

# Safety Permits Online

## Overview

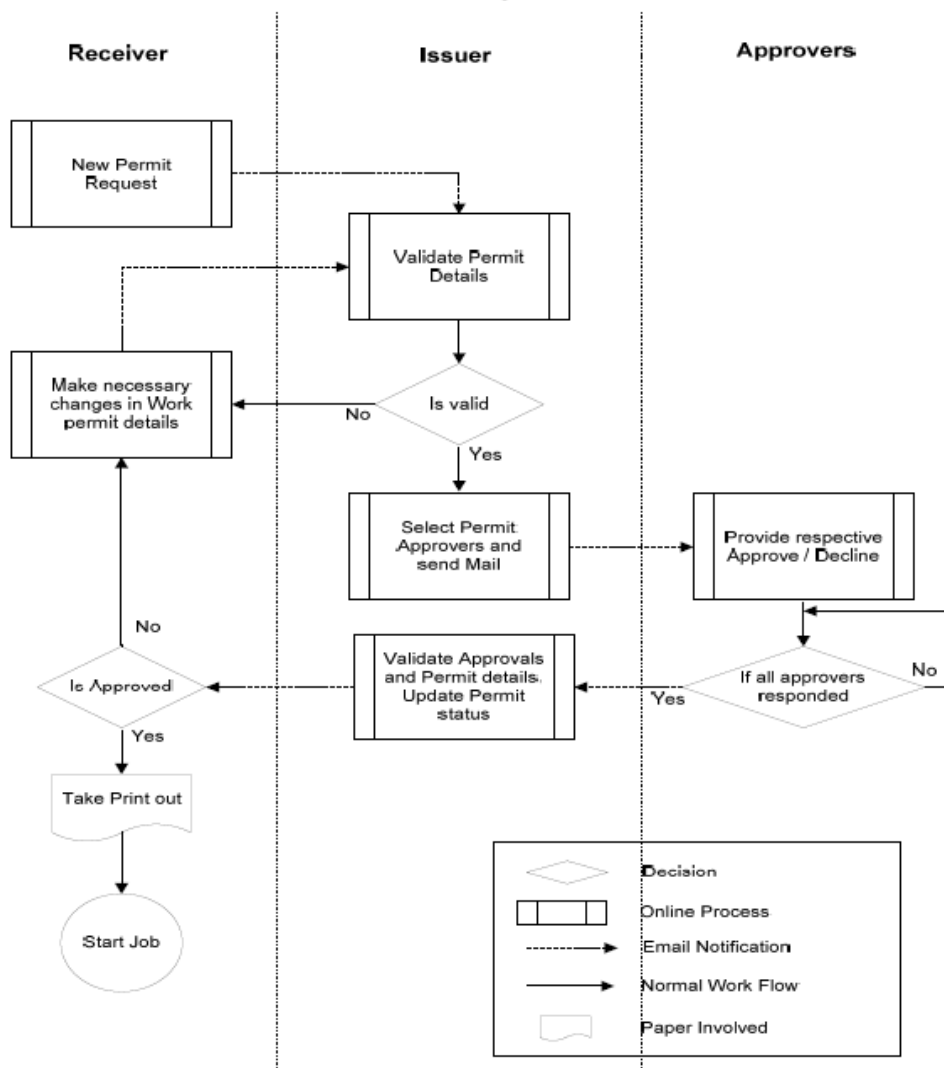
SAFETY PERMITS ONLINE Electronic permit-to-work system with inbuilt workflow this streamlines the whole process of Raising permit, approvals and closure procedures with better visibility for managers on the work's undergoing in their areas with the safety precautions to be taken

Caters the organization requirements to raise and track the job Permits online to face numerous regulations and legal requirements specific to their industry. It lets any organization track critical dates and activities to ensure compliance with permitting requirements and regulatory commitments. Applications enabled with inbuilt flexible workflow

## Key Features

- Comprehensive Management of Legal Requirements
- Manage the review, update, and implementation of legislative requirements from federal, state, local, and other regulatory agencies.
- Complete Permits Management
- Track the effective date, renewal date, and expiration date of all permits. Associated reporting, measurement, and other tasks related to each permit are also tracked.
- Non-Regulatory Corporate Activities
- Manage the review, update, and implementation of non-regulatory requirements such as corporate mandates or stakeholder interests.
- Improve Efficiency
- Decrease duplication of employee efforts by utilizing a centralized portal to manage all permits and regulatory compliance efforts.
- Implement Corporate-wide Workflow
- Effectively implement consistent, corporate-wide regulatory workflow processes.
- Send Email Notifications
- Send automated escalating email notifications to individual employees, workgroups, departments, or locations.
- Exceed Compliance Requirements
- Exceed document control requirements for ISO 15489, ISO 9001:2000, ISO 14001, and OHSAS 18001.
- Set Security Controls
- Establish security controls to determine what files employees, work groups, departments, and locations can access
- Automatically schedule and assign activities associated with corrective actions
- The Contractor Management System is available on its own or as part of the Quality Management and Integrated Management Systems.

### Role based Online Safety Permit Work flow



Receiver	Issuer	Approver
Require Work Permit to start job in work area.	Responsible to Issue Permit after validating Permit details and required approvals.	Responsible to provide his approval for respective Permit areas.
Maximum one Receiver for one permit	Maximum one issuer one permit	Any numbers of Approvers as per work flow requirement for each Permit are selected by Issuer.
By default Receiver is person who create Permit	By default Issuer is the person configured for selected Permit type (name) and Location.	Approvers for related sections of Permit are selected by Issuer.
Data Security: Cannot modify the unauthorized areas of Permit.	Data Security: Can change any area of Permit. Can only select the approvers but cannot approve their approval.	Data Security: His approval can be approved by his own login. No other person can approve it with any sort of permissions.

Following table compares the features, attributes and benefits between SAFETY PERMITS ONLINE electronic permit-to-work system and a 'traditional' paper-based permit system.

Features, Attributes, Benefits	Paper system	PCMS
Can raise a basic permit	Yes	Yes
Can print a basic permit	Yes	Yes
Has full visibility and accountability of all safety procedures	No	Yes
Can disseminate accurate/timely information throughout company	No	Yes
Has robust and disciplined compliance mechanisms with relevant SOP and EHS Directives	No	Yes
Can interrogate the status of Risk Assessment and permit-to-work issues in real-time, anytime, from anywhere	No	Yes
Can easily trace permits and provide full audit trail and reporting	No	Yes
Can examine risk assessment of work to be carried out at source	No	Yes
Can instantly identify conflicts between permits	No	Yes
Can precisely identify location of permits using tabular or pictorial layout	No	Yes
Ensures that all sections of permits are correctly and fully completed	No	Yes
Identifies and captures details for mechanical/electrical isolations & tagging	No	Yes
Provides instant access to MSDS to enable proper PPE to be assigned	No	Yes
Interfaces with other MMS, ERP and management information systems	No	Yes
Issues instant alerts and notifications based on severity of tasks being performed	No	Yes
Provides links to overall integrity of safety operations and behavior	No	Yes
Provides dynamic real-time monitoring and status of all active permits	No	Yes
Gives immediate access to all current and historical permits	No	Yes
Provides hazards analysis as part of risk assessment integration	No	Yes
Has workflow mechanism ensuring correct in-house safety procedures are always followed	No	Yes

Is scalable and extensible to suit the needs of any size of company, for single site, multiple site or trans-national operations	Limited Yes	
Paper based deployment	Yes	Yes
Server based deployment	No	Yes
Web-based deployment	No	Yes
Provides remote permit access and monitoring	No	Yes
Internationalization, multiple language support	No	Yes
Provides role and competency based work assignment	Limited	Yes
Provides integration to proximity card readers	No	Yes
Has pre-populated database of Hazards	No	Yes

Safety Permit Help for this Page

Permit Details Saved Successfully...

**Safety Permit Summary** Edit Cancel Mail to Approver Mail to Receiver

**Job Details**

**HOT WORK / ENTRY TO CONFINED SPACE.**  
**TO BE FILLED BY EXECUTOR / PERMITTEE IN BLOCK LETTERS**

Company	IndianOilCorporation	Location	AVL-31111 (BETWEEN AVL3&11) AND MSQ
Job Incharge :	George Jack	permit Id :	6
Date of Issue :	20/10/2009	Valid upto :	21/10/2009 3:29:41 PM
No of Persons Engaged :		Place :	
Status :	Inprogress	Equipment :	
Job Description :	under ground pipe lining ....	Reference Permit :	5
Job Supervisor	George Jack	Issue by	G DESHBHARTAR

**Template Details**

6. Only certified vehicle / Engines and permitted type of electrical equipment and other tools are allowed in operating areas.  
7. Welding machines should be located in non - hazards and ventilated areas.  
8. No hot work should be permitted unless the explosive meter reading is Zero.  
9. Vessels entry where no hot work is to be carried out, may be permitted under extra precautionary measures on careful analysis of potential hazards  
10. Before box up of any vessel manhole cover, ensure that no men/materials are inside the vessel.  
For renewal of work clearance the issuer shall ensure that the conditions are satisfactory for the work to continue. If the conditions have changed, it may be necessary to issue a new permit or amend the existing permit.  
12. For carrying out hot work running process units, designated multidisciplinary team shall carry out "What if analysis".  
13. Wherever, authorization is required from HOD, the concerned sectional head(PNMP/SPNM/SPUM etc as the case may be) will also sign the permit.  
14. Explosimeter must be checked for this functioning by taking sample from naphtha bottle the readings shown in this test are to be noted at sr no 11 of the permit.  
15. Clearance on the same permit can be renewed extended upto a maximum of seven calander days.  
16. The permit may be issued with the authorization of sectional head (PNMP/SPNM/SPUM etc) for a period of 7 days during plant turn around when there is no hydrocarbon hold up.  
17. Additional precautions if any:

**APPROVERS**

Approval of Concerned Area		Issuer		Receiver
Incharge HOD	Setional Head	Fire Permit Signatory	Gas Safety Inspector	Site Visited & Conditions Understood
HOD				
Signature :	Signature :	Signature :	Signature :	Signature :
Name :	Name :	Name :	Name :	Name :
Designation :	Designation :	Designation :	Designation :	Designation :
Date :	Date :	Date :	Date :	Date :
Approver ARUP KASHKAR (Approved)	Approver VINEET SINGH (Approved)	Approver S PAL (Declined)	Approver V SINGH (Approved)	Approver DAMODAR MAHTO (Approved)

Permit Summary showing status of approvals required.

Safety Permit Edit Save Cancel

**Job Details**

**HOT WORK / ENTRY TO CONFINED SPACE.  
TO BE FILLED BY EXECUTOR / PERMITTEE IN BLOCK LETTERS**

Company	IndianOilCorporation	Location	AVU-I/III BETWEEN A
Job Incharge	2000181	Permit Id	6
Date of Issue	20/10/2009	Valid upto	21/10/2009 3:29:41 PM
No. of Persons engaged		Place	
Status	Open	Equipment	
Job Details	under ground pipe lining at AVU-I		
Job Supervisor	2000181 George Jack	Reference Permit	5
		Issue by	102000010 G DESHBHARTAR

**Permit Details**

**ITEM**

**THE FOLLOW ITEMS SHALL BE CHECKED BEFORE ISSUING THE PERMIT (BY ISSUER/GSI)**  
(Tick Mark in appropriate box. Checklist items marked with asterisk(\*) shall be compiled by receiver.  
SAFETY AWARENESS TRAINING TAKEN BY ALL CONTRACT EMPLOYEES YES( ), NO( ))

Sr.No.	ITEM	Done	Not Required	Sr.No.	ITEM	Done
1	Equipment / Work Area Inspected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	Proper Means of Exit/ Escape Provided.	<input type="checkbox"/>
2	Surrounding Area Checked,Cleaned and Covered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15	Stand Personnel Provided from Process/Maint/Project/Contractor/Fire/Safety dept.	<input type="checkbox"/>
3	Sewers,Manholes,CBD etc. and Hot Surface Nearby Covered.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16	Checked for Oil and Gas Trapped Behind The Lining in Equipment.	<input type="checkbox"/>
4	Considered Hazard from Other Operations and Concerned Persons Alerted.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17	Permit Obtained for Excavation /Road Cutting/Road Blocking/ Dyke Cutting/Work at Height/etc.	<input type="checkbox"/>
5	Equipment Blinded/Disconnected/Closed/Isolated/Wedge Opened.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18	Welding Machine for Sale Location.	<input type="checkbox"/>
6	Equipment Properly Drained and Depressurized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19	Portable Equipment/Nozzles Properly Grounded.	<input type="checkbox"/>
7	Equipment Properly Steamed / Purged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	Fire Water Hose Kept Ready/ Fire Extinguisher Provided Fire Water System Available.	<input type="checkbox"/>
8	Equipment Water Flushed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21	Spark Arrestor on the Mobile Equipment/ Vehicle Provided.	<input type="checkbox"/>
9	Iron Sulfide Removed / Kept Wet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22	Portable Equipment/Nozzles Properly Grounded.	<input type="checkbox"/>
10	Equipment Electrically Isolated and Tagged Vide Permit No. _____ Date: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23	Standby Persons Provided(Min 2 no.)at Entry Point for Confined Space Work With Proper Communication System.	<input type="checkbox"/>
11	Pre Use Check of Explosimeter done. Test Reading: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24	Checked for Welding Machine Condition Earthing & Return Connection to Equipment Being Welded.	<input type="checkbox"/>
12	Gas Test HCs = _____ % LEL Toxic Gas CO/H2S/CL2/SO2 = _____ ppm. O2 = _____ %	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	O2 & Acetylene Cylinders Used With Flash Back Arrestor & Kept Vertically Secured.(Outside Vessel/Tanks etc)	<input type="checkbox"/>
13	Proper Ventilation and Lightning Providing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26	Shield Provided Against Spark.	<input type="checkbox"/>
				27	Area Cordoned off and Precautionary tags/Boards Provided.	<input type="checkbox"/>

**SPECIAL CONDITIONS**

## Permit New/Edit Screen

**User Information**

User : ARUP LASHKAR  
Role : Super Administrator

**Approval of Concerned Area Incharge:HOD**

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

Approver ARUP LASHKAR  
 Approve  Decline

**Setional Head**

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

Approver VINEET SINGH (Approved)

**APPROVERS**

<b>Issuer</b>	<b>Receiver</b>
<b>Fire Permit Signatory</b>	Site Visited & Conditions Understood
<b>Gas Safety Inspector</b>	Signature : _____
	Name : _____
	Designation : _____
	Date : _____
Approver S PALIT (Declined)	Approver DAMODAR MAHTO (Approved)
Approver V SINGH (Approved)	

## When Approver Login to Approve



India

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