



NITE OWL
SAFETY NEVER SLEEPS

WORK AUTHORIZATION SYSTEM: IMPLEMENTATION GUIDE

Work Authorization System

Implementation Guide

System Setup

The first step in implementing the Work Authorization System is to enter some basic information in System Setup. To do this, from the main menu, click 'Setup Menu':

Note: In any of the forms accessed from the Setup Menu, you must be logged in as an Admin User in order to make changes. To log in as an admin, Click the button on the bottom of the Setup Menu (the button is also on other screens).

Login as Admin

The following screen will appear:



Enter the username and password and click OK. Once you Login as an Admin, you will have Admin rights until you exit the system.

Reports/Admin

Setup Menu

Then from the Setup Menu, Click the first button on the General Setup tab, 'System Setup'.

Setup Menu

General Setup Lockout/Tagout Setup HA/JSA Setup Contractor Safety

System Setup

The System setup contains the following items that should be entered:

1. Facility Name

2. Control Room Phone Number
3. Logo Locations

These items print on numerous reports and also appear on the main menu.

System Setup

General ID Numbering Main Menu Options WAF LOTO Permits Safety Training

Facility Name:	<input type="text" value="Your Plant Name"/>		
Control Room Phone#:	<input type="text" value="555-555-5555"/>		
Logo Location:	<input type="text" value="S:\SPWAS\SapphireLogo.png"/> (Appears on main menu and all printouts)	<input type="button" value="Browse..."/>	
Logo 2 Location:	<input type="text"/>	<input type="button" value="Browse..."/>	(Appears on main menu only)

Note: The first logo appears on the main menu and most printed documents. The second logo appears only on the main menu or any custom reports you have if desired.

Staff

A list of Staff to choose from appears on most screens throughout the system, making their entry in to the system necessary early on.

From the first tab of the Setup Menu, Click 'Staff'

Setup Menu

General Setup Lockout/Tagout Setup HA/JSA Setup Contractor Safety

[System Setup](#)

[Staff](#)

Enter Staff members on the screen that comes up. Some of the lists throughout the system will show staff members based on whether the box for 'Control Room Op', 'Scaffold Competent' and 'LOMT' are checked.

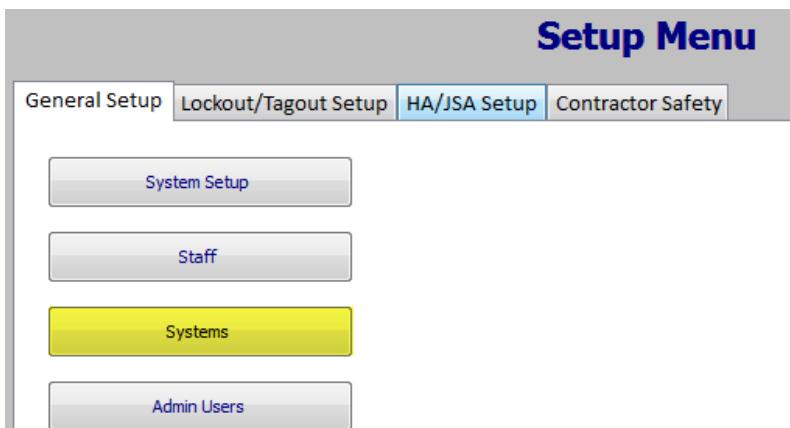
Note: Most records in the Work Authorization System are linked together and for that reason, you should always enter new records and not type over the top of existing records. For example: if someone is no longer a staff member and you have hired someone new, you should leave the existing person and add the new person. This ensures that existing records do not become linked to the new name that is entered.

Last Name	First Name	Email Address	Control Room Op	Scaffold Competent	LOMT /Supervisor
Doe	John		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Smith	Bob		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Systems

Systems are tied into numerous documents in the system. They should represent major operating systems of the plant.

To Add/Update Systems, from the first tab of the Setup Menu, Click 'Systems'.



From here, enter systems:

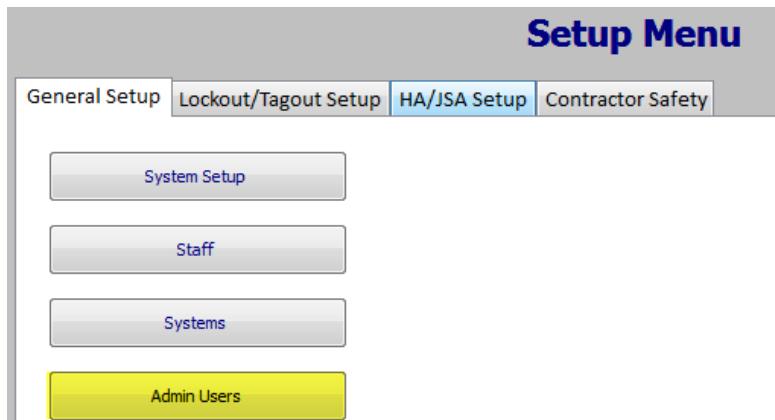
Systems	
System	
▶	Ammonia
	Boiler Feedwater
	Circ Water
	Condensate
	Fire Protection
	HRSG
*	

At the bottom are buttons for Close, Record navigation (1 of 6), and Search.

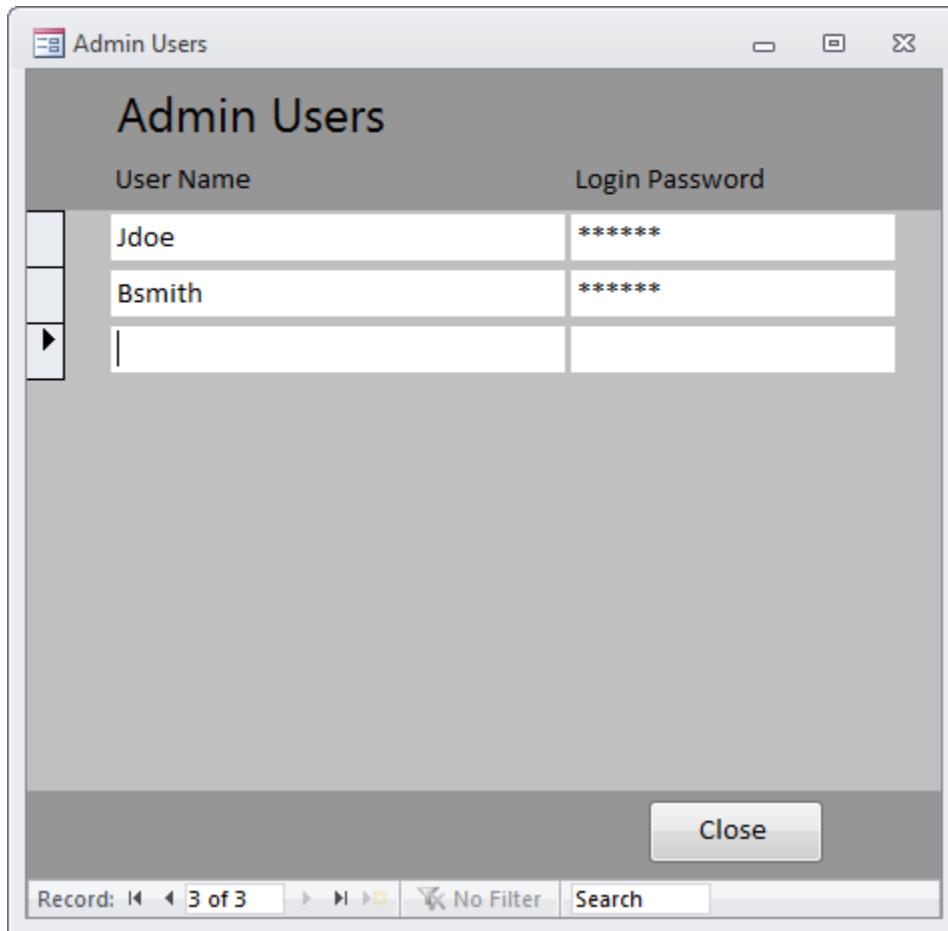
Admin Users

Admin users are allowed to make changes to tables accessed from the Setup Menu and to make deletions of records from certain other screens.

To Add/Remove Admin Users, click the 'Admin Users' button from the first tab of the setup menu.



Add Admin Users in the screen that appears.

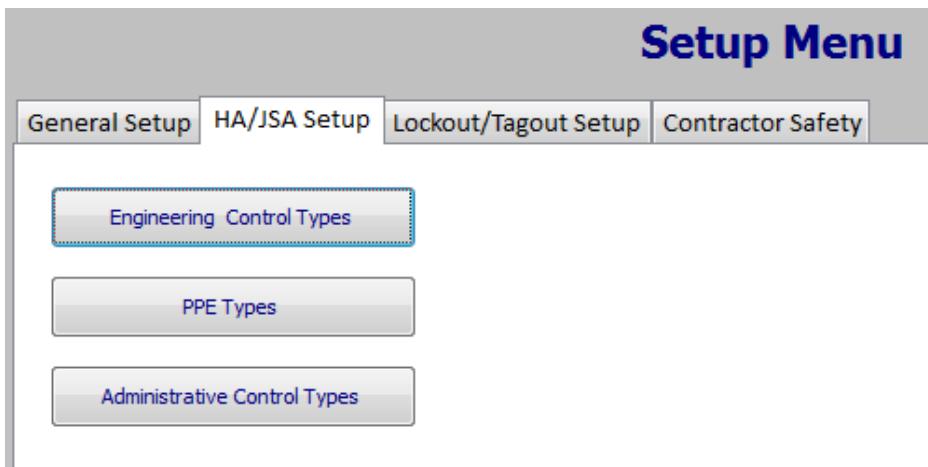


Area Hazard Assessments and JSA/Pre-Task Plans

The Work Authorization System centers around the Work Authorization Form (WAF) and two of the primary building blocks of the WAF are Area Hazard Assessments and Job Safety Analysis/Pre-Task Plans. In order to build these documents, there are three setup tables that need to be populated.

1. Engineering Controls
2. PPE Types
3. Administrative Controls

These can all be found on the second tab of the Setup Menu:



At this point you are ready to begin creating a library of Area Hazard Assessments and JSAs.

Lockout/Tagout

The Lockout/Tagout (LOTO) module has numerous tables which must be populated in order to begin writing LOTOs. All of these base tables can be found on the third tab (Lockout/Tagout) of the Setup Menu. The tables that have to be populated are as follows:

1. Hazard Types
2. LOTO Tag Positions
3. Device Locations
4. Equipment (Optional. This is an additional way to categorize your Isolation Devices)
5. Isolation Devices

The first three tables are just pick-lists that are used when entering devices. Equipment does not have to be used but can be a way to break down the list of devices. An example of a use for Equipment could be Unit 1, Unit 2.

LOTO Standards

Once those 5 tables are populated you can begin creating LOTOs. However, most plants have maintenance that is commonly performed and choose to save those steps as a 'Standard' which can be used again and again as the template for a LOTO. LOTO Standards are found on the main menu.

Contractors

Contractor Companies

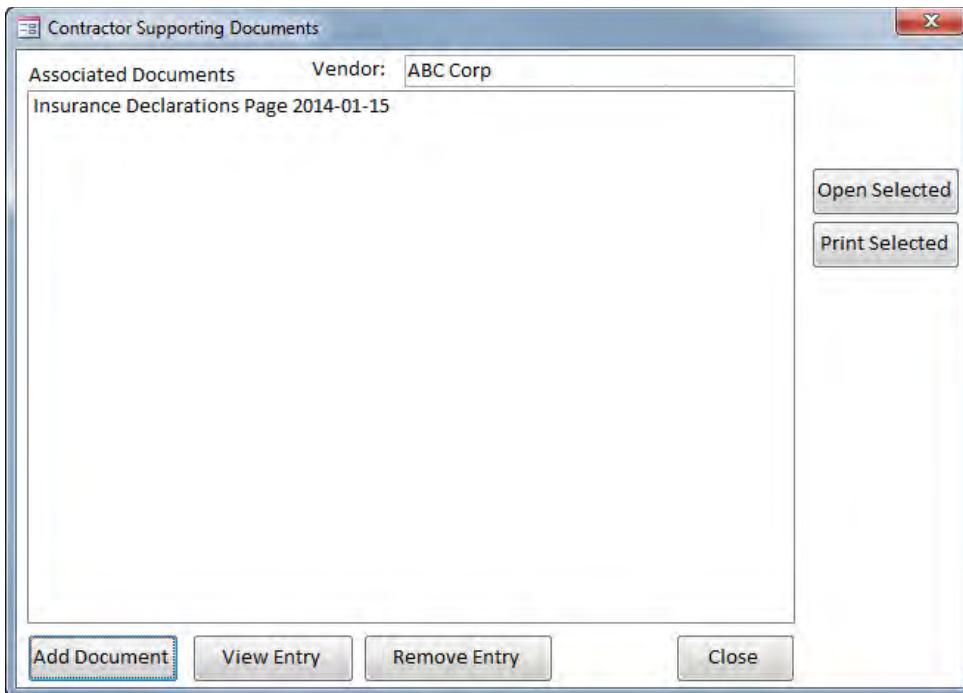
The list of Contractor Companies and their associated approvals/documents are entered from the Main Menu using the 'Contractor List' button. You must be logged on with Admin rights to add/edit contractor companies.



When entering contractor companies, the Company Name, Approval Status and Approval Expiration Date can be entered.

Company	Approved	Approval Exp Date
ABC Corp	<input checked="" type="checkbox"/>	3/1/2014
	<input type="checkbox"/>	

In addition, documents can be attached to the record. Documents are accessed by clicking the 'Documents...' button.



The Contractor Supporting Documents Screen allows you to Add, Remove, View, Open and Print documents.

Contractor Safety Training

For each contractor company you can also track the safety training the individuals have received and the expiration dates of that training.

On the safety training screen, entering a date trained over 1 year prior to the current date will show in red (expired). In addition to the primary safety training, you may track up to 6 other dates for every contractor. In the screen shot below, 'Work at Heights' is used as an example. For these dates, the date of expiration should be entered instead of the date trained.

Company Name	<input type="text"/>	Work at Heights	Show All			
Training Status	Show All					
Training Records						
Company Name	Last Name	First Name	Date Trained	Trainer	Training Expi	Work at Heig
ABC Corp	Smith	John	4/17/2014	John Doe	4/16/2015	1/1/2014
ABC Corp	Smith	Bill	2/13/2013	John Doe	2/12/2014	
*						

Create WAFs

At this point the system is ready for full implementation. All work done in the plant should start with a Job Safety Analysis/Pre Job Plan. Once the work is ready to commence, a WAF should be created and the Job Safety Analysis should be assigned. The assigning of a Job Safety Analysis will mark the appropriate permits on the WAF and those permits can be created directly from the WAF.