



NITE OWL

SAFETY NEVER SLEEPS

WORK AUTHORIZATION SYSTEM: IMPLEMENTATION GUIDE

Work Authorization System

Implementation Guide

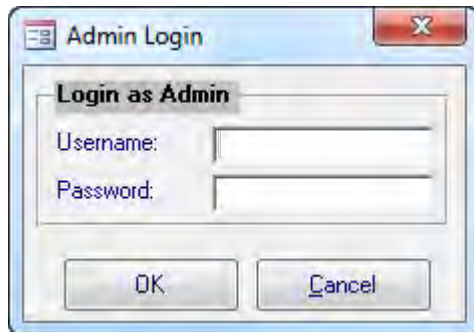
System Setup

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:

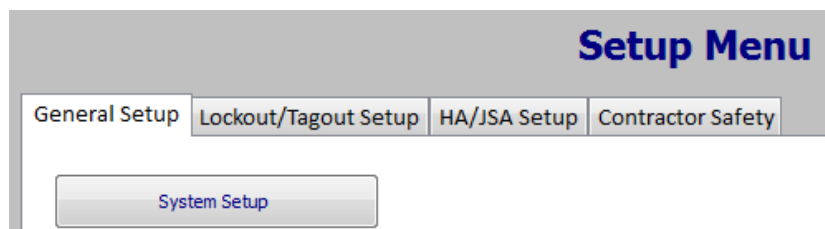
A screenshot of a Windows-style dialog box titled "Admin Login". It has a standard title bar with a minimize button, a maximize button, and a close button (X). The dialog box contains a label "Login as Admin" above two text input fields: "Username:" and "Password:". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

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'.

A screenshot of the "Setup Menu" screen. It has a title bar with the text "Setup Menu" in blue. Below the title bar is a horizontal row of four tabs: "General Setup", "Lockout/Tagout Setup", "HA/JSA Setup", and "Contractor Safety". The "General Setup" tab is selected and highlighted. Below the tabs is a single button labeled "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:

Control Room Phone#:

Logo Location: 
(Appears on main menu and all printouts)

Logo 2 Location:
(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
---------------	----------------------	--------------	-------------------

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.

Staff						
	Last Name	First Name	Email Address	Control Room Op	Scaffold Competent	LDMT /Supervisor
▶	<input type="text" value="Doe"/>	<input type="text" value="John"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="text" value="Smith"/>	<input type="text" value="Bob"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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'.

Setup Menu

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

System Setup
Staff
Systems
Admin Users

From here, enter systems:

Systems

System

▶	<input type="text" value="Ammonia"/>
	<input type="text" value="Boiler Feedwater"/>
	<input type="text" value="Circ Water"/>
	<input type="text" value="Condensate"/>
	<input type="text" value="Fire Protection"/>
	<input type="text" value="HRSG"/>
*	<input type="text"/>

Close

Record: 1 of 6

No Filter

Search



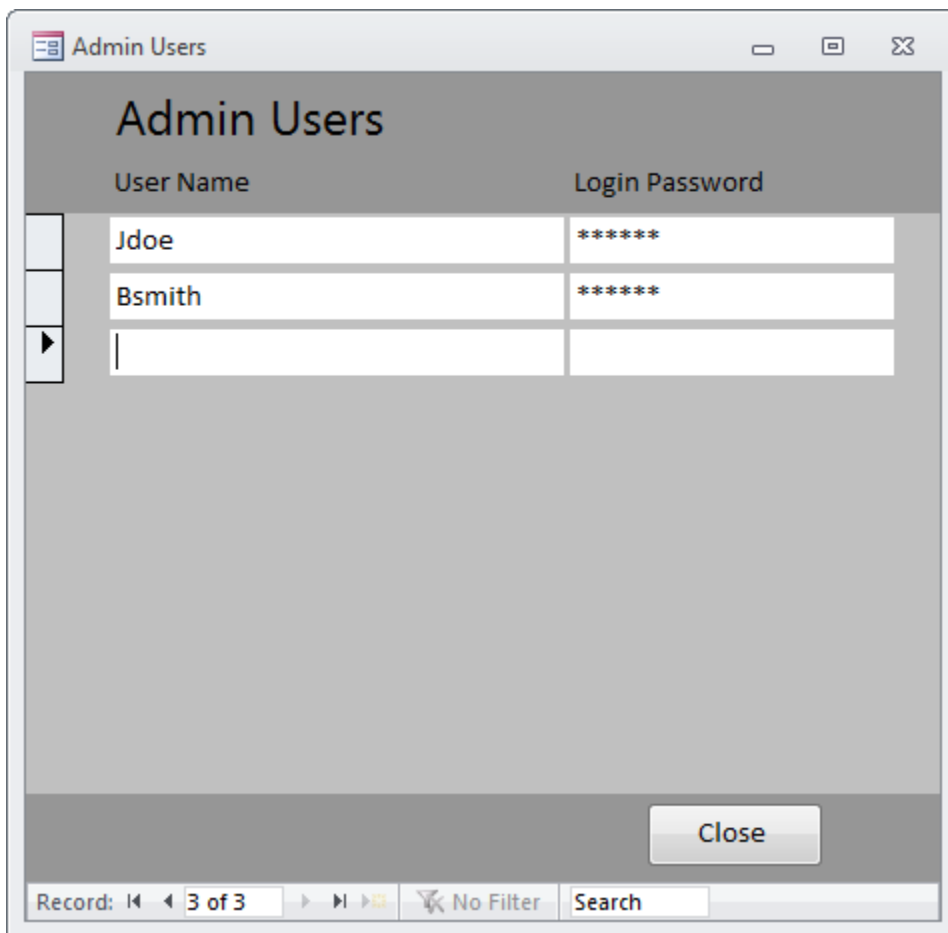
Admin Users

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.

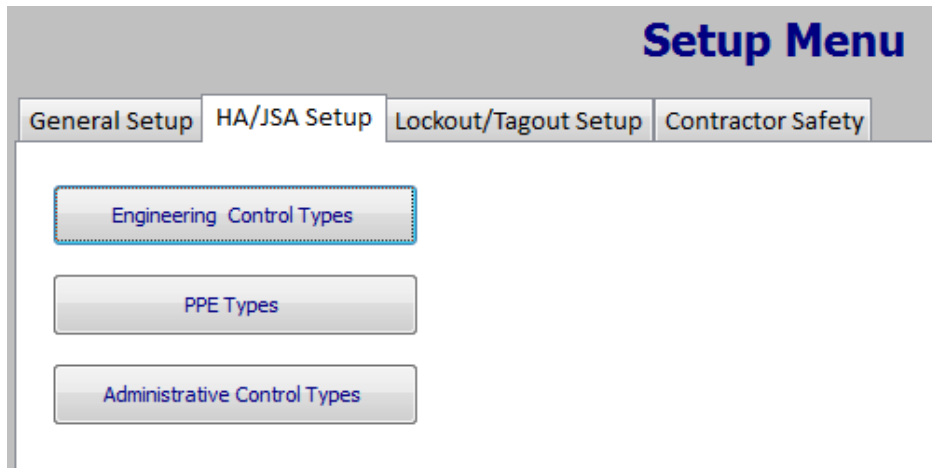


Area Hazard Assessments and JSA/Pre-Task Plans

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

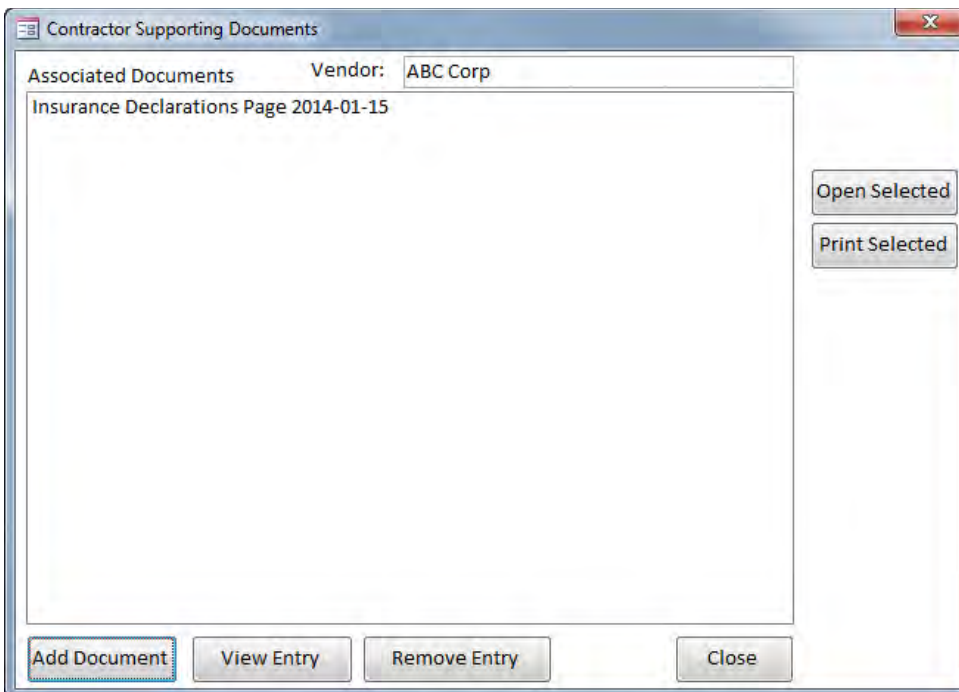
The list of Contractor Companies and their associated approvals/documents are entered from the Main Menu using the 'Contractor List' button. You must be logged on with Admin rights to add/edit contractor companies.



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	Documents...
	<input type="checkbox"/>		Documents...

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.

Contractor Safety

Enter Safety Training

Contractor List

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

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.