

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' form interface. On the left is a sidebar with a list of sections: Work Description (highlighted in blue), Scope, Location, Vendor, Applicant, Authorised Personnel, PTW Category, and Other Details. The main content area is titled 'New Work Permit' and contains the 'Work Description' section. A red box labeled '1' highlights the 'Work Description *' text area. To the right of this area is a toggle switch for 'Enable LCP'. Below the 'Work Description' area, there are several date and time fields, each highlighted with a red box and a number: '2' for 'Issued Date *' (showing 08/08/2024), '3' for 'Start Date *' and 'Start Time *', '4' for 'WP Validity *' (showing 14 Days), and '5' for 'End Date *' and 'End Time *'. Each date field includes a calendar icon, and each time field includes a clock icon.

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

1

Work Description

Scope

Location

Vendor

Applicant

Authorised Personnel

PTW Category

Other Details

Vendor

Vendor *

WP Applicant

WP Applicant *

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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

10

Scope

Location

Vendor

Applicant

PTW Category

PTW Category ▼

+ Add

11

12 Cancel 13 Save

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.

Work Permit < Muhammad Amin

Muhamad Amin

WP/20240624148802 Pending Submission Issued Date Time 24 Jun 2024, 12:34PM

Work Permit Pending Submission

Review & Approval On-site Declaration Closure

General Pending Submission

Work Description
AMIN TEST

Start Date Time 30 Jun 2024, 12:33 PM

End Date Time 30 Aug 2025, 12:32 PM

Scope
Mainline MAINTENANCE MANAGEMENT

Region
SOUTHERN, S2

Supporting Document

- Safe Work Method statement
- Risk Management (HIRARC)
- Environmental Risk Management (EAI)
- Manpower List

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.

asseto Work Permit < Javelin Noah

Javelin Noah

WP/20230713802515 Pending Checking Issued Date Time 13 Jul 2023, 1:03PM

Work Permit Pending Checking

Review & Approval On-site Declaration Closure

General Pending Checking

Approve Reject

Lane Closure Pending Submission

Activity Log

- 13 Jul 2023, 1:03PM System Work Permit status updated to Pending Checking
- 13 Jul 2023, 1:14PM Javelin Noah Contractor Form Filled and Sent for Approval
- 13 Jul 2023, 1:03PM Rahul Patel New Work Permit Initiated

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.

Revision #2

Created 12 September 2024 07:23:23 by Sushma Palapatta Chandran

Updated 13 September 2024 03:47:08 by Sushma Palapatta Chandran