

PermitMe Job Aid 8000 - PCF Housekeeping - Permits

Use this PermitMe Job Aid to: Check “AUTHORISED” Permits do not exceed 1 week into history i.e. “Required For Date” is no more than 7 days older than current date.

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

The aim of this process is to keep the number of ‘AUTHORISED’ permits to within 1 week of the ‘Required for Date’. E.g. If a “AUTHORISED” permit was not ‘Endorsed’ last week based on its date, we need to identify an updated date. The two most likely scenarios are:

- The work has either been re-scheduled to a date in the future
Or,
- The permit is for more routine work, e.g. such truck, scaffolding, chemical deliveries etc. These permits can have their dates pushed forward based on how many issues still exist on current permits, and the frequency the job occurs e.g. monthly, weekly etc. a review on when the job is likely to occur.

For Permits with a Work Order number (WO) assigned in PermitMe, these dates are now (July 2025) automatically updated once a day @ 2:00am

WO can be reviewed in Mex, and the ‘Due Start’ date on the ‘Details’ tab checked but should no longer need over writing.

For Permits with no WO number e.g. Projects, the ‘Permit Applicant’ or the person they are conducting the work for should be contacted to provide a realistic date for the permit.

To Add a Request to the PermitMe Isolation Register:

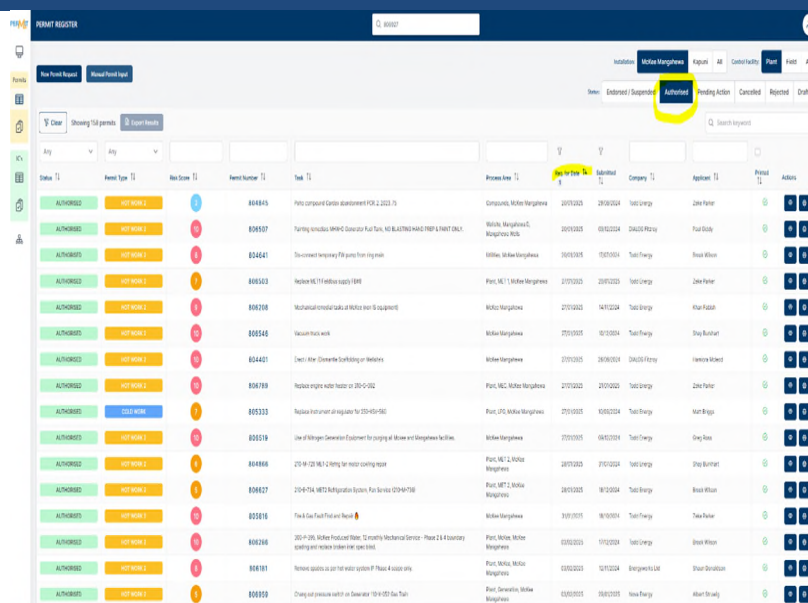
1

Open PermitMe Register
On top left Filters

- Select the Installation
- Select Control Facility
- Select 'AUTHORISED'

Then on tool bar just above register

Click on "Req for Date" to toggle to oldest required by date.

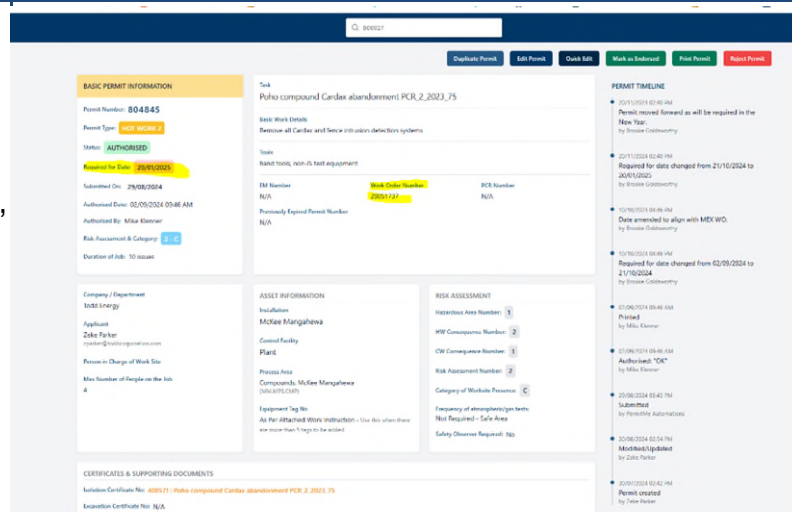


The screenshot shows the PermitMe Register interface. At the top, there are filters for Installation (McKee Mangrove), Control Facility (All), and Status (All). Below these, there are tabs for 'Req for Date' (selected), 'Req for Date', and 'Req for Date'. The main table lists permits with columns for Date, Permit Type, No. Date, Permit Number, Task, Process Key, Issued, Company, Applicant, and Permit. The 'Req for Date' tab is active, showing a list of permits sorted by date. The 'Req for Date' tab is highlighted in yellow.

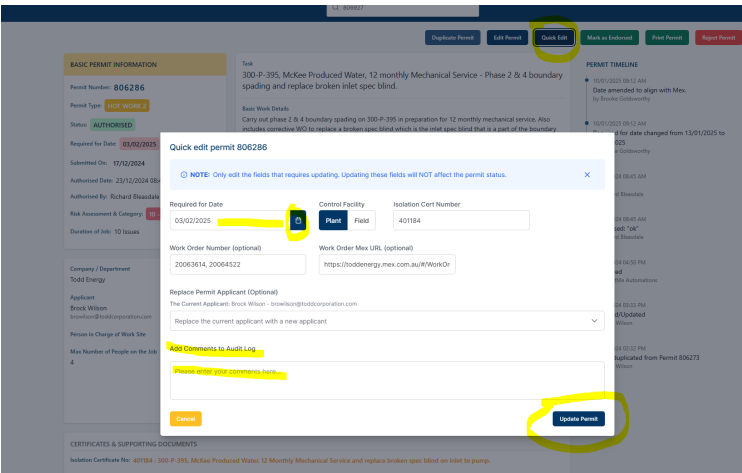
2

Open a permit with a historical
(in the past) 'Required for Date'

- If there is a MEX WO #
with a link [Work Order Number 20071055 - MEX](#)
- Click on the orange 'MEX' next to the work order # to open the Mex WO.
- If no URL link present (see snip on side column).
- Open Mex and Manually type WO# into search field to find and then open.



The screenshot shows the PermitMe permit details page for permit 804845. The page is divided into several sections: BASIC PERMIT INFORMATION, TASK, PERMIT TIMELINE, RISK ASSESSMENT, and CERTIFICATES & SUPPORTING DOCUMENTS. The BASIC PERMIT INFORMATION section includes fields for Permit Number (804845), Permit Type (MEX WO #), Status (AUTHORISED), Required for Date (26/09/2025), Submitted Date (29/08/2024), Authorized Date (02/09/2024 09:46 AM), Authorized By (Mike Elanor), Risk Assessment & Category (2-5), and Duration of Job (10 issues). The TASK section includes fields for Task (Pulsa compound Gasline abandonment PGR 2, 2023-75), Basic Work Details (Remove all Gasline and Service installation detection systems), Tools (Blast torch, gas-free test equipment), RM Number (N/A), RCR Number (N/A), and Previously Reported Permit Number (N/A). The PERMIT TIMELINE section shows a list of permit history with columns for Date, Permit Number, and Status. The RISK ASSESSMENT section includes fields for Hazardous Area Number (1), MEX Consequence Number (2), CW Consequence Number (2), Risk Assessment Number (2), and Category of Workable Resource (C). The CERTIFICATES & SUPPORTING DOCUMENTS section includes fields for Isolation Certificate No (402517) and Excavation Certificate No (N/A).

<p>3</p>	<p>Once you have an updated date for the permit, either from Mex, or conversations with relevant people.</p> <ul style="list-style-type: none"> Click on the 'Quick Edit' button at the top of the permit page. Use the calendar button to search and select for the new date. Add a comment into the field at the bottom of the quick edit pop-up to indicate where the new date as come from. E.g. "Date amended to align with Mex date" or "Date amended as per xxx (person's name) feedback", or "Dated kicked forward into the future, confirmed will be required in the future". Comments are recorded in the permit log and provides helpful data that remains with the permit for all to see. <p>You do not need to add your name as it is automatically stamped when you click the 'Update Permit' button.</p>	
<p>4</p>	<p>This will then automatically shuffle the permit into order on the register based on the amended date.</p>	
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<div>6</div>	<p>On some occasions you will find that the WO has been closed, and is found in the 'History' tab in MEX.</p> <p>In this instance you can</p> <ul style="list-style-type: none">• Confirm with the Permit Applicant or suitable lead that the permit is no longer required. <p>If Not required</p> <ul style="list-style-type: none">• Click the red 'Reject Permit' button in the top right corner of the permit page. A pop up will open. Add a comment as to why the permit is being rejected for visibility to be displayed on the log. E.g. "WO closed, confirmed with XXX that permit is no longer required."• Click 'Reject Permit' button in the pop-up window.	
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Revision History

Revision	Published Date	Reason for Issue	Author	Reviewer	Reviewed Date	Approver	Approved Date	Document Initiated
0	26/08/2025	Review	Brooke Goldsworthy	Peter Martin	26/02/2025	Peter Martin	26/02/2025	24/02/2025