

Click NEW PERMIT REQUEST and complete the tabs from left to right as below:

Tab 1: Permit for

This is the company doing the work. If the work is being carried out by a sub-contractor under the direction of a Principal Contractor then the Permit should be raised for the Principal Contractor.

Tab 2: Work location

This is where the works are being carried out Campus/Buildings.

Tab 3: Work requested by

This is the Team who requested you to carry out the works. If you are unsure, then please enquire from your KCL contact.

Tab 4: Work schedule

Enter the start/finish date for which you will require access.

Tab 5: Hazards

Tab 6: Work safely

Tab 7: Work type

Select the work being carried out from the list allocated to the RAMS documents.

Tab 8: Building access

This section is for which building and where in the building you are going to be working.

Tab 9: Team members

This section is to select the working party starting with the Person in Charge (PIC), or supervisor for the team, who will likely be attending site.

Tab 10: Isolations

Here, you can request isolations to be carried out. These will be planned (in greater detail) by the maintenance team. Further discussion may be needed to confirm exact isolation requirements before works proceed.

Tab 11: Custom Fields

This section covers Asbestos information which has been passed to the requestor/company by the site or project manager; if you are not sure then this can be left blank and completed by the KCL Approver. Prior to the approved permit being Issued back to the contractor, some higher risk works will require further control measure questions to be answered here by the KCL Approver.

Tab 12: Comments

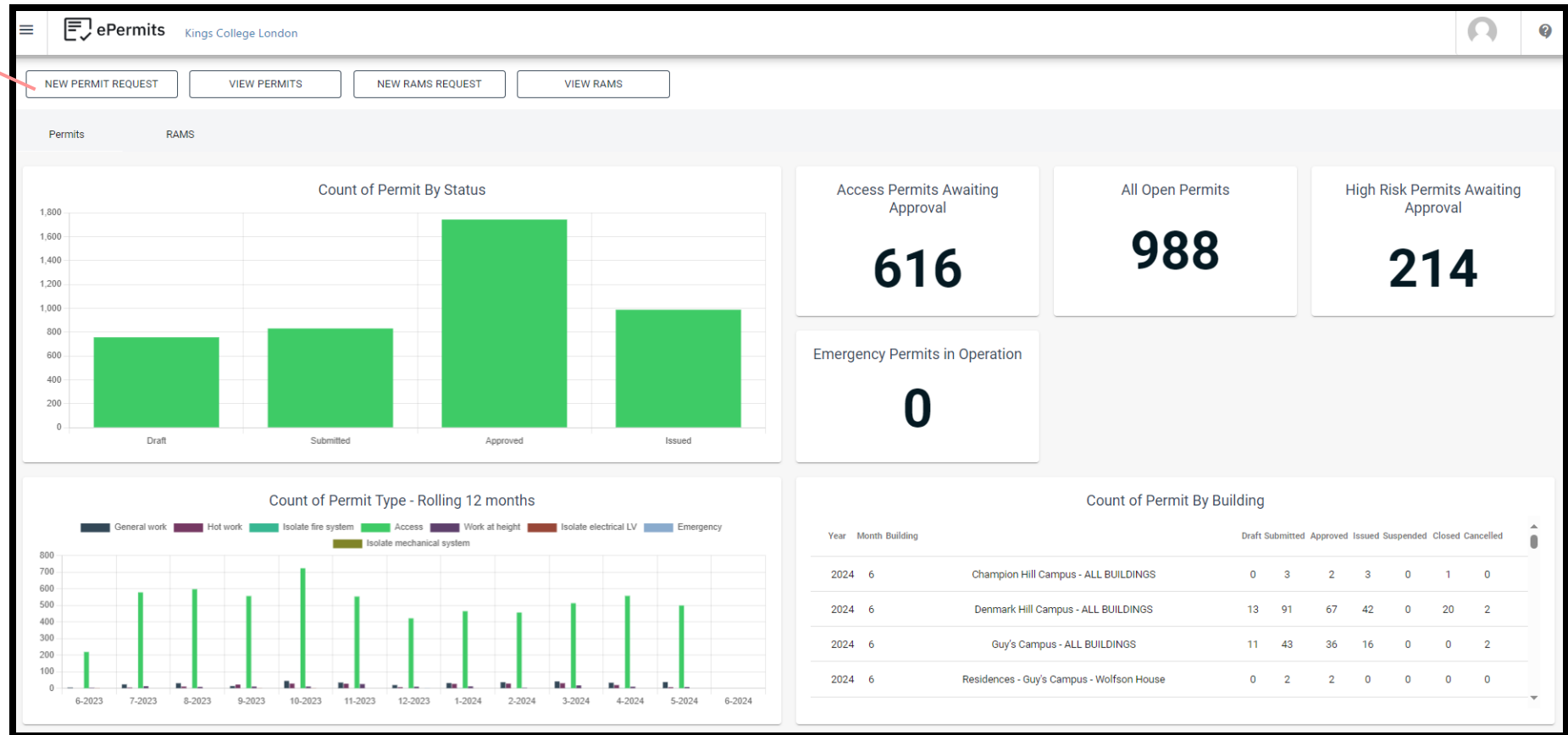
Optional - This section is for any additional comments or information in connection with the works being carried out.

Tab 13: Validation.

This is the final page of the permit before submission. It will highlight any issues using a traffic light standard. This must be checked before submitting request.

To submit the permit for approval select SUBMIT.

Click "New Permit Request"



Opens on the first tab
"Permit for"

If your company is not
already written, click on
the three dots to open a
new window and select
your company. *

Select the requestor from
the given list (if not
available then inform
Permits@kcl.ac.uk that
you require a member of
your company to be given
permission to request
permits.

* Type in the company
name, click enter.

OPEN PERMIT REQUEST
HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

Permit for Work location Work requested by Work schedule Hazards Work safety Work type Bu >

WHO IS THIS PERMIT FOR?

Company * ...

Requestor *

SAVE CLOSE

SELECT COMPANY CLOSE

COMPANY	ADDRESS	TOWN	POSTCODE	PHONE	OWNER
King's					
King's College London	Strand	London	WC2R 2LS	0207 8486930	No

Items per page 10 1 - 1 of 1 < >

Open tab for “Work location”

Using the drop-down list, select the Campus.

Using the drop-down list, select ‘Campus-ALL Buildings’ option or the applicable ‘void/derelict’ building from the list. *

* At this stage you are selecting to work at the occupied named by the campus with “ALL BUILDINGS” or a specific void or derelict building as applicable.

OPEN PERMIT REQUEST
HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

< Permit for Work location Work requested by Work schedule Hazards Work safety Work type Bu >

WHERE WILL THE WORK TAKE PLACE?

Campus

Building *
Building is required!

19 Maunsel St, Victoria

Champion Hill Campus - ALL BUILDINGS

Denmark Hill Campus - ALL BUILDINGS

Guy's Campus - 1-9 Newcomen Street

Guy's Campus - ALL BUILDINGS

SAVE CLOSE

Open tab for "Work requested by"

Using the down arrow, chose the Team who requested you to carry out the works.

Don't know what team to choose?

Check with the KCL Client Contact requesting the works. If unsure please contact Permits@kcl.ac.uk but this will likely delay raising the Permit.

This a non-mandatory field for cross referencing purposes (PO or Work Orders).

OPEN PERMIT REQUEST
HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

< Permit for Work location **Work requested by** Work schedule Hazards Work safety Work type Bu >

WHO ASKED YOU TO DO THE WORK?

Which Company asked you to complete th...
Controller is **required!**

If you have a Work Order number, enter it below

Emergency

SAVE CLOSE

Open tab for "Work schedule"

Enter the Start and Finish Date/Time.

Every Permit is an Access Permit and allowing for higher risks works permits to be added.

Duration limits are: -

31 Days	Access Permit
7 Days	General Works Permit
1 Day	Hot Works Permit
7 Days	Work at Height Permit

For duration limits of other Permit types please contact Permits@kcl.ac.uk

OPEN PERMIT REQUEST

HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

Permit for Work location Work requested by **Work schedule** Hazards Work safety Work type Bu >

WHEN WILL YOU DO THE WORK?

Start Date * × **Start Time ***

Finish Date * × **Finish Time ***

CLOSE

Open tab for "Hazards"

Certain Hazards will require a separate High-Risk Works Permit (e.g. Working at Height Permit).

This will add a new tab to the access permit to confirm the shifts.

Tick any of the Hazards that may apply to the works.

The activities selected should be covered within the RAMS pack that has been submitted for this activity.

OPEN PERMIT REQUEST
HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

< Permit for Work location Work requested by Work schedule **Hazards** Work safety Work type Bu >

WHAT ARE THE SPECIAL RISKS?

- Low risk works - with hand tools
- General Works - Handling of heavy materials (G...
- General Work - with power tools 12volts + (GWP)
- General Work - using Construction Plant (GWP)
- Hot Works - Welding/Brazing (HWP)
- Hot Works - Cutting/Grinding (HWP)
- Penetrating Firewalls
- Local isolation - Elec / Mechanical / Fire Systems
- Steps and Ladders
- Working at Height - General (WAHP)
- Working at Height - Scaffolding & Towers (WAHP)
- Working at Height - MEWP's (WAHP)
- Working at Height - Use of cradles (WAHP)
- Working at Height - Cranes (WAHP)
- Hazardous material - Use / Handling (GWP)
- Asbestos - Maintenance / Removal (GWP)
- Out of hours/weekend work
- Lone working

CLOSE

Open tab for “Work Safety”

Click on the three dots a window will appear where your approved RAM's will be listed.

The screenshot displays the 'OPEN PERMIT REQUEST' interface. At the top, there is a breadcrumb trail: HOME > MODULES > PERMITS > OPEN PERMIT REQUEST. Below this is a navigation bar with several tabs: Permit for, Work location, Work requested by, Work schedule, Hazards, Work safety (which is the active tab), Work type, Building access, Team members, and Isolations & Sanctions. A red line points from the 'Work safety' tab to the text box above. Below the navigation bar, the section is titled 'HOW WILL YOU WORK SAFELY?'. Underneath, there is a 'Select RAMS*' section with a dropdown menu showing 'TEST RAMS' and a green 'VIEW' button. A red line points from this 'VIEW' button to the text box above. Below this is a 'SELECT PPE YOU WILL USE' section, which contains a grid of 12 PPE options, each with an icon and a label: EYE PROTECTION, FACE PROTECTION, HEAD PROTECTION, EAR PROTECTION, HAND PROTECTION, FEET PROTECTION, DUST MASK, RPE, HI-VIS JACKET, and OVERALLS. At the bottom left, there is a help icon (a question mark in a circle) with a red notification bubble containing the number '9'. At the bottom right, there is a 'CLOSE' button.

Open tab for "Work Type"

WHY WILL THE WORK BE DONE, drop down arrow will bring up a list to choose from.

DESCRIPTION OF WORK.
Free text for a brief description of works

OPEN PERMIT REQUEST
HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

Permit for Work location Work requested by Work schedule Hazards Work safety **Work type** Building access Team members

WHAT WORK WILL YOU DO?

Activity Service + ADD


Activity	Service	
General Building Work	Fabric - General	X

WHY WILL THE WORK BE DONE?

Project / New Install / Programmed works X

DESCRIPTION OF THE WORKS

Enter description *
Test Permit... //

 CLOSE

Open tab for "Work Safety"

Click on Green tab + ADD BUILDING ACCESS

Once completed click green tab ADD SELECTION.

OPEN PERMIT REQUEST
HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

Permit for Work location Work requested by Work schedule Hazards Work safety Work type Building access Team members Isolations & Sanctions

+ ADD BUILDING ACCESS

LOCATION IN THE BUILDING

ADD SELECTION CLOSE

ACTIVITY / SERVICE	LOCATION TYPE CLEAR	ZONE ALL	LOCATION ALL	ASSET ALL
<input checked="" type="checkbox"/> General Building Work Fabric - General	<input type="checkbox"/> Lift <input type="checkbox"/> Stairs <input type="checkbox"/> Plant Area <input type="checkbox"/> External Space <input type="checkbox"/> Unspecified Space Type <input type="checkbox"/> Zone / Floor	<input type="checkbox"/> First Floor <input type="checkbox"/> IoPPN Main Building - Second Floor <input type="checkbox"/> IoPPN Main Building - Third Floor <input type="checkbox"/> IoPPN Main Building	<input type="text"/> Search...	<input type="text"/> Search...

In this first column will be the activity and service selected from work Type.

Ignore this column until the Zone column populates.

Populate with all buildings from the campus listed in work location tab.

Open tab for “Team Members”

Click the three dots for person in charge. This will be yourself or a member of the team attending site.

Select the team members who will be attending site. click on green tab + ADD.

OPEN PERMIT REQUEST
HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

Permit for Work location Work requested by Work schedule Hazards Work safety Work type Building access **Team members**

WHO WILL BE THE PERSON IN CHARGE? WHO WILL BE IN YOUR TEAM? VEHICLE REG NO (IF KNOWN)

Person in charge *
epermit test01 - Contractor ...

Pick an existing Team ...

Search... + ADD

NAME	PHONE	1ST AID	KCL SITE INDUCTION	POLIC
------	-------	---------	--------------------	-------

Items per page 10 0 of 0

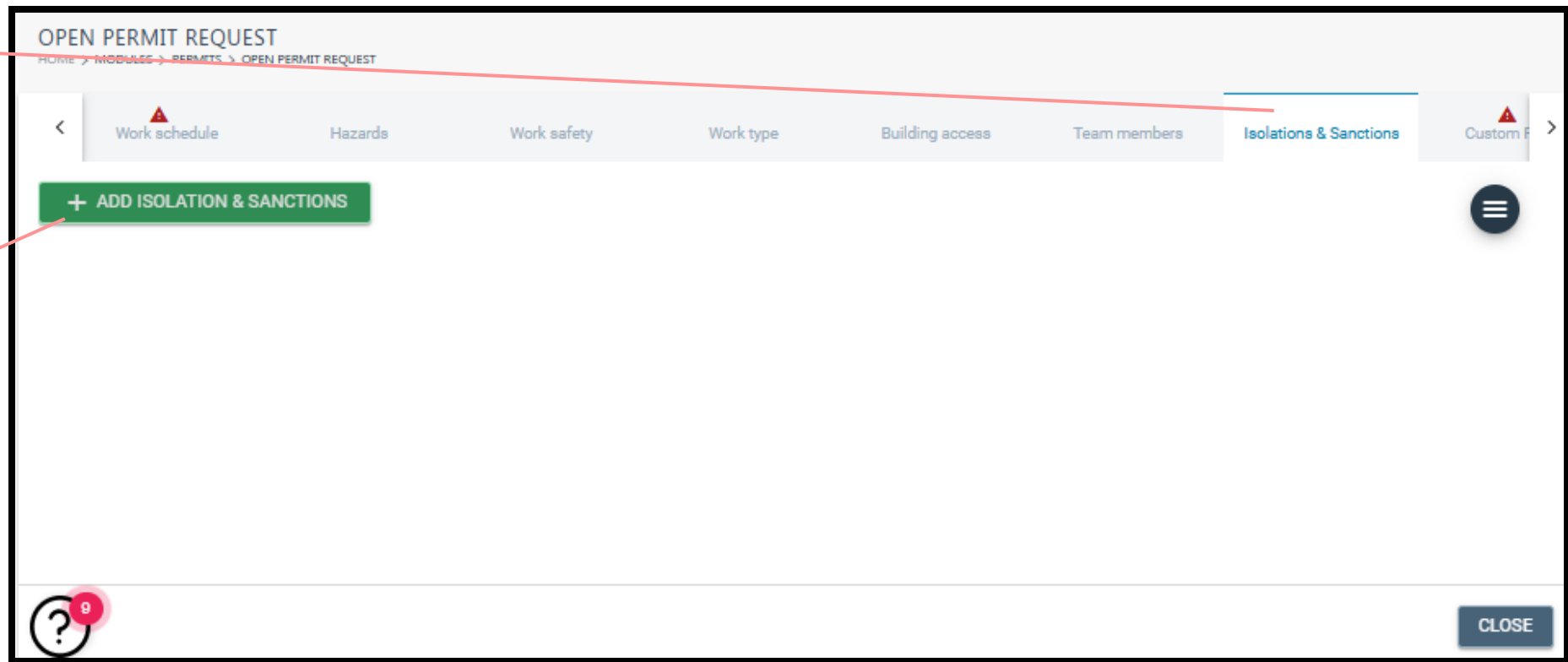
?

CLOSE

Open tab for “Isolations & Sanctions”

Should your works require Isolations, either electrical, mechanical (LOTO) or Fire. This section of the ePermit system will be completed by the Authorising team.

Select the team members who will be attending site. click on green tab + ADD.



Open tab for “Custom Fields”

This should be the KCL Client Contact for the planned works.

Asbestos information which has been passed to the requestor/company by the campus site team or project manager.

If a security escort is required this must be communicated to the contractor by the KCL Client Contact.

OPEN PERMIT REQUEST
HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

< schedule Hazards Work safety Work type Building access Team members Isolations & Sanctions **Custom Fields** >

Who is KCL Client Contact / Project Manager? *

Has asbestos information relating to these works been given to the contractor? (Give details below and attach Asbestos Report)

Is a security escort required?

?

CLOSE

NOTE: Higher Risk Permits are created following the relevant hazards tab... The Higher Risk Permit will have additional relevant Custom Field questions for the higher risk activity.

Open tab for "Comments"

Any additional comments or information in connection to the work being carried out, can be entered in here.

Comments can be visible on the Permit or simply be for the approvers consideration.

The screenshot displays the 'OPEN PERMIT REQUEST' interface. At the top, the breadcrumb trail reads 'HOME > MODULES > PERMITS > OPEN PERMIT REQUEST'. Below this is a horizontal navigation bar with tabs for 'Hazards', 'Work safety', 'Work type', 'Building access', 'Team members', 'Isolations & Sanctions', 'Custom Fields', and 'Comments'. The 'Comments' tab is currently selected. A green '+ ADD COMMENT' button is visible in the top left of the main content area. A modal window titled 'ADD COMMENT' is open, featuring a text input field labeled 'Comment *' with a red asterisk indicating it is required. Below the input field, there is a character count 'min 5 characters' and a toggle switch for 'Show on printed permit'. A '+ ADD' button is located at the bottom right of the modal. In the bottom left corner of the main interface, there is a help icon (a question mark in a circle) with a red notification bubble containing the number '9'. A 'CLOSE' button is located in the bottom right corner of the main interface.

Open tab for "Validation"

The boxes for Permit Rules, Company Rules, Team Rules, will be coloured Green, Amber, Red.

Green boxes: Permit can be submitted.

Amber box: Are a notice of an issue that needs to be corrected but will not prevent permit being submitted.

Red box: Will prevent permit being submitted until the issue has been resolved.

To check the issue, click on the box and the information will appear at the bottom of the page.

OPEN PERMIT REQUEST
HOME > MODULES > PERMITS > OPEN PERMIT REQUEST

Permit for Work location Work requested by Work schedule Hazards Work safety Work type Building access Team members Isolations & Sanctions Custom Fields Comments **Validation**



PERMIT RULES 0

COMPANY RULES 0

TEAM RULES 0

TEAM RULES
No team rules errors

REQUIREMENTS BY TEAM MEMBER

Rules	Name	Person in charge
	Michael Coss King's College London	 

SUBMIT CLOSE

To submit the permit for approval select SUBMIT.