

PermitMe Job Aid 4000 – IsolateMe Housekeeping - Isolations

Use this PermitMe Job Aid to: Check isolations are not accumulating in system without permits attached.

Requirements: User must be assigned “PI” permissions in PermitMe.

Getting Started:

The aim of this process is to ensure we don't accumulate Isolations sitting in the system, without permits attached to them. Isolation status will only be updated to 'Ready' by the PI once the associated Permit/s and IC have been reviewed together and deemed fit for purpose by the PI.

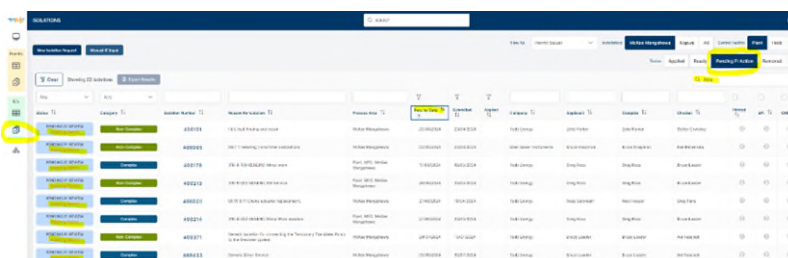
To run this check, make sure you are in the Isolation section under 'My Isolation Items' (second green icon of the left-hand side vertical toolbar. Click the 'Pending Action' button in the top right of the register page. If you want to filter on just the 'Pending PI Review – awaiting Permit' status, start typing 'Awaiting' in the search field highlighted in the right-hand corner. This will drop out the ICs that have permits tied to them.

To Add a Request to the PermitMe Isolation Register:

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Navigate to:

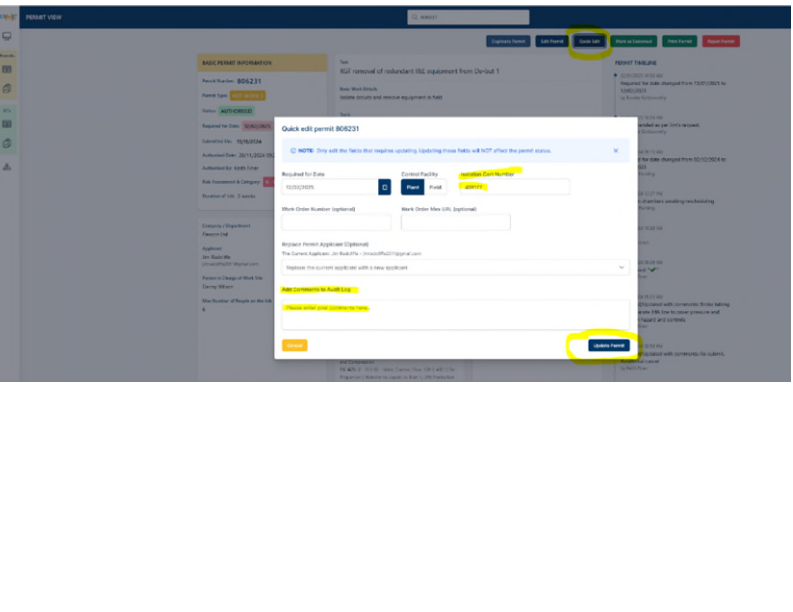
- 'My Isolation Items' (second green icon of the left-hand side vertical toolbar IsolateMe register in PermitMe.
- Click the 'Pending Action' button in the top right of the register page.
- Or if you want to filter on just the 'Pending PI Review – awaiting Permit' status, start typing 'Awaiting' in the search filed highlighted in the right-hand corner. This will drop out the ICs that have permits tied to them.



Item ID	Name	Status	Created Date	Updated Date	Assigned To	Assigned Date	Completed Date	Reviewed Date	Reviewed By
450108	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450109	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450110	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450111	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450112	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450113	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450114	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450115	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450116	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450117	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450118	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450119	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			
450120	101-100-100-100-100-100	Pending	2024-02-24	2024-02-24	John Doe	2024-02-24			

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- A number of these ICs will be 'Generic' and will not have any permits assigned to them yet by nature, so these can be ignored.
- If you come across an IC that has inadvertently not had a permit tied to it, and you want to link them, this needs to be done from the permit end, and it is not possible to add the Permit # to the IC (you must add the IC # to the Permit).

<p>3</p>	<p>To add an IC to a Permit:</p> <ul style="list-style-type: none"> • If Permit number is known Type Permit # in top centre Search field in PermitMe. • Click the 'Quick Edit' button in the top right corner, • In 'Quick Edit' popup add the IC number into the field: 'Isolation Cert Number'. • Add a comment in Quick Edit 'Add Comments to Audit log' field if appropriate • Click the 'Update Permit' button in the bottom right of the pop-up box. 	
<p>4</p>	<p>On completion of adding an isolation # as above this will then drop that IC off the list of 'Pending PI Review- Awaiting Permit' status, and will then become 'Pending PI Review – Ready for Review'</p>	



Revision History

Revision	Published Date	Reason for Issue	Author	Reviewer	Reviewed Date	Approver	Approved Date	Document Initiated
0	027/02/25	New	Brooke Goldsworthy	P Martin	27/02/2025	P Martin	27/02/2025	