

4. New Work Permit

New Work Permit

Work Permit / PTW can be created by navigating to Work Permit >> New Work Permit.

There are 3 roles involved in the WP / PTW Application form approval process.

1. **Coordinator - To Initiate the form.**
2. **Applicant - To submit the form.**
3. **Approvers - To Approve / Reject the form.**

The screenshot shows the 'New Work Permit' application form. The form is titled 'New Work Permit' and has a breadcrumb trail 'Work Permit < New Work Permit'. The form is divided into several sections, with the 'Work Description' section highlighted in blue. The form includes the following fields and controls:

- Work Description *** (Text area, circled 1)
- Issued Date *** (Date field, circled 2)
- Start Date *** (Date field, circled 3)
- Start Time *** (Time field, circled 3)
- WP Validity *** (Number field with value 14, circled 4)
- Days** (Dropdown menu, circled 4)
- End Date *** (Date field, circled 5)
- End Time *** (Time field, circled 5)

There is also an 'Enable LCP' toggle switch in the top right corner of the form.

Work Description

Scope

Location

Vendor

Applicant

Authorised Personnel

PTW Category

Other Details

Scope

Mainline Non Mainline

Scope *
Scope is Required

Location

Region * 🔍

Section * ▾

Location Description

Work Description

Scope

Location

Vendor

Applicant

Authorised Personnel

PTW Category

Other Details

Vendor

Vendor *

WP Applicant

WP Applicant *

Work Description

Scope

Location

Vendor

Applicant

Authorised Personnel

Authorised Personnel

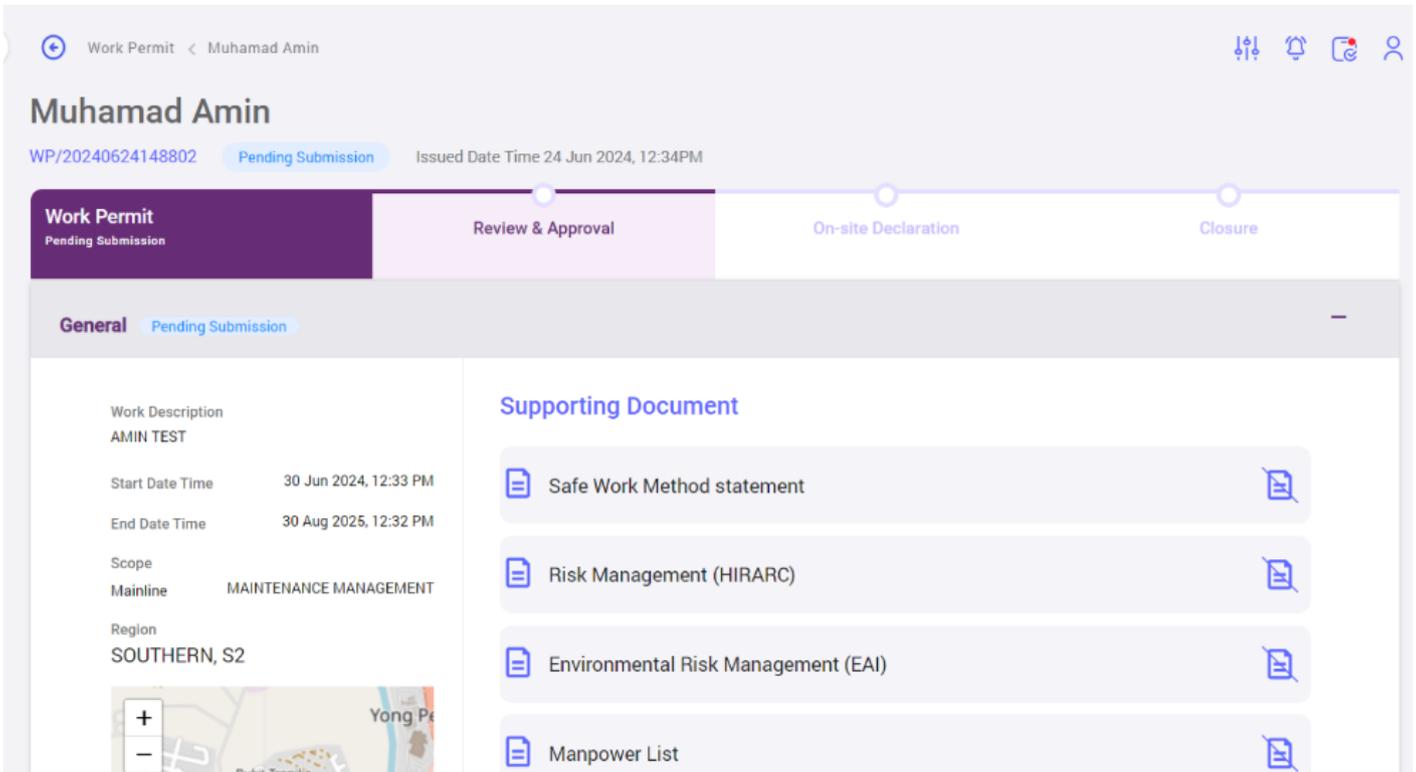
Checker *	Auto Assign	Authorizer *	Auto Assign
Verifier *	Auto Assign	Recommender *	Auto Assign
Approver *	Auto Assign		

The screenshot shows a web form with a sidebar on the left containing the labels: Scope, Location, Vendor, and Applicant. The main content area features a section titled "PTW Category" enclosed in a red box, with a callout "11" pointing to it. Inside this section is a dropdown menu currently displaying "PTW Category" and a "+ Add" button. At the bottom right of the form, there are two buttons: "Cancel" (with callout "12") and "Save" (with callout "13").

Step 1: Coordinator initiates the Work Permit Application / PTW Application.

1. **Work Description:** Coordinator can define the work description in this field.
2. **Issue Date:** Issue date will auto populate with the current date.
3. **Start Date & Time:** Coordinator can define the work start date and time.
4. **WP Validity:** Coordinator should input the number & select the frequency from the drop-down.
5. **End Date & Time:** End date will auto populate based on the WP Validity selection. Coordinator should define the time.
6. **Scope:** Coordinator should be able to select the required scope from the drop-down list.
7. **Location:** Coordinator should be able to select the required Location from the drop-down list.
8. **Vendor:** List of Vendors will be displayed in the drop-down. Coordinator should be able to select a specific Vendor from the list.
9. **WP Applicant:** List of WP Applicant will be displayed in the drop-down. Coordinator should be able to select a specific WP Applicant from the list.
10. **Authorized Personnel:** To select the Approvers to approve the Application form.
11. **PTW Category:** To select the PTW Category.
12. **Cancel:** To cancel the Application draft.
13. **Save:** To save the Application form.

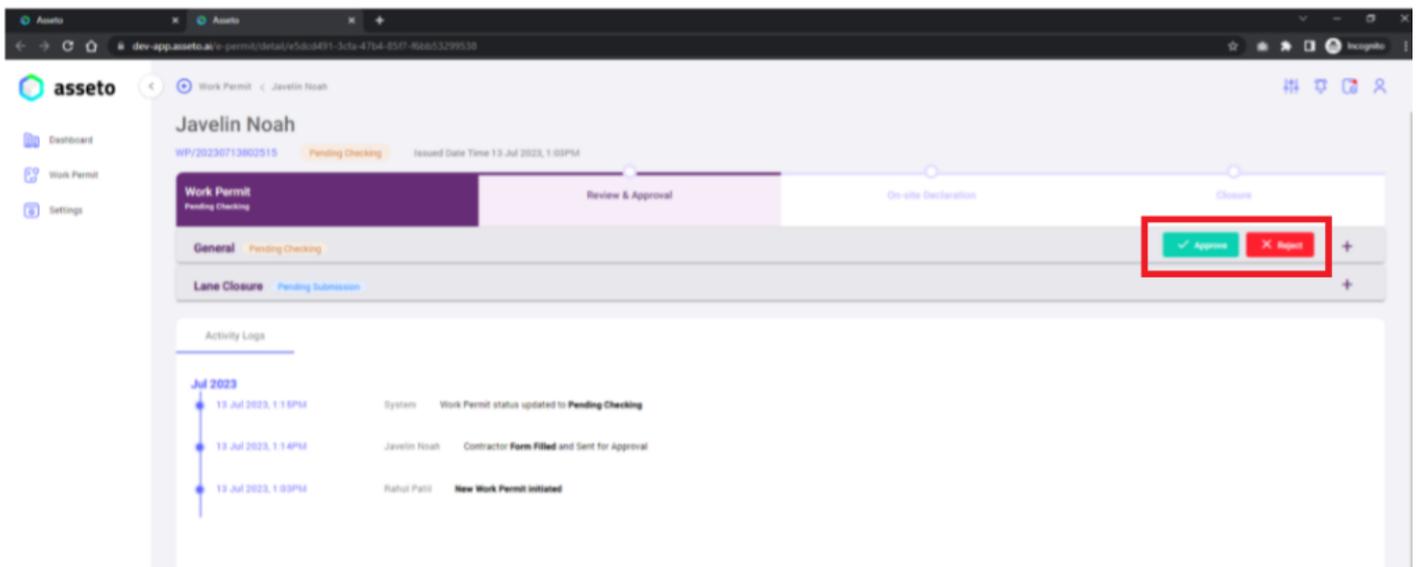
Step 2: Applicant will be notified to submit the WP Application / PTW Application initiated by the coordinator.



Support documents attached can be viewed on the application details page. The Application's status will be Pending submission until the Applicant submits the application form.

After the Application submission, the status will change to Pending checking.

Step 3: Approvers will be notified to Check, Authorize, Verify, Recommend & Approve the WP Application / PTW Application submitted by the Applicant.



Approve / Reject button displayed in the details page for Approvers. Approvers perform the required action. Notifications will be triggered to the respective approvers on each step of the approval process.

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