

PermitMe Job Aid 4001 - Request a New Isolation

Use this PermitMe Job Aid to: Request a new isolation to be created in PermitMe Isolation register.

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

Getting Started:

This “Iso. Applicant” permission needs to be applied for using the following email link ToddEnergyPTW@toddenenergy.co.nz.

The “Iso. Applicant” permission does not require a specific competency.

If you are a contractor to Todd Energy and require access to generate permits and isolations for task associated with Todd Energy facilities, reach out to us at ToddEnergyPTW@toddenenergy.co.nz and we will provide you with a direct link to access PermitMe / IsolateMe.

Some Important User Information about the IsolateMe process:

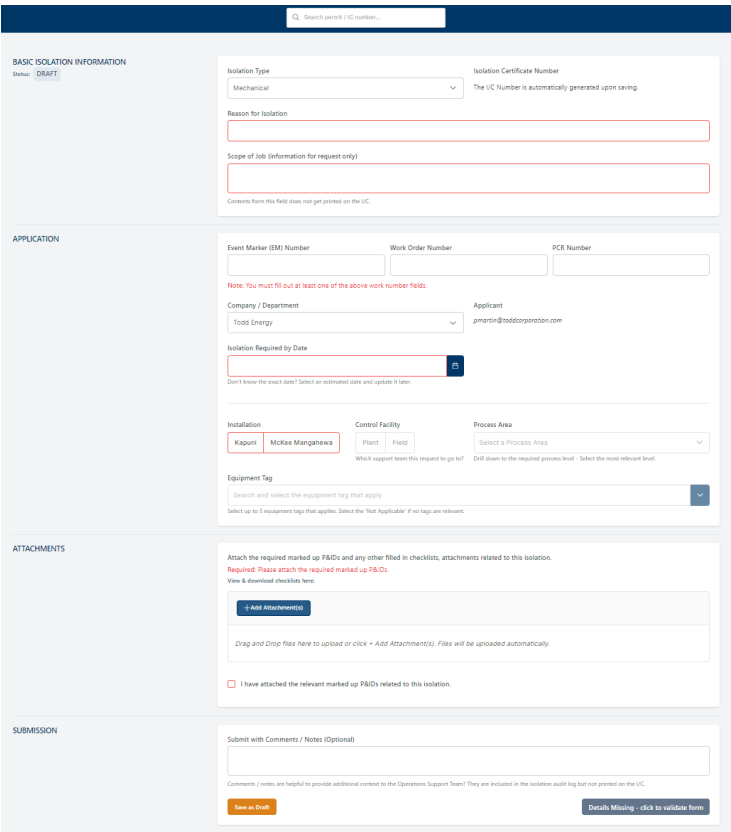
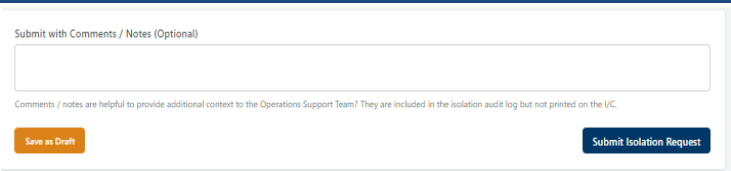
- All isolations regardless of type start as a new request.
- All PermitMe users can add a request for an isolation to the PermitMe Isolation register.
- The Isolation Register is reviewed regularly by the facility support team who will allocate the request to a suitability competent isolation compiler to create an Isolation.
- The Isolation request number is the same as the new Isolation certificate number and once the request has been submitted can be added to the PermitMe permit for tracking.
- Where a User has non-complex competency in PermitMe they will be able to continue beyond the request stage to create the IC.
- These steps are contained within a separate PermitMe Job Aid: Create a Non-complex isolation certificate.



To Add a Request to the PermitMe Isolation Register:

<div>1</div> <p>Navigate into PermitMe</p> <p>Open a register in the green I/Cs area on the lefthand vertical toolbar.</p>	
<div>2</div> <p>Select</p> <p>“New Isolation Request” button.</p> <p>To open the Isolation Request form.</p>	
<div>3</div> <p>On the Isolation Request Form:</p> <p>Select ‘Isolation Type’ from drop down menu</p> <ul style="list-style-type: none"> Mechanical Electrical Instrument <p>If unsure pick the one you think is likely most dominant.</p>	



<div>4</div> <p>Fill out all the fields on the form.</p> <p>On completion there is a button on bottom right of form that will show as</p> <p>“Details Missing- click to validate form”</p> <p>Select</p> <p>“Details Missing- click to validate form”</p> <p>button and mandatory fields not completed will be highlighted in RED.</p> <p>NOTE: Submit with Comments only records your comments on the audit log and are for additional notes for compiler.</p> <p>The comments are not included in that actual isolation certificate fields.</p>	
<div>5</div> <p>Isolation Request submission</p> <p>“Details Missing- click to validate form” button will change display to</p> <p>“Submit Isolation Request”</p> <p>On completion of all mandatory fields</p> <p>Select</p> <p>“Submit Isolation Request” to submit your request.</p>	

Requestor can edit request details by selecting: **“Edit Request Details”** button.

Requestor can add additional comments to audit log only, by selecting “Add Comment” button.

End of process
To Add an Isolation Request.

Email notifications will be generated as the document progresses, so you will be kept updated as to the status of your request.

[illegible]



Revision History

Revision	Published Date	Reason for Issue	Author	Reviewer	Reviewed Date	Approver	Approved Date	Document Initiated