

Appendix 2

DL ELECTRONIC WORK PERMIT HELP SHEET

(rev 4-23-07)

A. General Instructions

- Access the BNL Electronic Work Permit (EWP) System by clicking on:

<http://130.199.76.90/workpermit/>
- To access the EWP, your BNL Life Number is the User ID. Contact the ITD Help desk at ext. -5522 to generate a viable password if you do not currently have an operable password.
- The flow of the information required on the EWP is the same as that required on the green form.
- Study the instructions for “Status Terminology” and “Functions Buttons” given below to understand how to manipulate the permit.
- Use the buttons labeled “Click for Instructions on How to Proceed” within the program to better understand the flow of the permit electronically and the responsibilities of the Requestor and the Work Control Coordinator.

B. E-Mailing the electronic work permit

Use the "SEND" button to route a saved draft work permit to the appropriate service provider supervisor and/or Work Control Manager for review.

If work is being requested from the trades assigned to the LS Directorate, the requester should e-mail the web work permit to the following people for coordination purposes for their respective services.

Trades Assigned to NSLS-I

- A/C – NSLS Utilities Supervisor
- Electricians – NSLS Electrical Supervisor
- Carpenters – NSLS Bldg. Manager

All Trades assigned to NSLS-II

- LT Facility Manager

If the work permit is for services from Plant Engineering's Shops, then e-mail the following people.

Trades from the Shops

- [Appropriate General Supervisor](#). (Plant engineering Org Chart)

B. Status Terminology

The work permit will display one of the conditions in the STATUS window

- **DRAFT** - this status will be displayed initially when the work permit program is initiated for a new permit. The permit can be modified in any manner while it is in the DRAFT status.
- **PINNED** - the work permit will stay in the DRAFT status until it is completely filled out through sections 1, 2, and 3 and the primary reviewer finalizes the work permit by initiating the PIN button. The permit cannot be changed after it is in the PINNED status. **All work performed shall not commence until the required permit is in the Pinned Mode.**
- **CLOSED** - after completion of the work, the Primary Reviewer closes out the permit by hitting the CLOSE button. Post job comments can be added at this time.
- **CANCEL** - for work that won't be executed, the permit should be canceled.

C. Function Buttons

The eleven buttons at the top of the work permit screen perform the following functions.

- **NEW** - if you are filling out the permit screen and want to start all over with a blank form, then hit the NEW button.
- **RECALL** - this button is used to "recall" an existing work permit; after hitting this button, the screen will ask for the permit number that you want recalled.
- **SAVE** - this button is used to save any of the text entered into the system. When the SAVE button is first initiated, a work permit number will be automatically assigned by the system. When exiting the permit system, a prompt will remind you to SAVE all the information entered. As with the Web Req. System, execute the SAVE function before the 25 minute time-out or your data will be lost.
- **SEND** - used for sending the work permit onto someone else for review or action. The SEND screen will allow you to attach a message to the e-mail.

- **PIN** - used for finalizing the information on the permit so that it cannot be changed. The primary reviewer has the responsibility to change the status of the permit from DRAFT to PINNED.
- **CLOSE** - changes status of the permit from PINNED to CLOSED. The closing is done after the job has been completed. The Primary Reviewer or the WCC closes out work permits.
- **CANCEL** - used for canceling the permit if the job will not be done.
- **COPY** - used to recopy a commonly used work permit to use on another job. First you bring up the commonly used permit through the RECALL button; then hit COPY which will give the same text information on the screen except this new permit will be in DRAFT status. A new permit number will appear when the SAVE button is first hit.
- **REFRESH** - this button is used to refresh the screen back to the last "saved" version; in other words, it is like an "undo" button.
- **PRINT** - the PRINT feature gives you the option of printing a work permit or a listing of work permits by department, life number, or date ranges. The system will not automatically print the permit that you have just been working on; you must enter the work permit number since the program searches back to the database. When printing a list of work permits, it gives the following information on each permit: work permit number, department, date issued, permit status, requester name, life number, contact name, building, and service provider.
- **EXIT** - used to shut down the work permit system and to go back to the home page. A pop up screen will remind you to SAVE what you've entered before exiting the system.

D. Notes

- The “Comment Section” at the end of the work permit screen will stay open for comments even after the permit is PINNED or CLOSED. This provides flexibility in adding post-job comments.
- The clock in the upper right hand corner of the screen resets every time you hit a key. It will knock you off the system if it detects no activity over a 25 min. period.

If any questions on the web work permit program, call Ext. 5522.

- Only the Primary Reviewer can modify the Work Permit after it has been pinned. It then is re-reviewed and pinned.
- For Front page Low Hazard rated jobs, the WCC may be the primary reviewer.