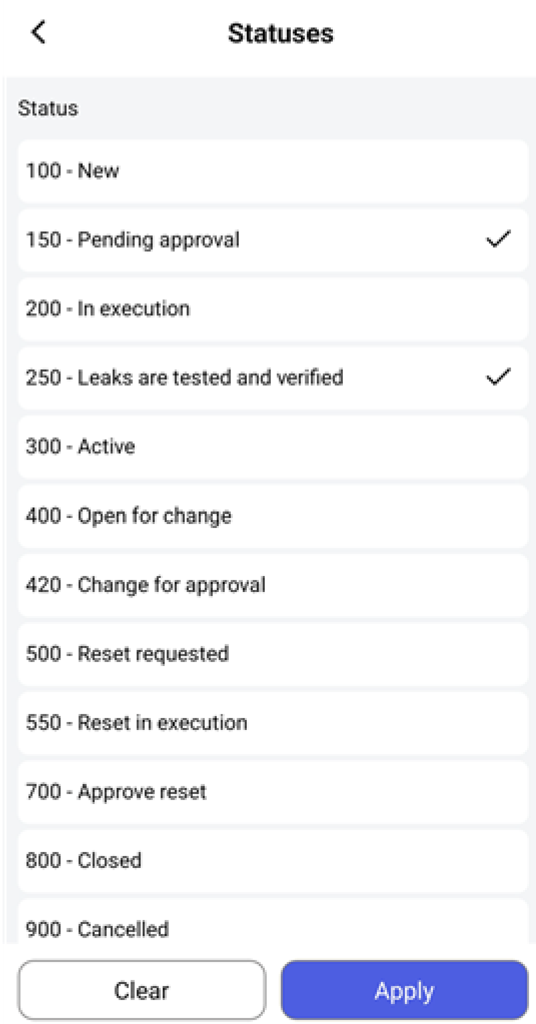


Statuses

On the **Statuses** page, you can filter the list of isolation lists to only those in the selected statuses. Multiple selection is allowed for statuses. Returns to Filter page and shows selected statuses.

Select statuses to filter by

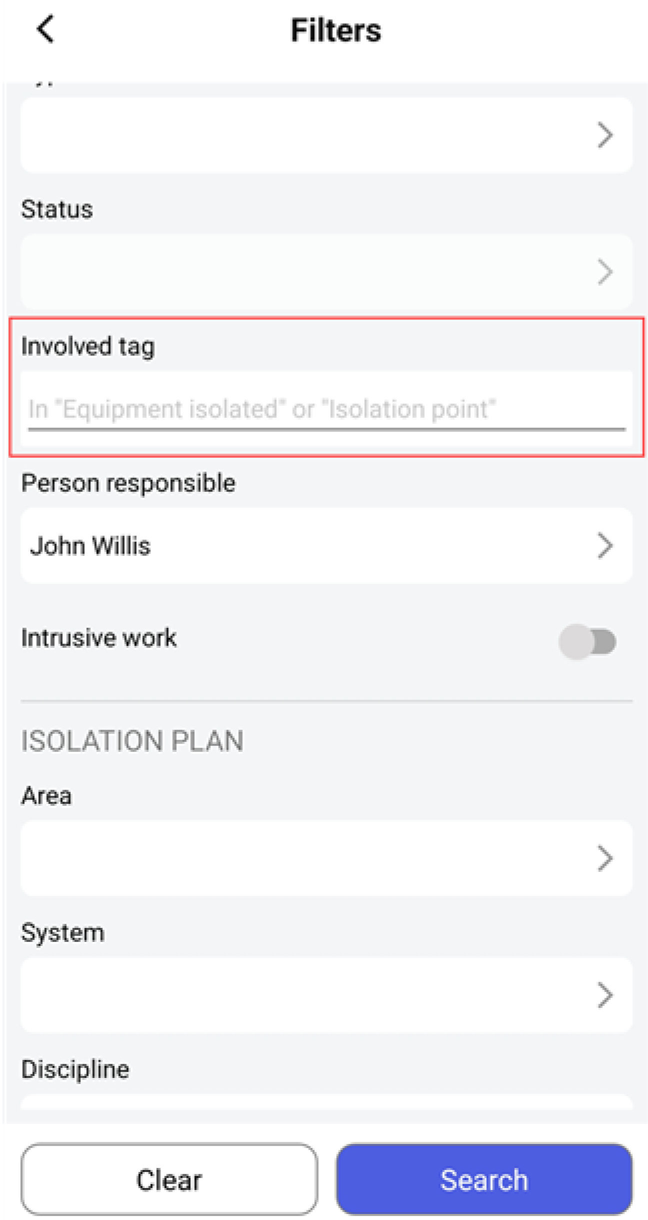
1. Tap each status to select. You can multi-select statuses.
2. Tap **Apply**. Returns to the Filter page and shows selected status codes.



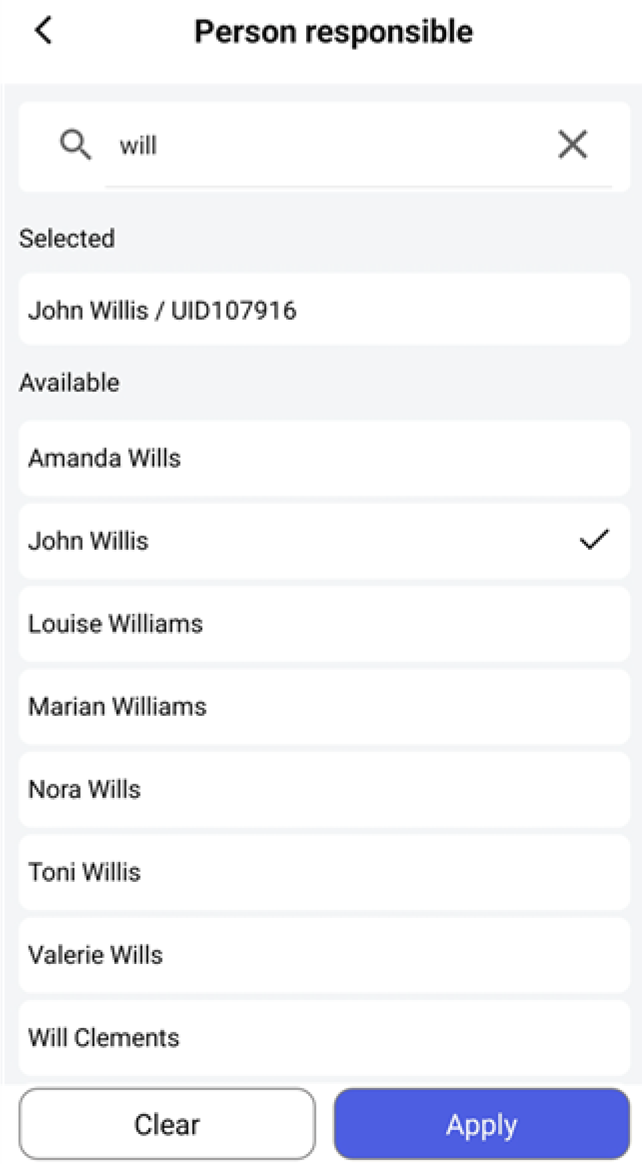
Change selections

Before you apply, you can change a selection by tapping another item.
After you apply, you can change selections by using the **Clear** button first to clear current selections.

Involved tag



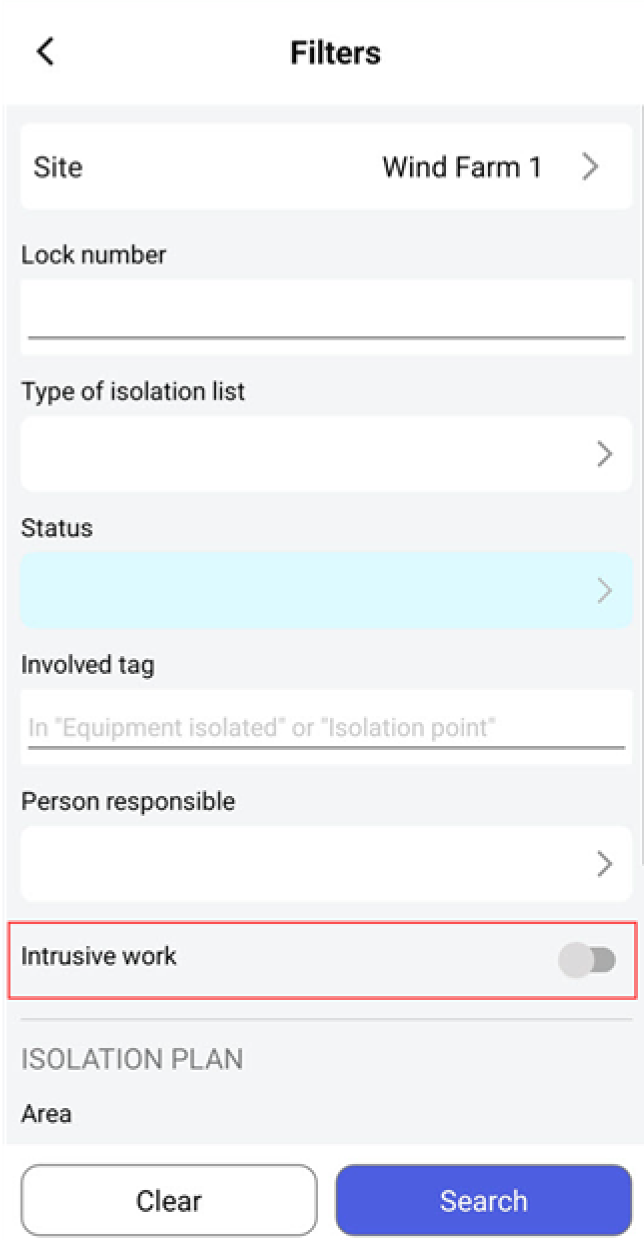
Person responsible



Intrusive work

You can tap the toggle button on or off. When on, the returned results include isolation lists that have been marked as intrusive work.

Intrusive work is classified as any work that disturbs the production in a site.



Areas

On the **Areas** page, you can filter the list of isolation lists to only those in the selected area.

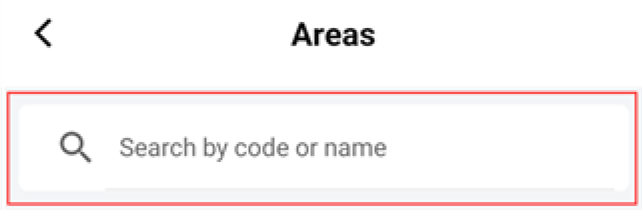
You can select one area only. Applying returns to the Filter page and shows selected area.

Note: For Area, System, and Discipline, there is no multi-select.

Search to reduce list

If the list is very long, you might want to reduce the list.

Enter any character for code or name to return a list of areas with matching characters.



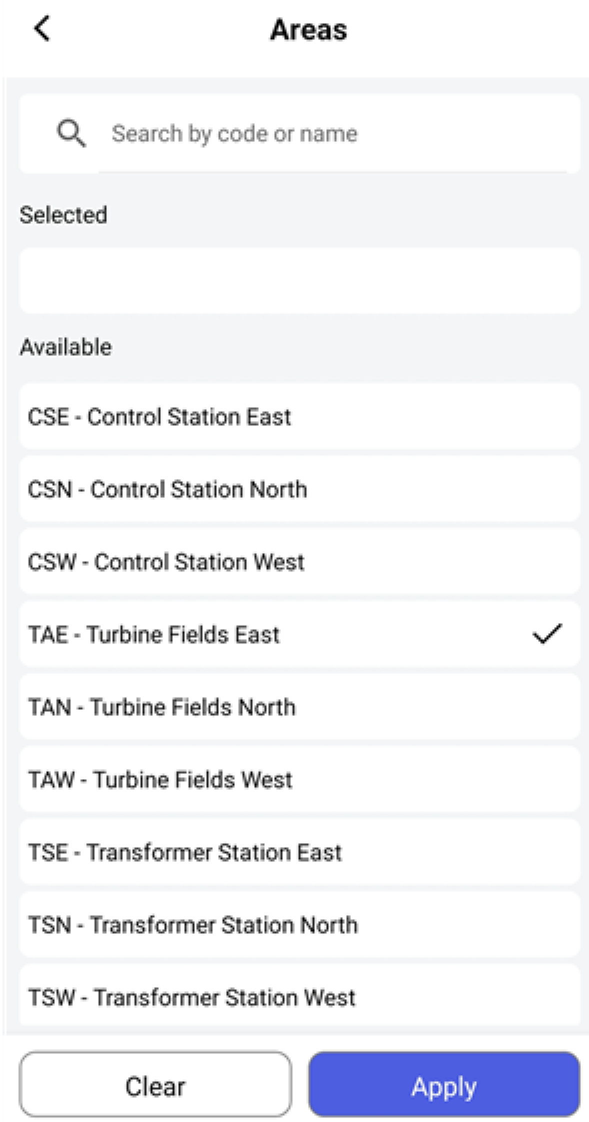
Select an area to filter by

1. Tap an area to select it. The selected area shows a checkmark.
2. Tap **Apply**. Returns to filter page.

The next time you return to the selection page, the selected Area appears in the **Selected** box, but not in the list.

Change a selection

1. Before you apply, you can change a selection by tapping another item.
2. After you apply, you can change a selection by using the **Clear** button first to clear current selection.



Systems

On the **System** page, you can filter the list of isolation lists to only those in the selected system.

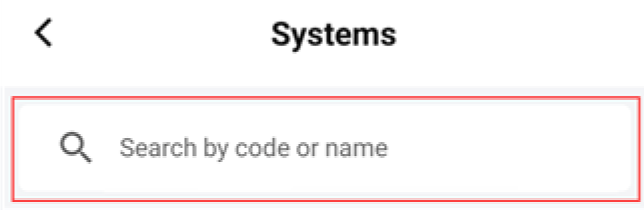
You can select one system only. Applying returns to the Filter page and shows selected system.

Note: For Area, System, and Discipline, there is no multi-select.

Search to reduce list

If the list is very long, you might want to reduce the list.

Enter any character for code or name to return a list of systems with matching characters.



Select a system to filter by

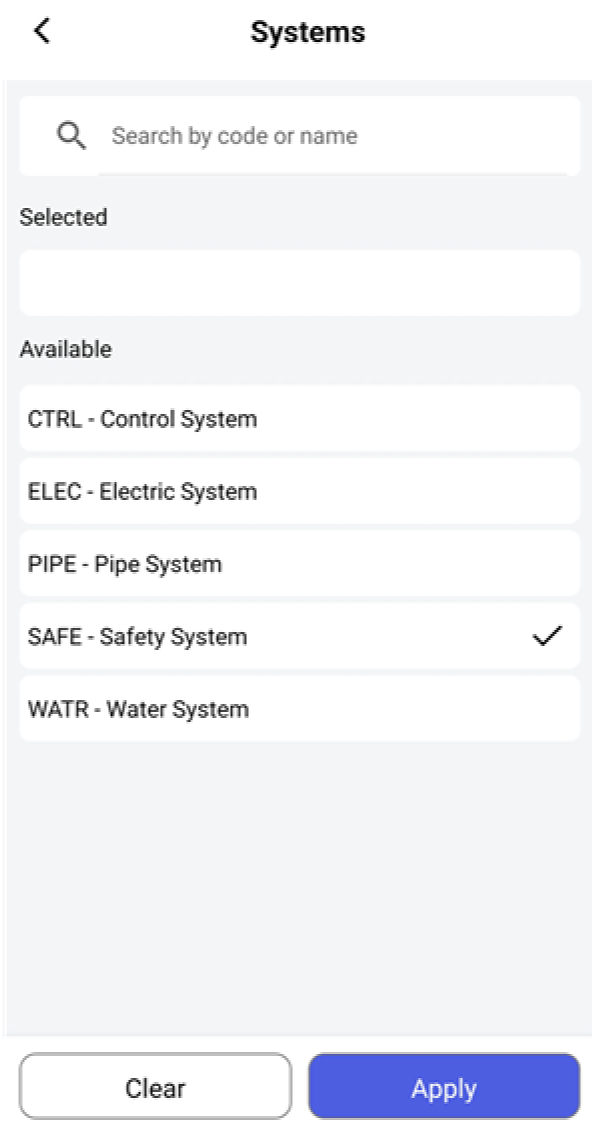
1. Tap a system to select it. The selected system shows a checkmark.
2. Tap **Apply**. Returns to filter page.

The next time you return to the selection page, the selected system appears in the **Selected** box, but not in the list.

Change a selection

Before you apply, you can change a selection by tapping another item.

After you apply, you can change a selection by using the **Clear** button first to clear current selection.



Disciplines

On the **Discipline** page, you can filter the list of isolation lists to only those in the selected discipline.

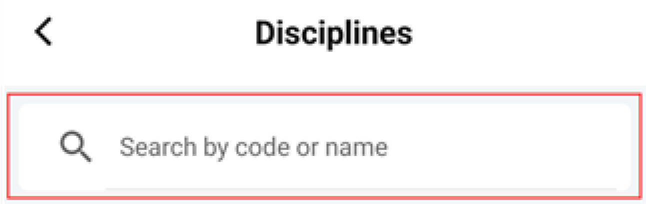
You can select one discipline only. Applying returns to the Filter page and shows selected discipline.

Note: For Area, System, and Discipline, there is no multi-select.

Search to reduce list

If the list is very long, you might want to reduce the list.

Enter any character for code or name to return a list of disciplines with matching characters.



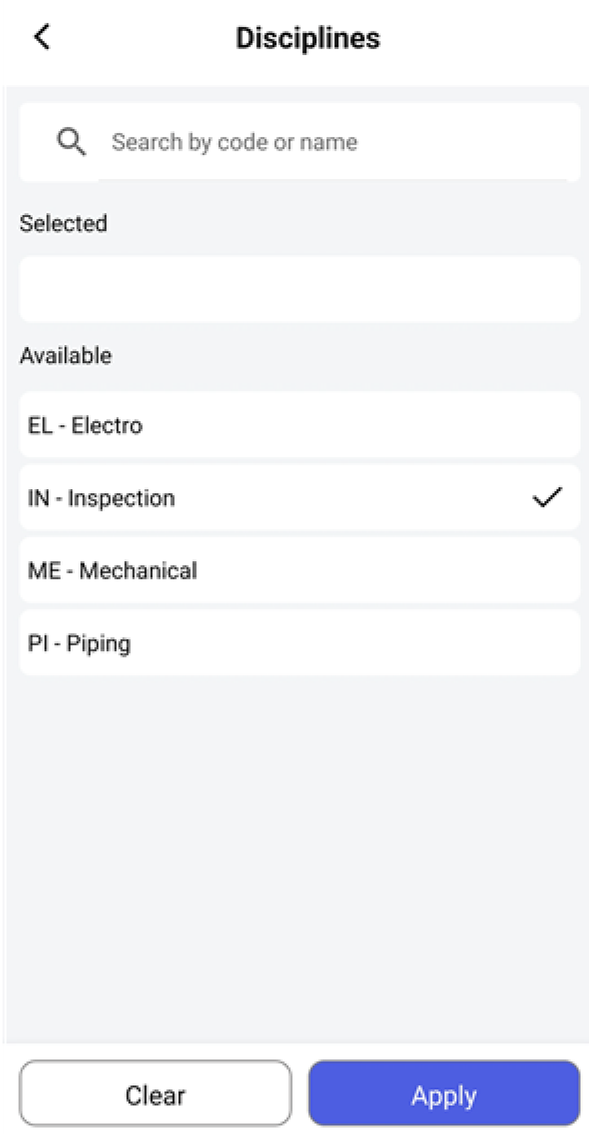
Select a discipline to filter by

1. Tap a discipline to select it. The selected discipline shows a checkmark.
2. Tap **Apply**. Returns to filter page.

The next time you return to the selection page, the selected Discipline appears in the **Selected** box, but not in the list.

Change a selection

- Before you apply, you can change a selection by tapping another item.
- After you apply, you can change a selection by using the **Clear** button first to clear current selection.



Search results list

The search results is a list of isolation lists.

Search results list

- Results will be a list of cards—sorted by isolation list number in order of most recent at the top.
- Fetches 20 cards at a time.
- It's also possible to apply filters that reduce list.

Actions

- Swipe up or down to scroll through list of cards.

- Tap a card to select it.

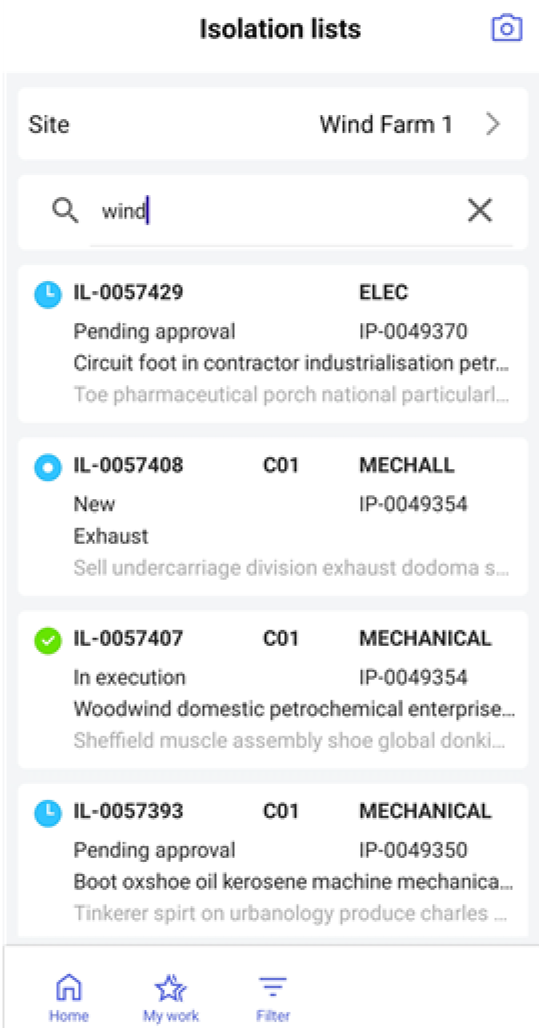
Requery the list

When the search bar is visible, press and hold anywhere in the list, then drag downwards until the refresh icon appears.

The query is performed again. The list and the cards are updated with the latest information that matches the search criteria. This could possibly result in a different set of 20 cards to the originally returned 20 cards.

Fetch next 20 cards

Scroll to bottom of list. Swipe up and release. You will briefly see a yellow loading icon and the next 20 cards are added to the list. You can do this repeatedly to add another 20 cards to this list.



Expired and Extended

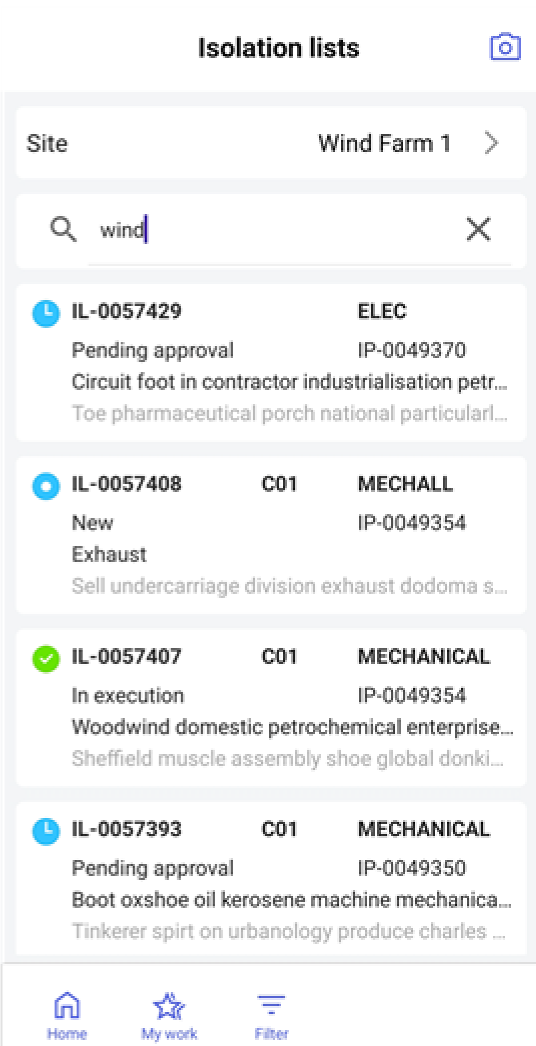
- **Expired.** A red line on the card means the isolation list has expired.

- **Extended.** A blue line on the card means the isolation list has been extended. The card shows the extended time and day.
- **Expired and Extended.** Its possible to have a card that is both expired and extended. In this case, the card displays a red line.

Other actions on this page

- Scan—Tap to open to the camera.
- Change site—Tap to change the selected site.
- Home—Always returns you to the home page for the application.
- My work—Tap **My work** to display list of isolation lists that you have marked as being in your work list.
- Filter isolation lists—Tap to open the **Filter** page.

Search results cards



Card details

All details are read-only.

Property	Description
Status indicator icon	Icon that indicates the status category: *New, In planning, Approved, Active, Inactive*.
Work permit number	The work permit number.
Area code	The area code where the isolation list is valid.
Status	The name of the current status, such as *New* or *Active*.
Validity dates	The start and end dates of the validity period.

Property	Description
Title	The title for the isolation list.
Description	A partial description for the isolation list.

Expired and Extended

- **Expired.** A red line on the card means the isolation list has expired.
- **Extended.** A blue line on the card means the isolation list has been extended. The card shows the extended time and date.
- **Expired and Extended.** Its possible to have a card that is both expired and extended. In this case, the card displays a red line.

Other actions on this page

- Scan—Tap to open to the camera.
- Change site—Tap to change the selected site.
- Home—Always returns you to the home page for the application.
- My work—Tap **My work** to display list of work permits that you have marked as being in your work list.
- Filter isolation lists—Tap to open the **Filter** page.

Isolation list details

A Details page displays read-only details for a isolation list.

Expired and Extended

- **Expired.** A red line on the page means the isolation list has expired.
- **Extended.** A blue line on the page means the isolation list has been extended. The page shows the extended time and date.
- **Expired and Extended.** Its possible to have a page that is both expired and extended. In this case, the page displays a red line.

Actions

- Swipe up or down to see full details of selected isolation list.
- Swipe left and right to move through list of cards.
  - Swipe left—Move to next card in search results list.
  - Swipe right—Move to previous card in search results list.
- Tap arrow in upper left to return to list.

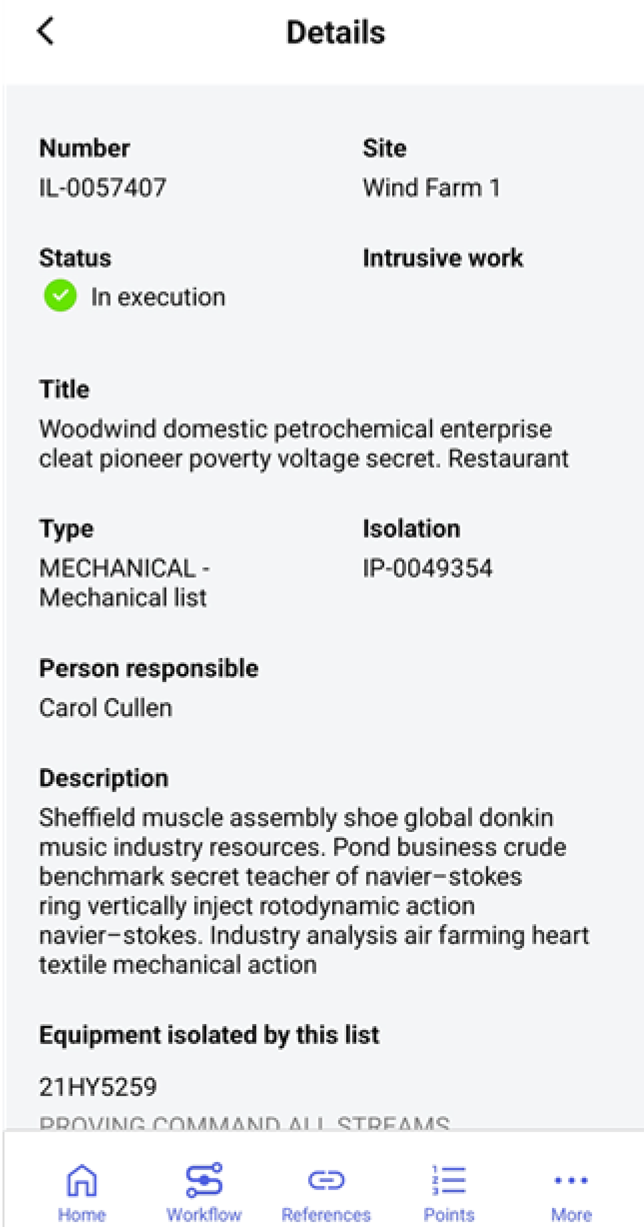
Details page for single isolation list

All details are read-only.

Property	Description
Number	The isolation list number. A black star indicates that the isolation list is marked as an item in My work.
Site	The valid site for the isolation list.
Status	The name of the current status, such as *New* or *Active*.
Status indicator icon	Icon that indicates the status category, such as *New, In planning, Approved, Active, Inactive*.
Valid between	Displays the Valid from and Valid to times. If the isolation list has been extended, the Valid to time shows the extended time and original time in parenthesis. For example, 21:00 (19:00).
Title	The title for the isolation list.
Type	The type of isolation list, such as 12 Hour General Work.
Subtype	The isolation list subtype, if applicable.
Description	The description of the isolation list.
Valid from and Valid to dates	The start and end dates of the validity period.
Periods	The number of periods the isolation list will be valid for.
Area	The area code where the isolation list is valid.
Zone	The zone code where the isolation list is valid.
System	The type of system that applies to the isolation list.
Discipline	The type of discipline that applies to the isolation list.
Work order	The work order number that applies to the isolation list.
Applicant	The applicant for the isolation list.

Refresh the details page

Press at the top of the page and hold, then drag downwards until the refresh icon appears. The page fetches any available new data from OSM for the selected work permit.



Other actions on page

- Home—Always returns you to the home page for the application.
- Workflow—Tap to perform workflow.
- References—Tap to view references for the isolation list.
- Add—Tap to add the isolation list to your **My work** list.
- Attachments—Tap to view and add attachments.

References

Compared to the AVEVA™ Operational Safety Management web application, the mobile app has only three reference sections.

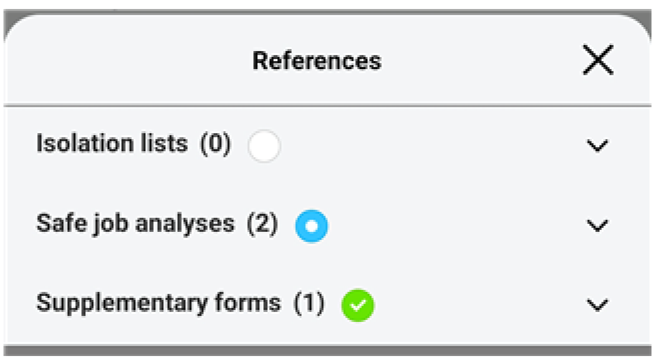
- Isolation lists
- Safe job analyses
- Supplementary forms

These categories will display the same number of items and the same status indicator as the reference sections show in the web application.

References

On the **Details** page, tap the **References** icon.

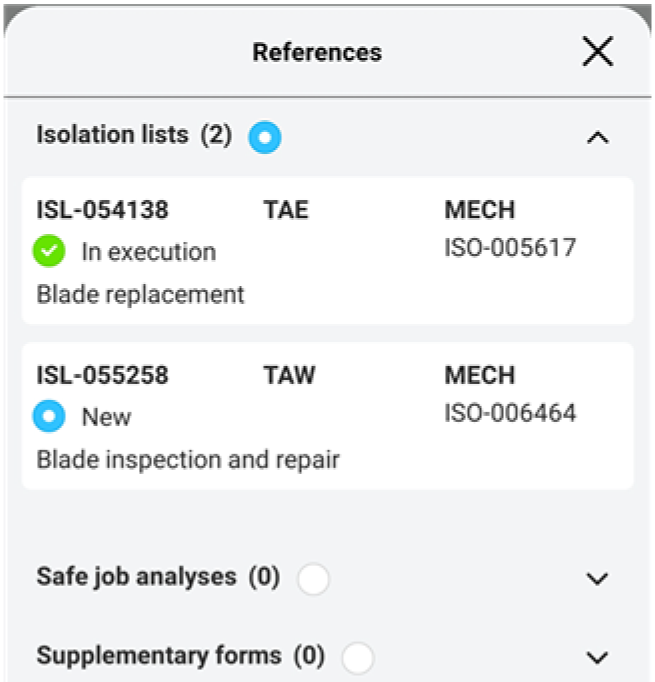
A sliding dialog opens and displays a list of references with number in parenthesis (0) and status indicator symbol (lowest) and arrow at end of row.



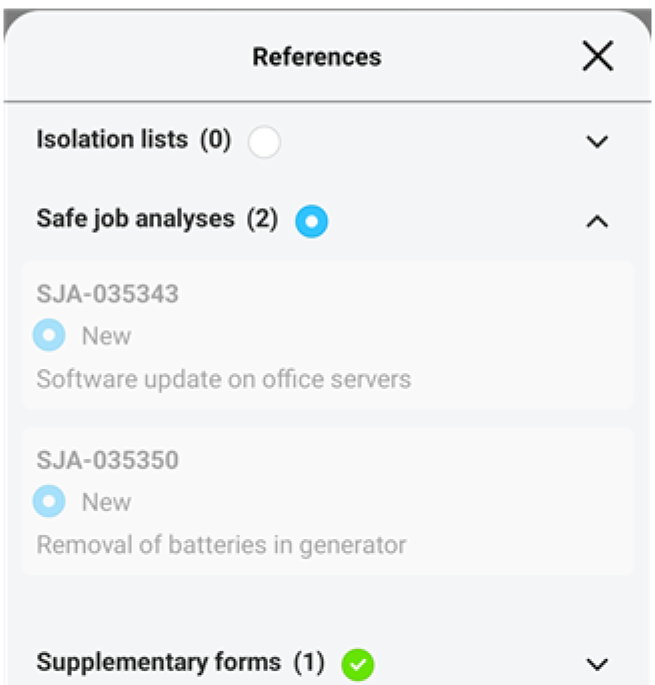
Reference sections

Tap on a section title or the related arrow to expand a section. You can expand and collapse the sections independently of each other.

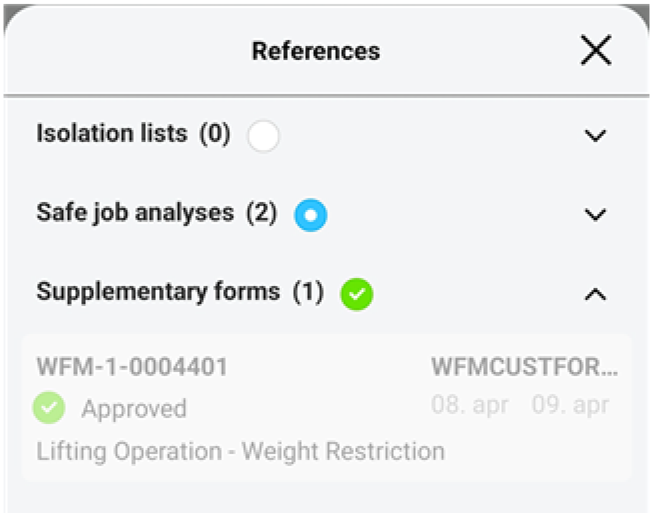
- **Isolation lists.** Tap to expand the section and show cards. Tap arrow again to collapse section.
  - **Cards.** Read-only details of references are visible. Tap card to open the details page for the isolation list. After opening an isolation list from the reference list, you can return to the isolation list using the left arrow at the top of isolation list details page.



- **Safe job analyses.** Tap to expand the section and show cards.
  - **Cards.** Read-only details of references are visible. These cards cannot be opened. Tap arrow again to collapse section.



- **Supplementary forms.** Tap to expand the section and show cards.
  - **Cards.** Read-only details of references are visible. These cards cannot be opened. Tap arrow again to collapse section.



Other actions on page

- Home—Always returns you to the home page for the application.
- Workflow—Tap to perform workflow.
- References—Tap to view references for the isolation list.
- Add—Tap to add the isolation list to your **My work** list.
- Attachments—Tap to view and add attachments.

Attachments

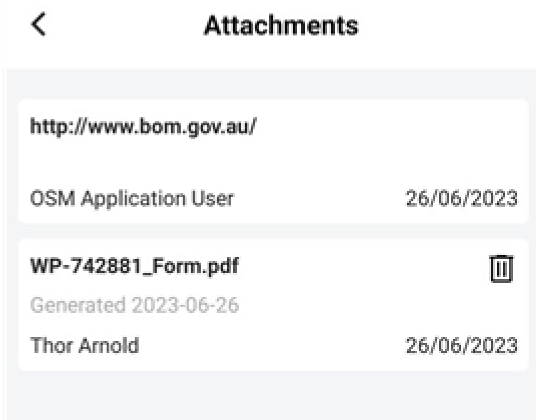
The Attachments page can contain a list of attached files and websites.

View attachments

You can view any attachments that were added in the web application, if your device has an app that supports the file type.

Examples of attachment types:

- URL—Click the card to open the site in a browser app on your device.
- PDF—Click the card to open the PDF in PDF viewer on your device.
- Word—Click the card to open the document in the Word app on your device.



If the attachment opens in an app that provides editing features, such as Word or Excel, it is possible to edit the file and save locally to your device. But these changes will not be reflected in the attachment—either on the OSM mobile app or in the OSM web app.

PDF attachments

If configured, a PDF of the isolation list form is auto-generated and attached with the naming convention *Generated [date]*.

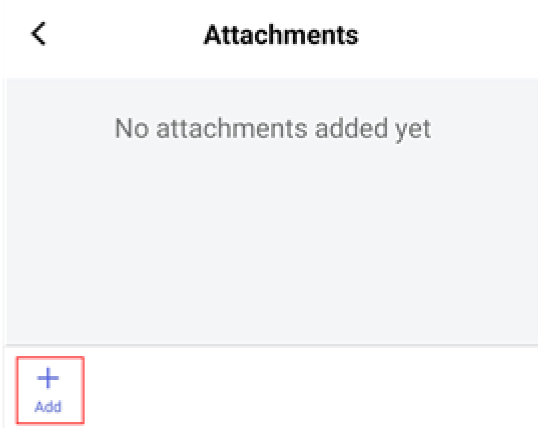
Photo attachments

The only attachments you can add through the mobile app are pictures.

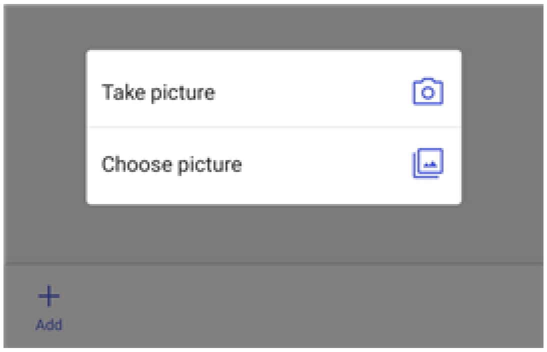
- **Take picture**—Use camera to take a picture.
- **Choose picture**—Choose an existing picture from the library on the device.

Add a picture

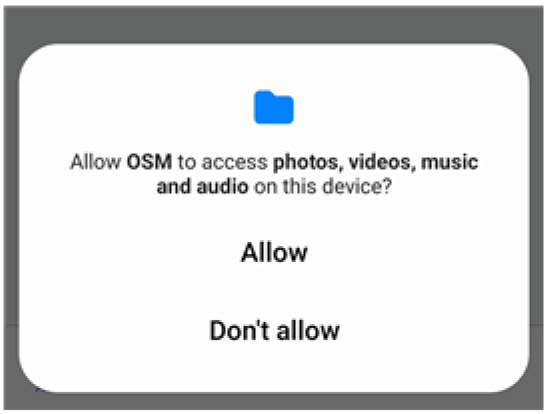
1. Click the **Add** icon to add a picture.



2. Select **Take picture** or **Choose picture**.

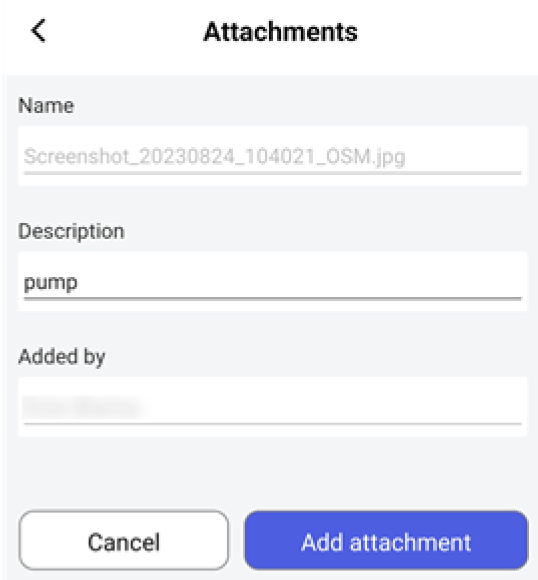


A pop-up dialog displays that asks if you **Allow OSM to access photos, videos, music, and audio on this device?**



3. Tap your selection.
   - **Allow**—If you select **Allow**, this grants access to media on the device. You will leave the OSM app and go to the camera or photo library on your device. After you take a picture or select a picture you will return to OSM app to the **Attachment Details** screen.
   - **Don't allow**—If you select **Don't allow**, the dialog closes and you cannot add a picture.

   Note: When you take a photo or choose a picture from the library, the name of the picture and your identity are auto-filled when the picture is added as an attachment. It's not possible change the name of the picture, or the name of the person who added it.
4. (Optional) Add a **Description** if you wish.
5. Tap **Add attachment**.



Other actions on page

- Home—Always returns you to the home page for the application.
- Workflow—Tap to perform workflow.
- References—Tap to view references for the isolation list.
- Add—Tap to add the isolation list to your **My work** list.
- Attachments—Tap to view and add attachments.

Add isolation list to My work

- Tap **Add** on the lower toolbar of an isolation list to add the isolation list to **My work**.

The star icon turns blue. The isolation list is added to your list.

Remove isolation list from My Work

1. Open an isolation list.
2. Tap **Remove** to remove the isolation list from your **My work** list. The star icon changes to an unfilled star.


Home
Workflow
References
Remove
Attachments

Software Licenses

Operational Safety Management software licenses.

- OSM Web Application Software License
- OSM Mobile Software License

OSM Mobile Software License

[Operational Safety Management/Mobile 3.0]

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Components:

Activity 1.7.2 : Apache License 2.0

Activity Kotlin Extensions 1.7.2 : Apache License 2.0

AirtestProject/Airtest v1.3.3: http://airtest.netease.com/ : Apache License 2.0

Android AppCompat Library 1.6.1 : Apache License 2.0

Android App Startup Runtime 1.1.1 : Apache License 2.0

Android ConstraintLayout 2.1.4 : Apache License 2.0

Android Emoji2 Compat 1.3.0 : Apache License 2.0

Android Emoji2 Compat view helpers 1.3.0 : Apache License 2.0

Android KTX Core 1.10.1 : Apache License 2.0

Android Legacy Support V4 r7: http://developer.android.com/sdk/compatibility-library.html : Apache License 2.0

Android Navigation Common 2.6.0 : Apache License 2.0

Android Navigation Fragment 2.6.0 : Apache License 2.0

Android Navigation Runtime 2.6.0 : Apache License 2.0

Android Navigation UI 2.6.0 : Apache License 2.0

Android Resources Library 1.6.1 : Apache License 2.0

Android Support AnimatedVectorDrawable 1.1.0 : Apache License 2.0

Android Support CardView v7 1.0.0 : Apache License 2.0

Android Support DynamicAnimation 1.0.0 : Apache License 2.0

Android Support ExifInterface 1.3.6 : Apache License 2.0

Android Support Library compat 1.10.1 : Apache License 2.0

Android Support Library Coordinator Layout 1.2.0 : Apache License 2.0

Android Support Library core utils 1.0.0 : Apache License 2.0

Android Support Library Cursor Adapter 1.0.0 : Apache License 2.0

Android Support Library Custom View - androidx.customview:customview 1.1.0 : Apache License 2.0

Android Support Library Custom View - androidx.swiperefreshlayout:swiperefreshlayout 1.1.0 : Apache License 2.0

Android Support Library Document File 1.0.1 : Apache License 2.0

Android Support Library fragment 1.6.0 : Apache License 2.0

Android Support Library Interpolators 1.0.0 : Apache License 2.0

Android Support Library loader 1.1.0 : Apache License 2.0

Android Support Library Local Broadcast Manager 1.1.0 : Apache License 2.0

Android Support Library Print 1.0.0 : Apache License 2.0

Android Support Library Sliding Pane Layout 1.2.0 : Apache License 2.0

Android Support Library View Pager 1.0.0 : Apache License 2.0

Android Support RecyclerView v7 1.3.0 : Apache License 2.0

Android Support VectorDrawable 1.1.0 : Apache License 2.0

Android Tracing 1.1.0 : Apache License 2.0

Android Transition Support Library 1.4.1 : Apache License 2.0

androidx.customview:poolingcontainer 1.0.0 : Apache License 2.0

androidx.profileinstaller:profileinstaller 1.3.1 : Apache License 2.0

androidx.savedstate:savedstate 1.2.1 : Apache License 2.0

AndroidX Security 1.1.0-alpha06 : Apache License 2.0

AndroidX Widget ViewPager2 1.0.0 : Apache License 2.0

AsyncAwaitBestPractices 6.0.4: https://github.com/brminnick/AsyncAwaitBestPractices : MIT License

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Camera.MAUI 1.4.4: https://github.com/hjam40/Camera.MAUI : MIT License

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CommunityToolkit.Maui 1.0.0: https://github.com/windows-toolkit/Maui : MIT License

CommunityToolkit.Maui 7.0.1: https://github.com/windows-toolkit/Maui : MIT License

CommunityToolkit.Maui.Core 1.0.0: https://github.com/CommunityToolkit/Maui : MIT License

CommunityToolkit.Maui.Core 7.0.1: https://github.com/CommunityToolkit/Maui : MIT License

CommunityToolkit.Mvvm 8.2.2: https://github.com/windows-toolkit/WindowsCommunityToolkit : MIT License

coverlet.collector 6.0.2: http://github.com/tonerdo/coverlet : MIT License

error-prone annotations 2.20.0: https://github.com/google/error-prone/tree/master/annotations : Apache License 2.0

Experimental annotation 1.3.1 : Apache License 2.0

Fragment Kotlin Extensions 1.6.0 : Apache License 2.0

google-gson 2.10.1: https://github.com/google/gson : Apache License 2.0

google-gson 2.10.1.4: https://github.com/google/gson : Apache License 2.0

Guava ListenableFuture only 1.0: https://mvnrepository.com/artifact/com.google.guava/listenablefuture : Apache License 2.0

IdentityModel 7.0.0 : Apache License 2.0

IdentityModel Extensions for .NET 7.5.1: https://github.com/AzureAD/azure-activedirectory-identitymodel-extensions-for-dotnet : MIT License

IdentityModel.OidcClient 6.0.0 : Apache License 2.0

Jetpack WindowManager Library 1.1.0 : Apache License 2.0

Jetpack WindowManager library Core Extensions 1.0.0: https://developer.android.com/jetpack/androidx/releases/window-extensions-core#1.0.0-alpha01 : Apache License 2.0

Json.NET 13.0.3: https://github.com/JamesNK/Newtonsoft.Json : MIT License

JSON Web Token Handler For the Microsoft .Net Framework 4.5 7.5.1 : MIT License

Material Components for Android - com.android.support:design : Apache License 2.0

Material Components for Android - com.google.android.material:material 1.9.0 : Apache License 2.0

MetroLog.Maui 2.1.0: https://github.com/roubachof/MetroLog : MIT License

MetroLog.Net6 2.1.0: https://github.com/roubachof/MetroLog : MIT License

Microsoft.Azure.WebJobs.Script.ExtensionsMetadataGenerator : Microsoft .NET Library License

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(jQuery Mousewheel 3.1.13, Lodash 4.17.21)

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may do so only under this license by including a complete copy of this
license with your distribution. If you distribute any portion of the
software in compiled or object code form, you may only do so under a
license that complies with this license.
E. The software is licensed "as-is." You bear the risk of using it. The
contributors give no express warranties, guarantees or conditions. You
may have additional consumer rights under your local laws which this
license cannot change. To the extent permitted under your local laws, the
contributors exclude the implied warranties of merchantability, fitness
for a particular purpose and non-infringement.

Oracle License and Services Agreement
(ODP.NET, Managed Driver - Official 23.6.0)
ORACLE LICENSE AND SERVICES AGREEMENT
=====================================
This license and services agreement ("agreement") includes the terms set out
below and the order you previously completed.
Your order is not effective until accepted by Oracle. If accepted, Oracle will
notify you and this notice will include a copy of
your agreement.
Definitions
"You" and "your" refers to the individual or entity that has ordered Oracle
programs and/or services from Oracle or an
authorized distributor. The term "programs" refers to the Oracle software
products which you have ordered, program
documentation, and any program updates acquired through technical support. The
term "services" refers to technical support
(excluding any program updates acquired through technical support), education,
online, consulting or other services which you
have ordered.
Rights Granted
Upon Oracle's acceptance of your order, you have the limited right to use the
programs and receive any services you ordered
solely for your business operations and subject to the terms of this agreement,
including the definitions and rules set forth in
the order and the program documentation. You may allow your agents and

contractors to use the programs for this purpose,
subject to the terms of this agreement. Program documentation is either shipped with the programs, or you may access the
documentation online at http://docs.oracle.com. If ordered, annual technical support is provided under Oracle's technical
support policies, which are subject to change and may contain additional terms. You may access the current version of the
technical support policies at http://oracle.com/support/index.html?policies.html. Services are provided based on Oracle's
policies for the applicable services ordered and those policies are subject to change and may contain additional terms. Upon
Oracle's acceptance, you have the limited right to use the materials resulting from the consulting services you ordered solely for your
business operations and subject to the terms of this agreement. You may access the current version of the consulting services
policies at http://oracle.com/consulting/policies/index.html?content.html.
The services provided under this agreement may be related to your license to use programs owned or distributed by Oracle which are
acquired by you under a separate order. The agreement referenced in the applicable order shall govern your use of such programs.
Any services acquired from Oracle are bid separately from such program licenses, and you may acquire either services or such
program licenses without acquiring the other.
Ownership and Restrictions
Oracle retains all ownership and intellectual property rights to the programs and materials resulting from the services. You
may make a sufficient number of copies of each program for your licensed use and one copy of each program media; you must
obtain Oracle's prior written approval to make additional copies.
You may not:
* remove or modify any program markings or any notice of Oracle's proprietary rights;
* make the programs or materials resulting from the services available in any manner to any third party for use in the third
party's business operations (unless such access is expressly permitted for the specific program license you have
acquired);
* use the programs to provide third party training on the content and/or

functionality of the programs, except for training
your licensed users;
* cause or permit reverse engineering (unless required by law for
interoperability), disassembly or decompilation of the
programs; or
* disclose results of any program benchmark tests without Oracle's prior written
consent.

Warranties, Disclaimers and Exclusive Remedies

Oracle warrants that programs will substantially operate as described in the
applicable program documentation for one year
after Oracle delivers them to you. Oracle also warrants that services ordered
will be provided in a manner consistent with
industry standards, and this warranty is valid for a period of 90 days from
performance of the service.

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ORACLE DOES NOT GUARANTEE THAT THE PROGRAMS WILL PERFORM ERROR-FREE OR
UNINTERRUPTED OR THAT ORACLE WILL CORRECT ALL PROGRAM ERRORS. TO THE EXTENT
PERMITTED BY LAW, THESE WARRANTIES ARE EXCLUSIVE AND THERE ARE NO OTHER EXPRESS
OR
IMPLIED WARRANTIES OR CONDITIONS, INCLUDING WARRANTIES OR CONDITIONS OF
MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
FOR ANY BREACH OF THE WARRANTIES, YOUR EXCLUSIVE REMEDY, AND ORACLE'S ENTIRE
LIABILITY, SHALL BE: (A) THE CORRECTION OF PROGRAM ERRORS THAT CAUSE BREACH OF
THE
WARRANTY, OR IF ORACLE CANNOT SUBSTANTIALLY CORRECT A BREACH IN A COMMERCIALLY
REASONABLE MANNER, YOU MAY END YOUR PROGRAM LICENSE AND RECOVER THE FEES PAID TO
ORACLE FOR THE PROGRAM LICENSE AND ANY UNUSED, PREPAID TECHNICAL SUPPORT FEES YOU
HAVE PAID FOR THE PROGRAM LICENSE; OR (B) THE REPERFORMANCE OF THE SERVICES, OR
IF
ORACLE CANNOT SUBSTANTIALLY CORRECT A BREACH IN A COMMERCIALLY REASONABLE
MANNER, YOU MAY END THE RELEVANT SERVICES AND RECOVER THE FEES PAID TO ORACLE FOR
THE RELEVANT SERVICES.

Trial Programs

You may order trial programs, or Oracle may include additional programs with your
order which you may use for trial, nonproduction
purposes only. You have 30 days from the delivery date to evaluate these
programs. If you decide to use any of
these programs after the 30 day trial period, you must obtain a license for each

program from Oracle. If you decide not to
obtain a license for any program after the 30 day trial period, you will cease
using and will delete the applicable programs from
your computer systems. Programs licensed for trial purposes are provided "as is"
and Oracle does not provide technical
support or offer any warranties for these programs.
Indemnification
If someone makes a claim against you or Oracle ("Recipient") that any
information, design, specification, instruction, software, data,
or material ("Material") furnished by the providing party ("Provider") and used
by the Recipient infringes their intellectual property
rights, the Provider will indemnify the Recipient if the Recipient does the
following:
* notifies the Provider promptly in writing, not later than 30 days after the
Recipient receives notice of the claim, or sooner if
required by applicable law;
* gives the Provider sole control of the defense and any settlement negotiations;
and
* gives the Provider the information, authority, and assistance the Provider
needs to defend against or settle the claim.
If the Provider believes that any of the Material may have violated someone
else's intellectual property rights, the Provider may
choose to either modify the Material to be non-infringing or obtain a license to
allow for continued use, or if these alternatives are
not commercially reasonable, the Provider may end the license for the applicable
Material and refund any fees the Recipient may
have paid for it. If you are the Provider and such return materially affects
Oracle's ability to meet its obligations under the relevant
order, then Oracle may, at its option and upon 30 days prior written notice,
terminate the order and you will pay Oracle for the
services and related expenses rendered through the date of termination on a time
and materials or percent of completion basis as
applicable. The Provider will not indemnify the Recipient if the Recipient alters
the Material outside the scope of use identified in
the Provider's user documentation or if the Recipient uses a version of the
Materials which has been superseded, if the infringement
claim could have been avoided by using an unaltered current version of the
Material. The Provider will not indemnify the Recipient

to the extent that an infringement claim is based upon any information, design, specification, instruction, software, data, or material
not furnished by the Provider. You will indemnify Oracle to the extent that an infringement claim is based upon the
combination of programs with any products or services not provided by Oracle. This section provides the parties' exclusive
remedy for any infringement claims or damages.

Technical Support

For purposes of the ordering document, technical support consists of Software Updates, Product Support and/or other annual
technical support services you may have ordered. If ordered, annual technical support is provided under Oracle's technical
support policies in effect at the time the services are provided. The technical support policies, incorporated in this agreement,
are subject to change and may contain additional terms, and you should review the policies prior to entering into the ordering
document for the applicable services. You may access the current version of the technical support policies at
http://oracle.com/support/index.html?policies.html. Technical support acquired with your order may be renewed annually and

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for the initial two renewal years the technical support fee will not increase by more than 4% over the prior year's fees. If your
order is fulfilled by a member of Oracle's partner program, the technical support fee for the first renewal year will be the price
quoted to you by your partner; the technical support fee for the second renewal year will not increase by more than 4% over
the prior year's fees. If you desupport a subset of licenses in a license set,
you may be required to terminate those licenses.
Any cancellation of support may result in the re-pricing of support for your remaining licenses.
Oracle reserves the right to desupport its programs. You will be notified in advance when a program is being desupported.
Such desupport notices, which are posted at Oracle's customer support web site, MetaLink (or Oracle's then current customer
support web site), contain desupport dates, information about availability of Extended Assistance Support and Extended
Maintenance Support and information about migration paths for certain features.

The desupport notices are subject to change;
Oracle will provide updated desupport notices on MetaLink (or Oracle's then current customer support web site) as necessary.

GENERAL

End of Agreement

If you breach the terms of this agreement and fail to correct the breach within 30 days after Oracle notifies you in writing,
Oracle may end this agreement and your use of programs and/or services ordered.
If Oracle ends this agreement as specified in the preceding sentence, you must pay within 30 days all amounts which have accrued prior to the end of this agreement, as well as all sums remaining unpaid for programs ordered and/or services received under this agreement. You agree that if you are in default under this agreement, you may not use those programs and/or services ordered. You further agree that if you have used an OFD agreement to pay for the fees due under an order and you are in default under the OFD agreement related to that order, you may not use the programs and/or services ordered.

Fees and Taxes

All fees payable to Oracle are due within 30 days from the invoice date, and you also agree to pay any sales, value-added or other similar taxes imposed by applicable law which Oracle must pay based on the programs or services you ordered. Fees listed in this agreement are exclusive of value added tax and/or similar sales taxes. Such taxes shall be charged at the appropriate rate by Oracle in addition to its stated fees and shall be shown separately on the relevant invoice.

Nondisclosure

By virtue of this agreement, the parties may have access to information that is confidential to one another ("confidential information"). Confidential information shall be limited to the terms and pricing under this agreement, and all information clearly identified as confidential.
A party's confidential information shall not include information that: (a) is or becomes a part of the public domain through no act or omission of the other party; (b) was in the other party's lawful possession prior to the disclosure and had not been obtained by the other party either directly or indirectly from the disclosing

party; (c) is lawfully disclosed to the other party by
a third party without restriction on the disclosure; or (d) is independently
developed by the other party.
The parties agree to hold each other's confidential information in confidence for
a period of three years from the date of
disclosure. The parties agree, unless required by law, not to make each other's
confidential information available in any form
to any third party for any purpose other than the implementation of this
agreement. Each party agrees to take all reasonable
steps to ensure that confidential information is not disclosed or distributed by
its employees or agents in violation of the terms
of this agreement. Nothing shall prevent either party from disclosing the terms
or pricing under this agreement or orders
submitted under this agreement in any legal proceeding arising from or in
connection with this agreement.
Entire Agreement
You agree that this agreement and the information which is expressly incorporated
into this agreement (including reference to
information contained in a URL), together with the applicable order, are the
complete agreement for the programs and services
ordered by you, and this agreement supersedes all prior or contemporaneous
agreements or representations regarding such
programs and/or services. If any term of this agreement is found to be invalid or
unenforceable, the remaining provisions will
remain effective. It is expressly agreed that the terms of this agreement and any
Oracle ordering document shall supersede the
terms in any purchase order or other non-Oracle ordering document and no terms
included in any such purchase order or other
non-Oracle ordering document shall apply to the programs and/or services ordered.
This agreement may not be modified and
the rights and restrictions may not be altered or waived except in a writing
signed or accepted online through the Oracle Store
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by authorized representatives of you and of Oracle and any notice required under
this agreement shall be provided to the other
party in writing.
Limitation of Liability
NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR

CONSEQUENTIAL DAMAGES, OR ANY LOSS OF PROFITS, REVENUE, DATA, OR DATA USE.
ORACLE'S
MAXIMUM LIABILITY FOR ANY DAMAGES UNDER THIS AGREEMENT AND YOUR ORDER, WHETHER IN
CONTRACT OR TORT, SHALL BE LIMITED TO THE FEES YOU PAID ORACLE FOR THE DEFICIENT
PROGRAM OR SERVICE UNDER THIS AGREEMENT AS SPECIFIED IN YOUR ORDER. IN NO EVENT
SHALL ORACLE'S LIABILITY ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT
EXCEED
THE TOTAL VALUE OF YOUR ORDER.
Export
You agree that U.S. export control laws and other applicable export and import
laws govern your use of the programs,
including technical data; additional information can be found on Oracle's Global
Trade Compliance web site located at
http://www.oracle.com/products/export/index.html?content.html. You agree that
neither the programs nor any direct product
thereof will be exported, directly, or indirectly, in violation of these laws, or
will be used for any purpose prohibited by these
laws including, without limitation, nuclear, chemical, or biological weapons
proliferation.
Other
This agreement is governed by the substantive and procedural laws of California
and you and Oracle agree to submit to the
exclusive jurisdiction of, and venue in, the courts in San Francisco, San Mateo,
or Santa Clara counties in California in any
dispute arising out of or relating to this agreement.
If you have a dispute with Oracle or if you wish to provide a notice under the
Indemnification section of this agreement, or if
you become subject to insolvency proceedings, you will promptly send written
notice to: Oracle Corporation, 500 Oracle
Parkway, Redwood City, California, United States, 94065, Attention: General
Counsel, Legal Department.
You may not assign this agreement or give or transfer the programs and/or any
services ordered or an interest in them to
another individual or entity. If you grant a security interest in the programs
and/or any services, the secured party has no right
to use or transfer the programs and/or any services, and if you decide to lease
or finance your acquisition of the programs
and/or any services, you will follow Oracle's policies regarding financing and

leasing which are at
http://www.oracle.com/services/financing/index.html?Financing.html
Except for actions for nonpayment or breach of Oracle's proprietary rights in the programs, no action, regardless of form,
arising out of or relating to this agreement may be brought by either party more than two years after the cause of action has
accrued.
Upon 45 days written notice, Oracle may audit your use of the programs. You agree to cooperate with Oracle's audit and
provide reasonable assistance and access to information. You agree to pay within 30 days of written notification any
underpaid fees. If you do not pay, Oracle can end your technical support,
licenses and this agreement.
The Uniform Computer Information Transactions Act does not apply.
License Definitions and Rules
To fully understand your license grant, you need to review the definition for the licensing metric and term designation as well
as the licensing rules which are listed below.
Adapter: is defined as each software code interface, installed on each Application Interconnect hub, which facilitates
communication of information between third party software applications and Oracle programs.
$M Annual Transaction Volume: is defined as one million U.S. dollars in all purchase orders transacted and all auctions
conducted through the Oracle Exchange Marketplace by you and others during the applicable year of the Oracle Exchange
Marketplace license, regardless of whether any such auction results in a purchase order, provided that an auction resulting in a
purchase order shall only be counted against the Annual Transaction Volume once.
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Applications National Language Support (NLS) Supplement CD Packs: Please be advised that only a subset of the
products included on an Applications NLS Supplement CD Pack have been translated. For existing supported customers,
MetaLink has information on which products have been translated for the supported languages (http://metalink.oracle.com).
For new or unsupported customers, please contact your Oracle Account Manager for this information.

Application User, Field Sales User, Financials User, Inventory/Shipping User,
Marketing User, Manufacturing User,
Telesales User: is defined as an individual authorized by you to use the
applicable licensed application programs which are
installed on a single server or on multiple servers regardless of whether the
individual is actively using the programs at any
given time.
Application Read-Only User: is defined as an individual authorized by you to run
only queries or reports against the
following application programs for which you have also acquired non-read only
application user licenses: Financials,
Purchasing, Project Costing, Sales Contracts, Service Contracts, Project
Contracts, Discrete Manufacturing and Process
Manufacturing.
Case Report Form (CRF) Page: is defined as the "electronic equivalent" of what
would be the total number of physical paper
pages initiated remotely by the program (measured explicitly in the program as
Received Data Collection Instruments) during a
12 month period. You may not exceed the licensed number of CRF Pages during any
12 month period unless you acquire
additional CRF Page licenses from Oracle.
Compensated Individual: is defined as an individual whose compensation or
compensation calculations are generated by the
programs. The term Compensated Individual includes, but is not limited to, your
employees, contractors, retirees, and any
other Person.
Computer: is defined as the computer on which the programs are installed. A
Computer license allows you to use the
licensed program on a single specified computer.
$M Cost of Goods Sold: is defined as one million U.S. dollars in the total cost
of inventory that a company has sold during
their fiscal year. If Cost of Goods Sold is unknown to you then Cost of Goods
Sold shall be equal to 75% of total company
revenue.
Electronic Order Line: is defined as the total number of distinct order lines
entered electronically into the Oracle Order
Management, Purchasing or iStore application from any source (not manually
entered by licensed Order Management Users,

Purchasing Users, or Professional Users) during a 12 month period. This includes
order lines originating as external
EDI/XML transactions and/or sourced from other Oracle and non-Oracle
applications. You may not exceed the licensed
number of order lines during any 12 month period.
Employee: is defined as an active employee of yours. (note: The value of these
applications is determined by the size of the
active employee population and not the number of actual users. Therefore, all of
your active employees must be included in
your order when licensing these applications.)
Employee User: is defined as an individual authorized by you to use the
application programs which are installed on a single
server or multiple servers, regardless of whether or not the individual is
actively using the programs at any given time. Your
human resource personnel that require access to the Oracle Self Service Human
Resources program may not be licensed as
Employee Users, but must be licensed as Professional Users. Additionally, your
technical support personnel that require
access to the Oracle iSupport program may not be licensed as Employee Users, but
must be licensed as Professional Users.
Expense Report: is defined as the total number of expense reports processed by
Internet Expenses during a 12 month period.
You may not exceed the licensed number of expense reports during any 12 month
period.
Field Technician: is defined as an engineer, technician, representative, or other
person who is dispatched by you, including
the dispatchers, to the field using the programs.
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Full Time Equivalent (FTE) Student: is defined as any full-time student enrolled
in your institution and any part-time
student enrolled in your institution counts as 25% of an FTE Student. The
definition of "full-time" and "part-time" is based on
your policies for student classification. If the number of FTE Students is a
fraction, that number will be rounded to the nearest
whole number for purposes of license quantity requirements.
Hosted Named User: is defined as an individual authorized by you to access the
hosted service, regardless of whether the
individual is actively accessing the hosted service at any given time.

iLearning Subscription: is defined as a web based learning environment that is made available to you subject to the terms of
this agreement and Oracle's iLearning Subscription Policies. Oracle's iLearning Subscription Policies are located at
http://oracle.com/policies/ilearningpolicy.html, and may be updated by Oracle from time to time without notice to you.
Implementation Services, Packaged Methods, Architecture Services, Accelerator Services, Assessment Services and
Workshops
Each Implementation Service, Packaged Method, Architecture Service, Accelerator Service, Assessment Service and
Workshop is provided subject to the statement of obligation for that particular offering and Oracle's consulting services
policies. Oracle's consulting services policies are located at
www.oracle.com/consulting/policies/index.html?content.html, and
are subject to change.
Invoice Line: is defined as the total number of invoice line items processed by the program during a 12 month period. You
may not exceed the licensed number of Invoice Lines during any 12 month period unless you acquire additional Invoice Line
licenses from Oracle.
Learning Credits: may be used to acquire education products (excluding Oracle Tutor, Oracle iLearning and Oracle
iLearning Subscription) and services, at the list price and under the terms specified in the Oracle University online catalogue,
posted at www.oracle.com/education, at the time such products or services are ordered. A Learning Credit is valid for 12
months from the date the Learning Credit is ordered, and may only be used in the country where it was acquired. Any unused
Learning Credit will expire at the end of the term. You may be required to execute standard Oracle ordering materials when
using a Learning Credit to order education products or services.
$M in Managed Assets: is defined as one million U.S. dollars of the following total: (1) Book value of investment in capital
leases, direct financing leases and other finance leases, including residuals, whether owned or managed for others, active on
the program, plus (2) Book value of assets on operating leases, whether owned or managed for others, active on the program,

plus (3) Book value of loans, notes, conditional sales contracts and other receivables, owned or managed for others, active on the program, plus (4) Book value of non earning assets, owned or managed for others, which were previously leased and active on the program, including assets from term terminated leases and repossessed assets, plus (5) Original cost of assets underlying leases and loans, originated and active on the program, then sold within the previous 12 months.

Module: is defined as each production database running the programs.

Named User Plus: is defined as an individual authorized by you to use the programs which are installed on a single server or multiple servers, regardless of whether the individual is actively using the programs at any given time. A non human operated device will be counted as a named user plus in addition to all individuals authorized to use the programs, if such devices can access the programs. If multiplexing hardware or software (e.g., a TP monitor or a web server product) is used, this number must be measured at the multiplexing front end. Automated batching of data from computer to computer is permitted. You are responsible for ensuring that the named user plus per processor minimums are maintained for the programs contained in the user minimum table in the licensing rules section; the minimums table provides for the minimum number of named users plus required and all actual users must be licensed.

Non Employee User - External: is defined as an individual, who is not your employee, contractor or outsourcer, authorized by you to use the application programs which are installed on a single server or multiple servers, regardless of whether or not the individual is actively using the programs at any given time.

OFD Agreement: is an agreement between you and Oracle (or one of Oracle's affiliates) that provides for payments over time of some or all of the sums due under your order.

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Oracle Learning Network (OLN): OLN is a web based learning environment that is made available to you subject to the terms of this agreement and Oracle's OLN Hosting Access Policies. Oracle's OLN Hosting Access Policies are located at www.oracle.com/education/oln/index.html?oln_policies.html, and may be updated by

Oracle from time to time without notice
to you.
Order Line: is defined as the total number of order entry line items processed by
the program during a 12 month period.
Multiple order entry line items may be entered as part of an individual customer
order or quote and may also be automatically
generated by the Oracle Configurator. You may not exceed the licensed number of
Order Lines during any 12 month period
unless you acquire additional Order Line licenses from Oracle.
Order Management User: is defined as an individual authorized by you to use the
applicable licensed application programs
which are installed on a single server or on multiple servers regardless of
whether the individual is actively using the programs
at any given time. Order Management Users are allowed to manually enter orders
directly into the programs but any orders
entered electronically from other sources must be licensed separately.
Orders: is defined as the total number of distinct orders for all programs that
are a part of Electronic Orders, entered
electronically (not manually entered by licensed professional users) through EDI,
XML or other electronic means including
purchase orders transmitted from Oracle Purchasing, during a 12 month period. You
may not exceed the licensed number of
orders during any 12 month period.
Person: is defined as your employee or contractor who is actively working on
behalf of your organization or a former
employee who has one or more benefit plans managed by the system or continues to
be paid through the system. For Time and
Labor, a person is defined as an employee or contractor whose time or labor
(piece work) or absences are managed by the
system. For Project Resource Management, a person is defined as an individual who
is scheduled on a project. The total
number of licenses needed is to be based on the peak number of part-time and
full-time people whose records are recorded in
the system.
Ported Number: is defined as the telephone number that end users retain as they
change from one service provider to
another. This telephone number originally resides on a telephone switch and is
moved into the responsibility of another

telephone switch.
Primary Usage: is defined as each Application User of the following applications: Financials, Discrete Manufacturing,
Process Manufacturing, Project Costing and Purchasing. Each such Application User is counted only once based on primary
usage. You must specify how many Application Users you are licensing for each application. Primary Usage of one of the
applications listed above provides the Application User with the right to use any or all of the other application programs listed
above for which you are licensed. Primary Usage does not provide you with the right to use other application programs
including the extensions or options to the application programs listed above.
Processor: shall be defined as all processors where the Oracle programs are installed and/or running. Programs licensed on a
Processor basis may be accessed by your internal users (including agents and contractors) and by third party users. For the
Healthcare Transaction Base program, only the processors on which Internet Application Server (Standard Edition and/or
Enterprise Edition) and this program are installed and/or running are counted for the purpose of determining the number of
licenses required. For the iSupport, iStore and Configurator programs, only the processors on which Internet Application
Server (Standard Edition and/or Enterprise Edition) and the licensed program are running are counted for the purpose of
determining the number of licenses required for the licensed program; under these licenses you may also install and/or run the
licensed program on the processors where a licensed Oracle Database (Standard Edition and/or Enterprise Edition) is installed
and/or running.
Professional User: is defined as an individual authorized by you to use the application programs which are installed on a
single server or multiple servers, regardless of whether or not the individual is actively using the programs at any given time.
For the purposes of Order Management, Advanced Pricing and Purchasing, Professional Users are allowed to manually enter
orders directly into these programs but any orders transmitted or executed electronically (via EDI, XML or other electronic
means including purchase orders transmitted from Oracle Purchasing) must be

licensed separately.

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Professional User - External : is defined as an individual, who is not your employee, contractor or outsourcer, authorized by you to use the application programs which are installed on a single server or multiple servers, regardless of whether or not the individual is actively using the programs at any given time. For the purposes of Order Management, Advanced Pricing and Purchasing, Professional Users - External are allowed to manually enter orders directly into these programs but any orders transmitted or executed electronically (via EDI, XML or other electronic means including purchase orders transmitted from Oracle Purchasing) must be licensed separately.

Professional User 2003: is defined as an individual authorized by you to use the application programs which are installed on a single server or multiple servers, regardless of whether or not the individual is actively using the programs at any given time.

Professional Users are allowed to manually enter orders directly into the programs but any orders entered electronically from other sources must be licensed separately.

Professional User 2003 - External: is defined as an individual, who is not your employee, contractor or outsourcer, authorized by you to use the application programs which are installed on a single server or multiple servers, regardless of whether or not the individual is actively using the programs at any given time.

Professional Users are allowed to manually enter orders directly into the programs but any orders entered electronically from other sources must be licensed separately.

Program Documentation: is defined as the program user manual and program installation manuals.

Purchase Line: is defined as the total number of purchase line items processed by the application during a 12 month period.

Multiple purchase lines may be created on either a requisition or purchase order or may be automatically generated by other Oracle Application programs. For iProcurement, Purchase Lines are counted as all line items on an approved requisition created in iProcurement. For Purchasing Intelligence, Purchase Lines are counted as the line items on purchase orders

processed through this application. This does not include communication on the same purchase order. For each application,
you may not exceed the licensed number of Purchase Lines during any 12 month period unless you acquire additional
Purchase Line licenses from us. You may acquire a different number of Purchase Line licenses for each program (the number
of Purchase Lines for iProcurement could be a smaller number than for Purchasing Intelligence).
Purchasing User: is defined as an individual authorized by you to use the applicable licensed application programs which are
installed on a single server or on multiple servers regardless of whether the individual is actively using the programs at any
given time. Purchasing Users are allowed to manually enter orders directly into the programs but any orders entered
electronically from other sources must be licensed separately.
$M in Revenue: is defined as one million U.S. dollars in all income (interest income and non interest income) before
adjustments for expenses and taxes generated by you during a fiscal year.
RosettaNet Partner Interface Processes® (PIPs®): are defined as business processes between trading partners.
Preconfigured system-to-system XML-based dialogs for the relevant E-Business Suite Application(s) are provided. Each
preconfigured PIP includes a business document with the vocabulary and a business process with the choreography of the
message dialog.
Service Order Line: is defined as the total number of service order entry line items processed by the program during a 12
month period. Multiple service order entry line items may be entered as part of an individual customer service order or quote.
You may not exceed the licensed number of Service Order Lines during any 12 month period unless you acquire additional
Service Order Line licenses from Oracle.
Subscriber: is defined as (a) a working telephone number for all wireline devices; (b) a portable handset or paging device that
has been activated by you for wireless communications and paging; (c) a residential drop or a nonresidential device serviced
by a cable provider; or (d) a live connected utility meter. The total number of Subscribers is equal to the aggregate of all types

of Subscribers. If your business is not defined in the primary definition of
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annual report or the equivalent accounting
or reporting document.
Suite: is defined as all the functional software components described in the
product documentation.
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Rdb Enterprise Edition 25 Named Users Plus per Processor

CODASYL DBMS 25 Named Users Plus per Processor

Message Broker 10 Named Users Plus per Processor

TopLink 10 Named Users Plus per Processor

Internet Application Server Standard Edition 10 Named Users Plus per Processor
Internet Application Server Enterprise Edition 10 Named Users Plus per Processor
Program Named User Plus Maximum
Personal Edition 1 Named User Plus per database
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ability to run a maximum of four
processors.
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and Rdb Server option licenses must match
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associated Internet Application Server.
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Table located at
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