

Directorate of Estates

Permit to Work – Requestor Training

<http://www.estates.manchester.ac.uk/p2w>

Logging On

- Open up Internet Explorer
- Type in this link to access PtW – <http://www.estates.manchester.ac.uk/p2w>
- **Log in** using normal username and password
- The following screen will appear showing all active permits:

The screenshot shows the PtW system interface. At the top left is the University of Manchester logo. The main heading is "Permits to Work - Active Permits". Below this are navigation links: "Request Permit", "Contractor List", "Document Library", "Non Active Permits", and "Search". A table displays active permits with columns for Permit No, Title, Building, Requested By, Authorised By, Start Date, and End Date. Callout boxes provide instructions for each major element: "Request Permit" (create a new request), "Contractor List" (view approved contractors), "Document Library" (view/add documents), "Non Active Permits" (view cancelled/hold/completed permits), "Search" (search by building, title, date), "My P2W" (view access level and requested permits), "About Permits" (view general info), and a "Logout" button (log out of the system). The table also includes callouts for the "Cancel" (X), "Print" (printer), and "Info" (i) icons in the final column.

Permit No	Title	Building	Requested By	Authorised By	Start Date	End Date	
P000002	Confined Space	Dixon Laboratory Stores	David Callagan	David Callagan	28/11/2007	28/11/2007	X Print Info
P000007	Electrical Substation	Aberdeen House	David Callagan	David Callagan	30/11/2007	30/11/2007	X Print Info
P000009	Electrical Substation	Cryogenics Workshop	David Callagan	David Callagan	30/11/2007	30/11/2007	X Print Info
P000017	Roof Access	Beyer	David Callagan	AdminAccount	19/12/2007	28/12/2007	X Print Info

This is the permit number which is automatically generated by the system

This is the category of the permit:
Hot Work
Excavation
Confined Space
Asbestos
Electrical Substation

This is the person who requested the permit to work (Requestor)

You are logged in as : [David Callagan], Logout
My P2W | About Permits

The University of Manchester



Permits to Work - Active Permits

Request Permit | Contractor List | Document Library | Non Active Permits | Search

This is the date that the permit will start and will become valid

Permit No	Title	Building	Requested By	Authorised By	Start Date	End Date	
● P000019	Hot Work	Botany Experimental Ground, Store 1	Nikki Eaton-Barnes	Nikki Eaton-Barnes	29/02/2008	21/03/2008	
● P000011	Confined Space	Alan Turing Building	Nikki Eaton-Barnes	Nikki Eaton-Barnes	15/02/2008	29/02/2008	
● P000009	Confined Space	Aberdeen House	Nikki Eaton-Barnes	Andy Burrows	13/02/2008	29/02/2008	
● P000015	Electrical Substation	21ft Telescope Control Room	Nikki Eaton-Barnes	Pending	22/02/2008	29/02/2008	
● P000016	Electrical Substation	186 Oxford Road	Nikki Eaton-Barnes	Pending	14/02/2008	29/02/2008	
● P000017	Hot Work	Bar Lounge and Hall	Nikki Eaton-Barnes	Pending	09/02/2008	29/02/2008	
● P000018	Hot Work	Alan Turing Building	Nikki Eaton-Barnes	Chris Cunningham	15/02/2008	29/02/2008	
● P000010	Confined Space	AQA Building	Nikki Eaton-Barnes	David Callagan	21/02/2008	23/02/2008	
● P000007	Excavation	Campus General	Brent Wills	Mark Foster	21/02/2008	22/02/2008	
● P000026	Confined Space	184 Oxford Road	Nikki Eaton-Barnes	Nikki Eaton-Barnes	07/02/2008	22/02/2008	

This shows the status of the permit request:
RED = Permit has expired
AMBER = Pending authorisation & near expiry date (3 days) / Active & near expiry date
GREEN = Pending authorisation & start date not commenced / Pending authorisation & live / Authorised & live

This is the building for which the permit has been requested

This is the person who authorised the permit. If this shows as Pending then the permit has not yet been authorised

If you are an Authoriser, this Alert shows permits that have been requested and have not yet been authorised (Pending).

 As an authoriser you would be able to go in and authorise these permits (ie if the person selected to authorise the permit is not in).

This is the date that the permit will expire and no longer be valid

Request a Permit to Work



New Permit to Work: P000019

Dates and Task Details	
Permit Requestor:	David Callagan
Permit effective Period:	<input type="text"/>
Permit to Work Title:	<input type="text"/>
Authorised Person:	<input type="text"/>
Description of Task:	<input type="text"/>

User of the Permit to Work	
Company:	<input type="text"/> Direct Labour Or Contractor
Contact Name:	<input type="text"/>
Contact Number:	<input type="text"/>

Location	
Premises:	<input type="text"/>
Location:	<input type="text"/>
Project or Work Order Number:	<input type="text"/>

Hazards	
Hazards identified - existing and introduced:	<input type="text"/>
Risk Assessments and Method Statements which relate to this task:	<input type="text"/>
Describe required limitations to the task:	<input type="text"/>
Precautions required:	<input type="text"/>
Protective Equipment - PPE etc.:	<input type="text"/>

Notes	
<input type="text"/>	

Choose Start Date and Time

<< December 2007 >>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					4	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Choose End Date and Time

<< December 2007 >>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					4	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

End Time: HH:MM

To enter the start date and time click the icon next to the textbox, a calendar will popup as shown to the left, enter the time and click a date and the calendar will close

To enter the end date and time click the icon next to the textbox, a calendar will pop up as shown to the left, enter the time and click a date and the calendar will close

The form on the left side of the page is the standard form that Requestors will use to submit their requests for Authorisation

On completion of this form an email will be sent to the selected Authoriser advising them to login to the system, review the request and authorise it

After the Permit has been authorised an email will be sent to the requestor advising them that the request is authorised and live in the Permit To Work System

New Permit to Work: P000019

Dates and Task Details		
Permit Requestor:	<input type="text" value="David Callagan"/>	●
Permit effective Period:	<input type="text"/>	●
	<input type="text"/>	●
Permit to Work Title:	<input type="text"/>	●
Authorised Person:	<input type="text"/>	●
Description of Task:	<input type="text"/>	●

User of the Permit to Work		
Company:	<input type="text" value="Direct Labour Or Contractor"/>	●
Contact Name:	<input type="text"/>	
Contact Number:	<input type="text"/>	

Location		
Premises:	<input type="text"/>	●
Location:	<input type="text"/>	●
Project or Work Order Number:	<input type="text"/>	

Hazards		
Hazards identified - existing and introduced:	<input type="text"/>	●
Risk Assessments and Method Statements which relate to this task:	<input type="text"/>	●
Describe required limitations to the task:	<input type="text"/>	●
Precautions required:	<input type="text"/>	●
Protective Equipment - PPE etc.:	<input type="text"/>	●

Notes	
<input type="text"/>	

Permit Type - please choose one.
Confined Space
Excavation
Hot Work
Roof Access
Work in Asbestos contaminated area

To select a permit type (Title) click this icon, a popup will appear with a list of valid permit types

Permit to be Authorised by:
Authoriser Account

Company Name	Info	Type
Bethell Construction Ltd		Civils
Greenbooth Construction Co Ltd		Civils
Heyrod Construction Ltd		Civils

Depending on what type of permit was selected in the previous box, a list of Authorised people for that permit type within the date range specified will be shown, select one to move on

Clicking on Direct Labour or Contractor will open a popup window where you can select a Contractor or Estates DLO, you also have the ability to add a contact name and telephone number for the person who will carry out the work described in the form

New Permit to Work: P000019

Dates and Task Details		
Permit Requestor:	<input type="text" value="David Callagan"/>	
Permit effective Period:	<input type="text"/>	
	<input type="text"/>	
Permit to Work Title:	<input type="text"/>	
Authorised Person:	<input type="text"/>	
Description of Task:	<input type="text"/>	

User of the Permit to Work		
Company:	<input type="text"/> Direct Labour Or Contractor	
Contact Name:	<input type="text"/>	
Contact Number:	<input type="text"/>	

Location		
Premises:	<input type="text"/>	
Location:	<input type="text"/>	
Project or Work Order Number:	<input type="text"/>	

Hazards		
Hazards identified - existing and introduced:	<input type="text"/>	
Risk Assessments and Method Statements which relate to this task:	<input type="text"/>	
Describe required limitations to the task:	<input type="text"/>	
Precautions required:	<input type="text"/>	
Protective Equipment - PPE etc.:	<input type="text"/>	

Notes	
<input type="text"/>	

Building Code	Building Name	Site
032AE	176 Oxford Road	Oxford Road
032AA	178 Oxford Road	Oxford Road
032AF	180 Oxford Road	Oxford Road
032AB	182 Oxford Road	Oxford Road
032AC	184 Oxford Road	Oxford Road
032AG	186 Oxford Road	Oxford Road
032AD	188 Oxford Road	Oxford Road
055AY	21ft Telescope	Jodrell Bank
055BA	21ft Telescope Control Room	Jodrell Bank
055AX	42ft Telescope	Jodrell Bank
043AC	Aberdeen House	Oxford Road
018AB	Academy	Oxford Road
043AH	Acomb House	Oxford Road
063AA	Alan Turing Building	Oxford Road
042AN	Alpine House	Fallowfield
138AA	AQA Building	Oxford Road
055BJ	Arborist Vehicle Store	Jodrell Bank
078AA	Armitage Centre	Fallowfield
191AB	Armstrong House, Suite 1D, 1st Floor	Oxford Road
171AA	Arrival Point & Security Lodge	Sackville Street
088AA	Arthur Lewis Building	Oxford Road

Clicking this icon will open a window where you can select a building from the central building list

If you choose a building where there is already a permit active for the same date range you will be able to view this permit to check that it does not conflict with the one you are requesting

New Permit to Work: P000019

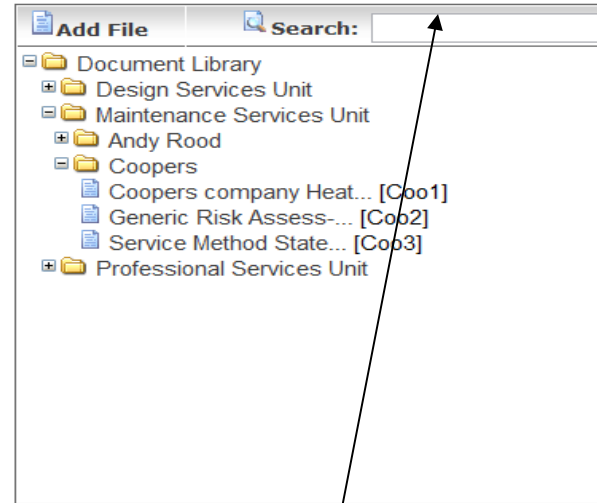
Dates and Task Details		
Permit Requestor:	<input type="text" value="David Callagan"/>	●
Permit effective Period:	<input type="text"/> <input type="text"/>	●
Permit to Work Title:	<input type="text"/>	●
Authorised Person:	<input type="text"/>	●
Description of Task:	<input type="text"/>	●

User of the Permit to Work		
Company:	<input type="text"/> Direct Labour Or Contractor	●
Contact Name:	<input type="text"/>	
Contact Number:	<input type="text"/>	

Location		
Premises:	<input type="text"/>	●
Location:	<input type="text"/>	●
Project or Work Order Number:	<input type="text"/>	

Hazards		
Hazards identified - existing and introduced:	<input type="text"/>	●
Risk Assessments and Method Statements which relate to this task:	<input type="text"/>	●
Describe required limitations to the task:	<input type="text"/>	●
Precautions required:	<input type="text"/>	●
Protective Equipment - PPE etc.:	<input type="text"/>	●

Notes	
<input type="text"/>	



Clicking this icon will open a window where you can select documents to add to the permit, you may add permit specific ones from your pc or select ones from the library or a mixture of both

The Library is fully searchable on tagname, permit type and owner

You can click on the type of permit and a list of relevant documents will automatically be listed. Or you can browse the G drive and attached relevant documentation to your permit request

If you have a document that you think should be stored in the Document Library, please contact Professional Services.

Print a Permit to Work

Please note that once a permit has been authorised, it can only be printed 48 hours before the permit is due to start.



The University of Manchester

Permits to Work - Active Permits

[Request Permit](#) | [Contractor List](#) | [Document Library](#) | [Non Active Permits](#) | [Search](#)

You are logged in as : [David Callagan], Logout

[My P2W](#) | [User Configuration](#) | [About Permits](#)

Permit No	Title	Building	Requested By	Authorised By	Start Date	End Date	
P000002	Confined Space	Dixon Laboratory Stores	David Callagan	David Callagan	28/11/2007	28/11/2007	
P000007	Electrical Substation	Aberdeen House	David Callagan	David Callagan	30/11/2007	30/11/2007	
P000009	Electrical Substation	Cryogenics Workshop	David Callagan	David Callagan	30/11/2007	30/11/2007	
P000017	Roof Access	Beyer	David Callagan	AdminAccount	19/12/2007	28/12/2007	

Click on this icon and details of the permit will appear. The printer icon will appear in the top right hand corner, select to print.

The permit will print out as:

Permit-to-Work

Directorate of Estates

1. Title	Hot Work
2. Premises (closest)	Armitage Centre
3. Location	main hall
4. Project or Work Order No.	111041

5a. Description of Task	welding brackets to frame
5b. Limitations	work to be completed and area checked and cleared for 1 hour after welding complete
6a. Hazards	test
6b. Risk Assessments and Method Statements	University of Manchester RISK ASSESSMENTS,
7. Precautions required	protect flooring and screen area man to stand and observe for fire with correct extinguisher
8. Protective Equipment	welding shield, gloves, boots, apron
9. Requested By	Paul Clews
9a. Authorised Person	Authoriser Account
9b. Issued To	Estates - DLO
9c. EFFECTIVE from	11:00 hrs on Monday, February 11, 2008
9d. NOT VALID after	15:00 hrs on Monday, February 11, 2008

Cancellation

I, the Requestor named in 9, confirm this permit cancelled. All exceptional restrictions are now removed.
The following limitations remain.

Signature

Contractor on completion of work

I, the User of this Permit-to-Work, confirm the task complete or ceased.

Signature

Date (dd/mm/yyyy)

Monday, 11 February, 2008

Permits to Work - Active Permits

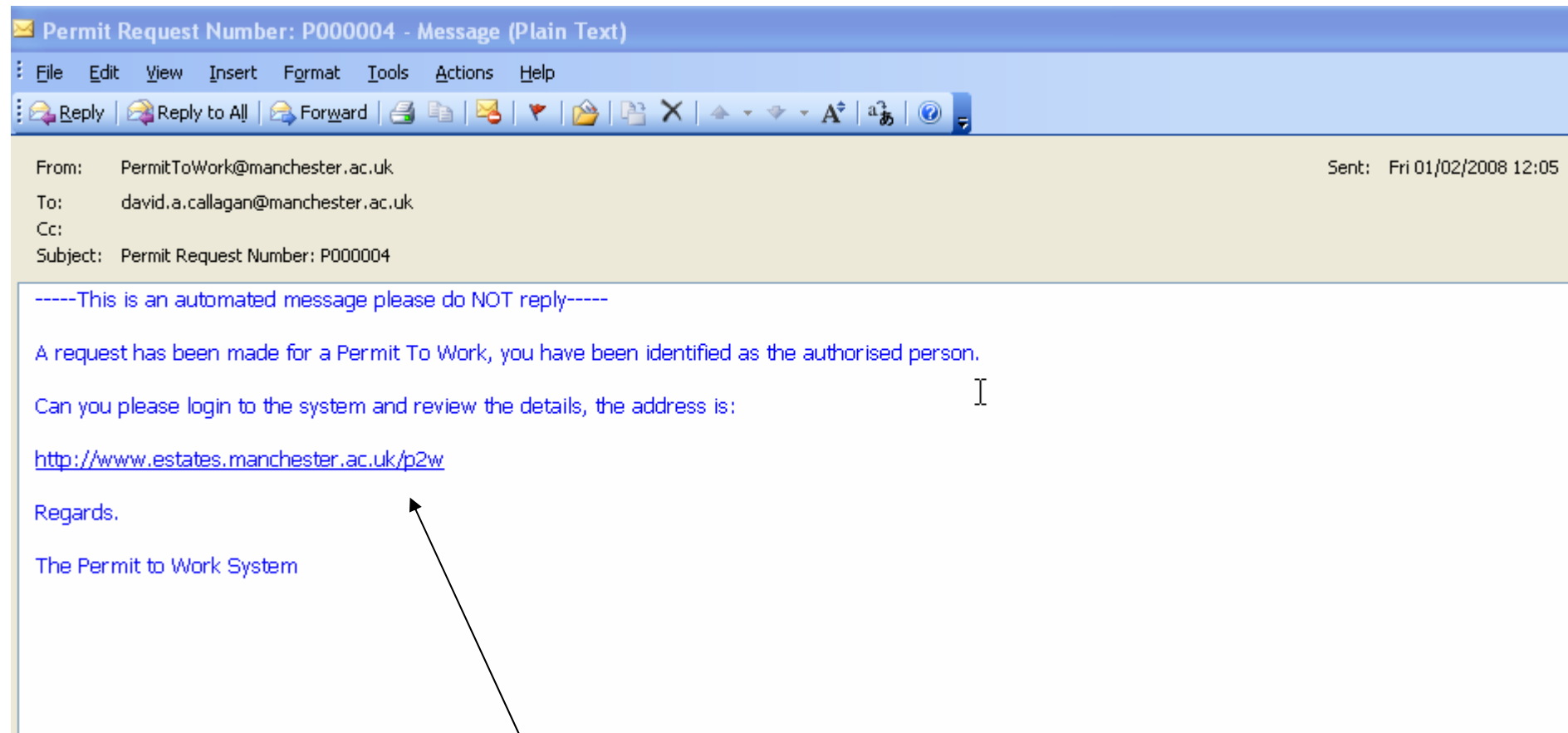
Request Permit | Contractor List | Document Library | Non Active Permits | Search

Permit No	Title	Building	Requested By	Authorised By	Start Date	End Date	
P000019	Hot Work	Botany Experimental Ground, Store 1	Nikki Eaton-Barnes	Nikki Eaton-Barnes	29/02/2008	21/03/2008	 
P000011	Confined Space	Alan Turing Building	Nikki Eaton-Barnes	Nikki Eaton-Barnes	15/02/2008	29/02/2008	 
P000009	Confined Space	Aberdeen House	Nikki Eaton-Barnes	Andy Burrows	13/02/2008	29/02/2008	 
P000015	Electrical Substation	21ft Telescope Control Room	Nikki Eaton-Barnes	Pending 	22/02/2008	29/02/2008	 
P000016	Electrical Substation	186 Oxford Road	Nikki Eaton-Barnes	Pending 	14/02/2008	29/02/2008	 
P000017	Hot Work	Bar Lounge and Hall	Nikki Eaton-Barnes	Pending	09/02/2008	29/02/2008	 
P000018	Hot Work	Alan Turing Building	Nikki Eaton-Barnes	Chris Cunningham	15/02/2008	29/02/2008	 
P000010	Confined Space	AQA Building	Nikki Eaton-Barnes	David Callagan	21/02/2008	23/02/2008	 
P000007	Excavation	Campus General	Brent Wills	Mark Foster	21/02/2008	22/02/2008	 
P000026	Confined Space	184 Oxford Road	Nikki Eaton-Barnes	Nikki Eaton-Barnes	07/02/2008	22/02/2008	 

If you have requested a permit and it has not been authorised (ie because the Authoriser is not in), you can select the icon above and change the Authoriser, so that your permit can be processed in time for the start date

Authorising a Permit to Work

When a permit has been requested, the authorisor will automatically receive the email below:



- Log onto the system by the link in the email

The Permit to Work screen will appear:

MANCHESTER
1824

You are logged in as : [Nikki Eaton-Barnes], Logout

My P2W About Permits

Permits to Work - Active Permits

Request Permit | Contractor List | Document Library | Non Active Permits | Search

Permit No	Title	Building	Requested By	Authorised By	Start Date	End Date	
P000019	Hot Work	Botany Experimental Ground, Store 1	Nikki Eaton-Barnes	Lynton Prescott	29/02/2008	21/03/2008	✗
P000009	Confined Space	Aberdeen House	Nikki Eaton-Barnes	Andy Burrows	13/02/2008	29/02/2008	✗
P000011	Confined Space	Alan Turing Building	Nikki Eaton-Barnes	Lynn Irving	15/02/2008	29/02/2008	✗
P000012	Confined Space	Alpine House	Nikki Eaton-Barnes	Pending	16/02/2008	29/02/2008	✗
P000015	Electrical Substation	21ft Telescope Control Room	Nikki Eaton-Barnes	Pending	22/02/2008	29/02/2008	✗
P000016	Electrical Substation	186 Oxford Road	Nikki Eaton-Barnes	Pending	14/02/2008	29/02/2008	✗
P000017	Hot Work	Bar Lounge and Hall	Nikki Eaton-Barnes	Pending	09/02/2008	29/02/2008	✗
P000018	Hot Work	Alan Turing Building	Nikki Eaton-Barnes	Pending	15/02/2008	29/02/2008	✗
P000010	Confined Space	AQA Building	Nikki Eaton-Barnes	Pending	21/02/2008	23/02/2008	✗
P000007	Excavation	Campus General	Brent Wills	Pending	21/02/2008	22/02/2008	

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- Select relevant permit and check that the permit details are ok

If you are NOT SATISFIED with the details on the permit, then DO NOT authorise. Make direct contact with the Requestor to let them know what you are not satisfied with so that the Requestor can amend the permit and re-submit for authorisation.

If you are satisfied that you can authorise the permit, please select the authorise button at the bottom left hand of the screen.