

Permit to work - permits

Guide to applying for hazardous permits on P2W



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General



Gaining access to P2W

This guide assumes the reader is already familiar with using P2W and that a P2W profile already exists. If you have not been sent your P2W login credentials, please contact the Contractor Support Centre on csc@gatwickairport.com.

If you have not previously used P2W, please take the time to read through the P2W Guidance document which can be accessed via the 'Contractors' section on the Gatwick Airport website.



What is a hazardous permit?

Hazardous Permits are known as 'control documents' within Gatwick's permit to work system. The works you carry out, along with the location of such works may require the submission of one or more control documents. In addition to control documents, there may be a requirement for the contractor to hold specific qualifications pertaining to certain types of permits. If you require more information on these types of qualifications, please contact the Contractor Support Centre (CSC) on csc@gatwickairport.com

Types of works that may require a control document submission (this is not an exhaustive list):

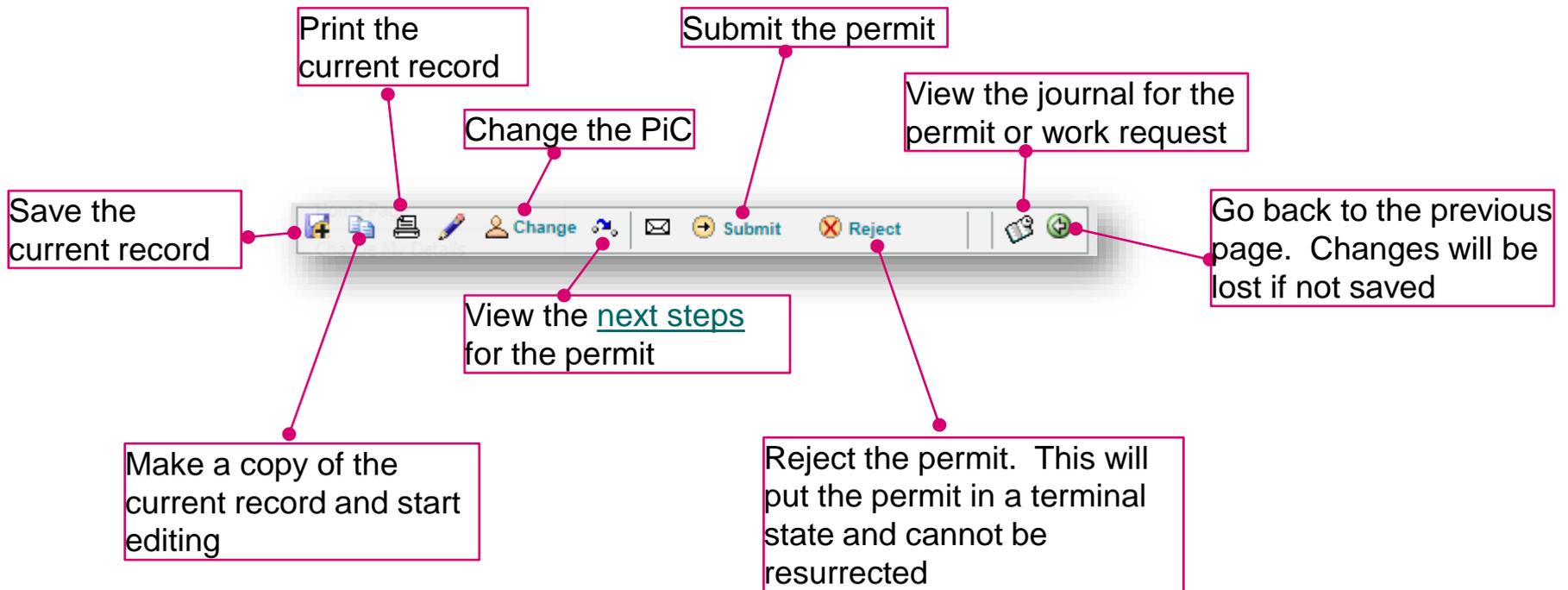
- Airfield ground lighting
- Works in and around the baggage areas
- Works in confined spaces
- Crane erection (on and off airport)
- Electrical works
- Hot works
- Works affecting Life Safety Systems (LSS)
- Digging or drilling in specific areas
- Pressure systems
- Suspended access

NOTE: Electrical permits are not covered in this guide. If you intend to undertake electrical works, please contact the Contractor Support Centre (csc@gatwickairport.com) in the first instance to ascertain what training and permits are best suited to your works.



Menu icons

Once you have gained access to P2W, you will notice that some menu icons have the same functionality regardless of what screen the user is currently viewing. The icons most commonly used when raising work requests and permits are highlighted below.



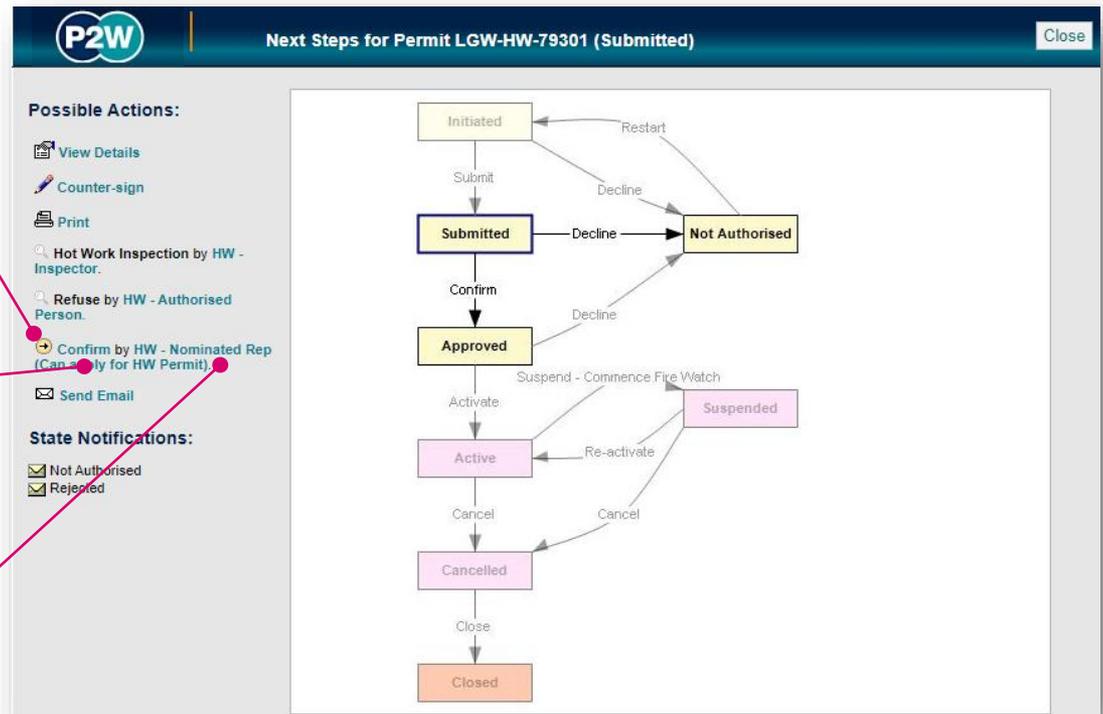
Next steps

The 'Next Steps' icon allows the user to see the next step in the sign off process. Note that some actions can only be undertaken by GAL personnel, whilst other actions may require the user to have additional training; if in doubt, please contact the Contractor Support Centre (csc@gatwickairport.com) for more information.

1. The yellow circle indicates whether the current user can carry out the sign off

2. This indicates the type of action required for the sign off; in this instance, the action is to 'Confirm' the permit.

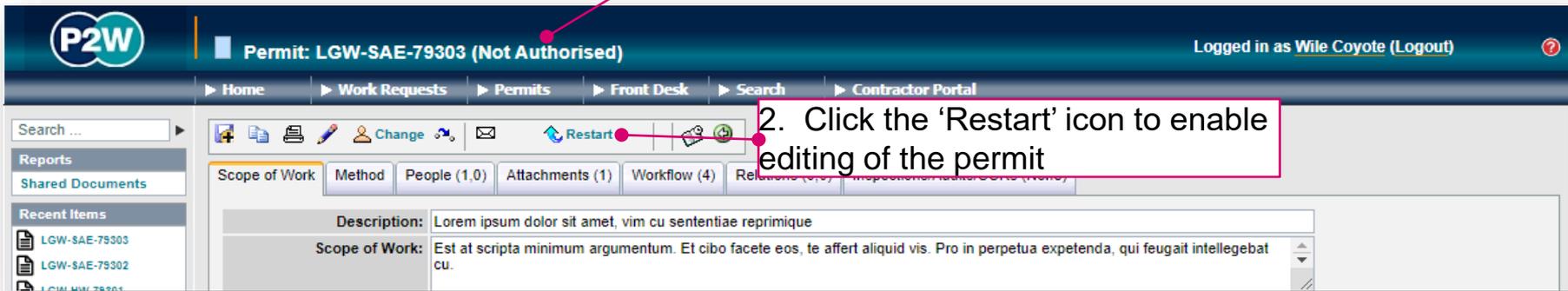
3. This indicates 'who' can carry out the sign off; in this instance, it is the Hot works Nominated Rep.



Permit declined

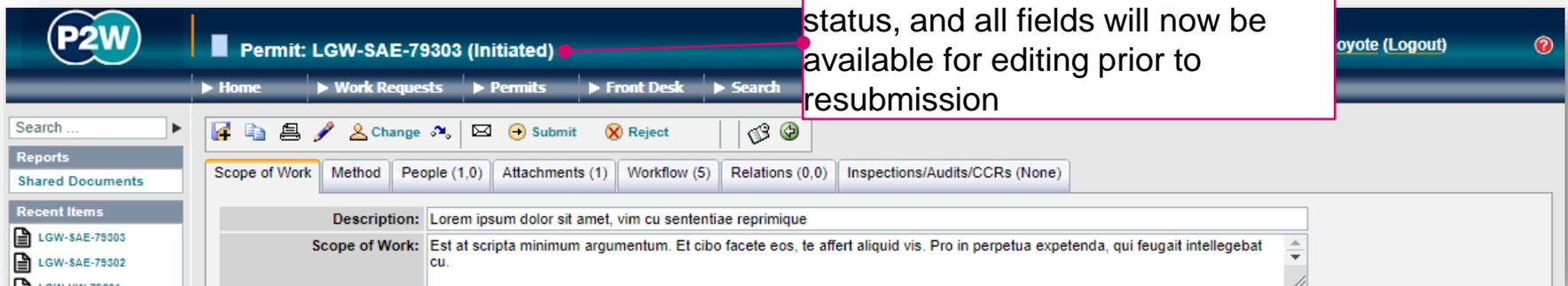
If your permit has been declined, this usually means it requires some further information. You will need to 'restart' to allow editing of the permit.

1. A declined permit will have a status of 'Not Authorised'



2. Click the 'Restart' icon to enable editing of the permit

3. The permit will revert to 'Initiated' status, and all fields will now be available for editing prior to resubmission



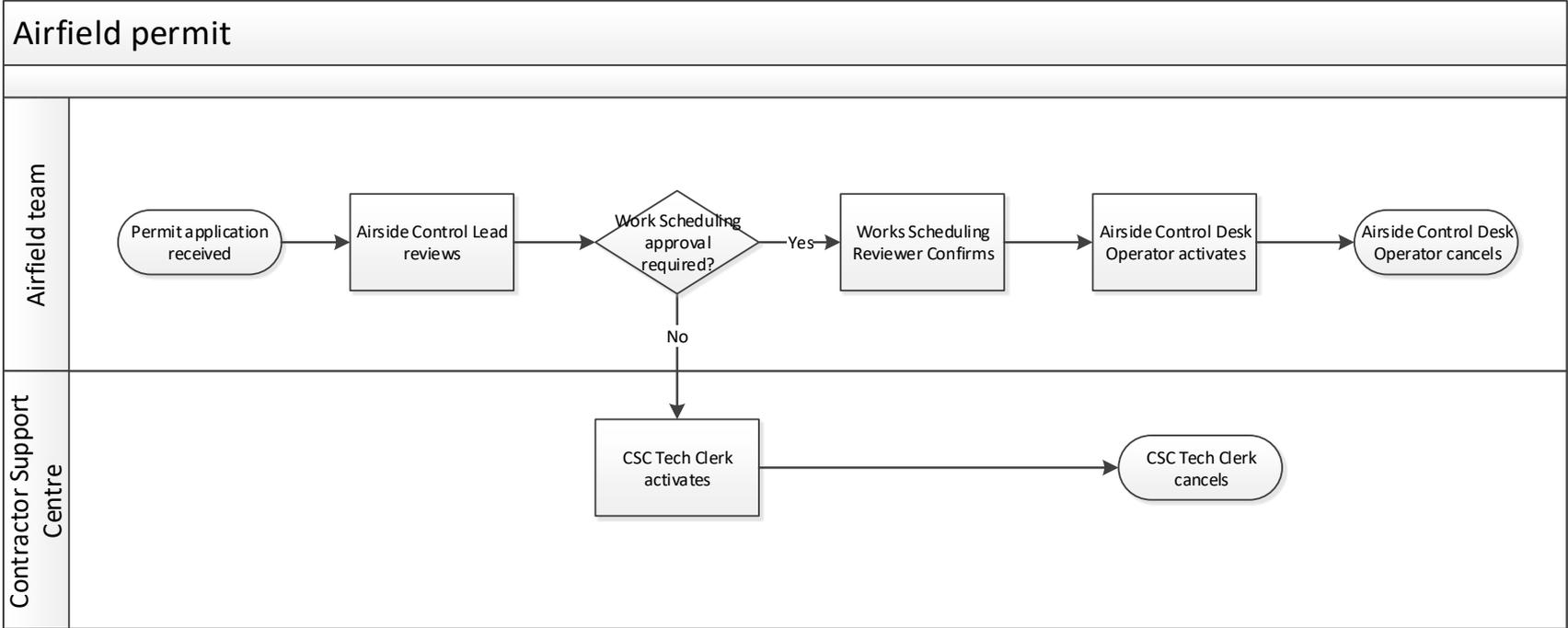
Permit Types



Airfield permit (AIRFLD)

Overview	Required when works are being carried out within the airside boundary fence
Training required	No specific training required to apply for this type of permit
Code in P2W	AIRFLD

Workflow



AIRFLD - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

Work Request Number	Last Accessed
LGW-WR-55815	24-May-21 09:22
LGW-WR-53956	24-May-21 09:22
LGW-WR-53947	26-May-20 13:50
LGW-WR-45736	29-Nov-18 11:49

2. Select the Airfield Works permit type from the drop down menu

3. Click search icon to choose location

4. Select location of works

Pick Area

- London Gatwick Airport (LGW)
- Land Areas (LGW-LANDAREA)
- Airfield (LGW-ASIDE-20573)
- Airside Roads (LGW-ASIDE-20573-ROAD)
- Aprons (LGW-ASIDE-20573-APRON)
- ASR Location 001 (LGW-ASIDE-20056)
- Buildings (LGW-ASIDE-BLD)
- AGL Workshops (LGW-ASIDE-BLD-20451)
- Airfield Operations Safety Unit (AOSU) (LGW-ASIDE-BLD-20497)
- Airside Operations Building (AOB) (LGW-ASIDE-BLD-2B169)
- Level 00 - Ground Floor (LGW-ASIDE-BLD-2B169-L00)
- Level 10 - First Floor (LGW-ASIDE-BLD-2B169-L10)
- Level 20 - Second Floor (LGW-ASIDE-BLD-2B169-L20)
- ANS Receiver (LGW-ASIDE-BLD-20029)



AIRFLD – person in charge (PiC)

1. Click here if you are the named Person in Charge (PiC) on the permit *

Search ...

Reports

Shared Documents

Recent Items

- LGW-WR-55815
- LGW-WR-53556
- LGW-BENOW-90965
- LGW-WR-53547
- LGW-WR-45736

Raise New Permit

Logged in as Sam Yosemite (Logout)

Home Contractor Portal

Type of Permit: Airfield Works Area: LGW-ASIDE-BLD-2B169

Company: [Search Icon]

Show Only Representatives:

Person In Charge: [Search Icon]

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



AIRFLD - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

The screenshot shows the 'Raise New Permit' interface. The 'Type of Permit' is 'Airfield Works' and the 'Area' is 'LGW-ASIDE-BLD-2B169'. The 'Company' field contains 'ISTEST'. A search icon is visible next to the field. A 'Pick All Company' pop-up window is overlaid on the main interface.

2. Confirm the search criteria in the pop up window and click search

The screenshot shows the 'Pick All Company' pop-up window. The search criteria are confirmed as 'test'. The results table lists the following companies:

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	Ascom Network Testing Ltd	+441252907490		
<input type="checkbox"/>	Celtest Ltd	07765404598		
<input type="checkbox"/>	CIRCUIT ELECTRICAL TESTING	01422413035		
<input type="checkbox"/>	Construction Testing Solutions Ltd t/a CET Infrastructure.	07958971188		
<input type="checkbox"/>	Dynatest International	004570253355		
<input type="checkbox"/>	ELECTRICAL TESTERS LIMITED			
<input type="checkbox"/>	Electrical Testing Ltd			
<input type="checkbox"/>	Geo Site and Testing Services			
<input type="checkbox"/>	Happen test P2W			
<input type="checkbox"/>	Hawkesworth Appliance Testing			
<input type="checkbox"/>	intratest Limited			
<input type="checkbox"/>	Inroland Testing Limited			
<input type="checkbox"/>	ISTEST			
<input type="checkbox"/>	James Fisher Testing Services Ltd			
<input type="checkbox"/>	Lifestructure Projects Ltd			

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

The screenshot shows the 'Pick All Company' pop-up window. The search criteria are confirmed as 'ISTEST'. The results table lists the following company:

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	ISTEST	01254 123456		



AIRFLD - searching for PiC by name

The image displays three sequential screenshots of the P2W 'Raise New Permit' web application interface, illustrating the steps to search for a Person In Charge (PiC) by name.

Step 1: The first screenshot shows the search form. The 'Type of Permit' is set to 'Airfield Works' and the 'Area' is 'LGW-ASIDE-BLD-2B169'. The 'Person In Charge' field contains the name 'sam yosemite'. A red box highlights the search button and the 'Person In Charge' field, with the instruction: "1. Enter the name of the PiC and click search".

Step 2: The second screenshot shows the search results. The 'Person In Charge' field now contains 'sam'. Below the form, a table lists search results. A red box highlights the first result, 'Sam Yosemite, MANAGER, ITEST (01254 509597)', with the instruction: "2. Select the required PiC from the returned results (this could be a list or a single user) by clicking on the arrow icon".

Step 3: The third screenshot shows the 'Person In Charge' field with 'sam yosemite' selected. A red box highlights the 'Raise a new Permit' button, with the instruction: "3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step".

Interface Details: The interface includes a search bar, a sidebar with 'Reports', 'Shared Documents', and 'Recent Items', and a top navigation bar with 'Home' and 'Contractor Portal'. The user is logged in as 'Sam Yosemite'.



AIRFLD – scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing.

The screenshot shows the 'New Airfield Works' interface. The 'Scope of Work' section is highlighted. The fields and their corresponding callouts are:

- 1.** Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%'
- 2.** Enter more detailed description of the scope of works to be undertaken
- 3.** Remember to adjust the start and finish date and times
- 4.** Additional locations can be added if required*, or enter free text if the location is very specific
- 5.** This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab
- 6.** Complete this field to allow easy reference back to PO numbers used for your works
- 7.** Free text fields for you to provide further information

The form fields shown in the screenshot include:

- Description: Lorem ipsum dolor sit amet
- Scope of Work: Lorem ipsum dolor sit amet, consectetur adipiscing facilis quam id libero ultrices blandit. Nulla est eros sagittis. Cras at risus porttitor, semper orci id, accums
- Start On: 25-May-21 08:00
- Finish On: 31-May-21 18:00
- Location(s): LGW-ASIDE-BLD-2B169
London Gatwick Airport, Airfield, Buildings, Airside O
- Add: [input field]
- Location Details: [input field]
- Person-in-Charge: Sam Yosemite, ITEST
- Work Package: None
- Purchase Order Number: IST8787
- Equipment to be worked on: hac habitasse platea dictumst
- Tools: Morbi ut euismod ligula
- Created On: 24-May-21 10:45 by Sam Yosemite (Revision 1)

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations

7. Free text fields for you to provide further information



AIRFLD - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit number and status

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval

P2W Permit: LGW-AIRFLD-93171 (Initiated) Logged in as Sam Yosemite (Logout)

Home Contractor Portal

Search ...

Reports
Shared Documents
Recent Items
LGW-AIRFLD-93171
LGW-WR-55815
LGW-WR-53956
LGW-BENOW-90965
LGW-WR-53947

Scope of Work Method People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Description: Lorem ipsum dolor sit amet

Scope of Work: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent vehicula magna mi, pharetra tincidunt orci euismod at. Etiam facilisis quam id libero ultrices blandit. Nulla est eros, iaculis nec nulla non, luctus tincidunt libero. Cras gravida condimentum sagittis. Cras at risus porttitor, semper orci id, accumsan elit. Cras vel pellentesque est, id laoreet purus. Phasellus justo leo,

Start On: 25-May-21 08:00

Finish On: 31-May-21 18:00

Location(s): LGW-ASIDE-BLD-2B169
London Gatwick Airport, Airfield

Add:

Location Details:

Person-in-Charge: Sam Yosemite, ITEST

Work Package: None

Purchase Order Number: IST8787

Equipment to be worked on: hac habitasse platea dictumst

Tools: Morbi ut euismod ligula

Created On: 24-May-21 10:45 by Sam Yosemite (Revision 2)



AIRFLD - permit details

The 'Method' tab must be completed if undertaking works on the Airfield.

Permit: LGW-AIRFLD-93171 (Initiated) Logged in as Sam Yosemite (Logout)

Home Contractor Portal

Change Submit Reject

Scope of Work Method People (1.0) Attachments (None) Workflow (1) Relations (0.0) Inspections/Audits/CCRs (None)

Airfield Information

Works to be conducted as per works schedule, AWI, AAN: Yes No

Stand closures required?: ::

Taxiway closures required?: :: ::

Block closure required?: :: ::

Orientation: :: ::

Road/Pax walkway route closures?:

What site markings will be in place?:

What is the RT Callsign?:

What is the access route?:

Where will vehicle/equipment be parked?:

What equipment will be used?:

Is there any other relevant information?:

LOW VIZ RESTRICTIONS:

HOTWORKS:

No equipment/cranes above:

Please supply any additional information/Comments:

This section is to be completed by the Works Scheduling Approver team.

DO NOT obstruct Aircraft / Vehicle movement: Yes No

Withdraw as necessary to allow aircraft to pass: Yes No

Is a NOTAM required?: Yes No

Be prepared to clear at short notice: Yes No

Work allowed if runway 26R/08L: N/A

Work allowed if runway 26L/08R: N/A

Grey highlighted fields are mandatory; the permit cannot be submitted if these fields are not completed



AIRFLD - oeople – PiC & work party

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to the person raising the permit.

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



AIRFLD - adding a sponsor

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

Pick Person

The search text matches the following people. Please select one or press Cancel.

- John Sponsor 1 (Gatwick Airport Ltd)
- John Sponsor 2 (Gatwick Airport Ltd)

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

7. 'Edit this row'

Contact	Guest	Name	Contact Number	Email Address	Job Title
	<input checked="" type="checkbox"/>	John Sponsor 1, Gatwick Airport Ltd			

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name



AIRFLD - attachments

Task specific Risk Assessments and Method Statements (RAMS) may need to be uploaded for the Airfield team to review; these (and any other relevant documentation) should be uploaded via the 'Attachments' tab.

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Risk Assessment	User TEST_RA1.pdf	Edna E Mode	8-Jun-21 15:03		83.0Kb
<input type="checkbox"/>	Method Statement	User TEST_MS1.pdf	Edna E Mode	8-Jun-21 15:04	More info about document	82.0Kb



AIRFLD - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
	Confirm	Innei Shum	Authorisation	Works Sheduling Reviewer	8-Jun-21 15:23	Reviewed at works scheduling	✓
	Review	Innei Shum	Authorisation	Airside Control Lead	8-Jun-21 15:22	OK	✓
	Submit	Edna E Mode			8-Jun-21 15:06		✓
	Created	Edna E Mode			7-Jun-21 16:13		✓

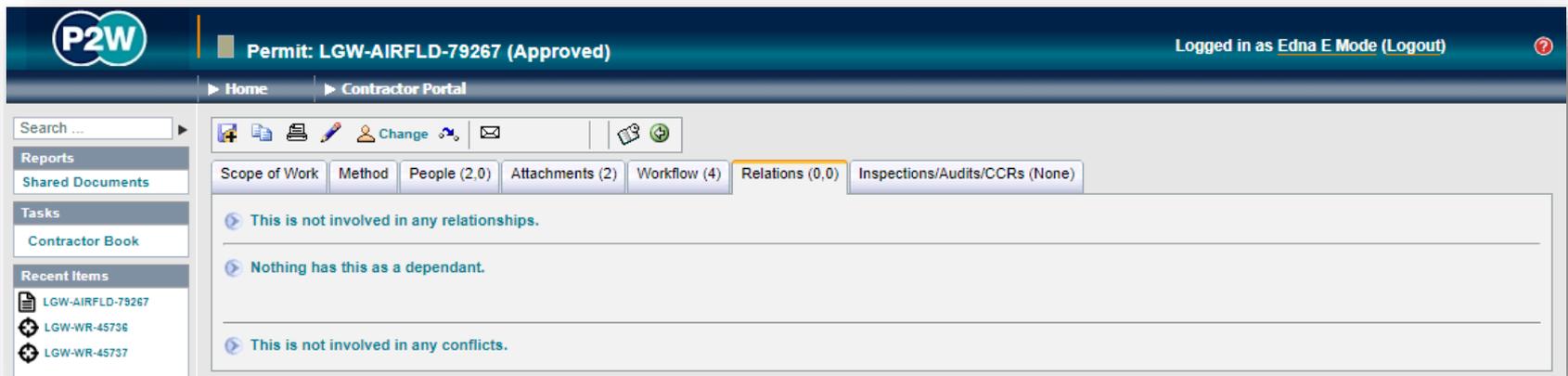
2. Click the 'Select' icon to view an entry in more detail

I hereby confirm the work specified in this permit can proceed: Yes



AIRFLD - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W Contractor Portal interface. The top navigation bar includes the P2W logo, the permit identifier "Permit: LGW-AIRFLD-79267 (Approved)", and the user information "Logged in as Edna E Mode (Logout)". The main content area is titled "Contractor Portal" and features a search bar and a set of navigation tabs: "Scope of Work", "Method", "People (2,0)", "Attachments (2)", "Workflow (4)", "Relations (0,0)", and "Inspections/Audits/CCRs (None)". The "Relations (0,0)" tab is selected, showing three informational messages: "This is not involved in any relationships.", "Nothing has this as a dependant.", and "This is not involved in any conflicts." The left sidebar contains sections for "Reports", "Shared Documents", "Tasks", "Contractor Book", and "Recent Items", with the latter listing the permit and two other related items.



AIRFLD - submit a permit

Once all details are completed for the permit, it can then be submitted by clicking the 'submit' button. On submission, the system will undertake a check to ensure that the necessary fields have been completed; if these fields are incomplete, on-screen warnings will be displayed.

The screenshot shows the P2W permit submission interface for permit LGW-AIRFLD-79274. The interface includes a navigation menu on the left with 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. The main content area shows the permit details, including a description and a 'Submit' button. Two callout boxes provide instructions: 1. Click the 'Submit' button when the permit is ready for submission. 2. On-screen warnings will identify any missing information that is still needed for the permit. Ensure warnings are adhered to otherwise your permit could be declined. The warnings list: Field 'Stand closures required?' requires a value, Field 'Taxiway closures required?' requires a value, and Field 'What site markings will be in place?' requires a value. The 'Airfield Information' section includes a radio button for 'Works to be conducted as per works schedule, AWI, AAN:' (Yes/No) and several dropdown menus for 'Stand closures required?' and 'Taxiway closures required?'.

1. Click the 'Submit' button when the permit is ready for submission

2. On-screen warnings will identify any missing information that is still needed for the permit. Ensure warnings are adhered to otherwise your permit could be declined.

- Field 'Stand closures required?' requires a value.
- Field 'Taxiway closures required?' requires a value.
- Field 'What site markings will be in place?' requires a value.



AIRFLD - activate a permit

Once a permit has been approved by the relevant Gatwick personnel, the permit can be activated when works are to commence. Always check to see who should be activating your permit; it could be the CSC Technical Clerk or the Airside Control Desk.

The screenshot displays the P2W system interface for permit LGW-AIRFLD-79274 (Approved). The main content area shows permit details such as Description, Scope of Work, Start On (29-Jun-21), Finish On (31-Jul-21), Location(s) (LGW-ASIDE-BLD-2B169), Person-in-Charge (Yosemite Sam, ISTEST), Work Package (None), Purchase Order Number (IST8787), and Equipment to be worked on. A 'Next Steps' window is overlaid on the right, showing a flowchart of the permit lifecycle. The flowchart starts with 'Initiated', leading to 'Submitted', then 'Approved', then 'Active', and finally 'Closed'. Other states include 'Not Authorised', 'Suspended', and 'Rescheduled'. Transitions between states are labeled with actions like 'Submit', 'Review', 'Activate', 'Suspend', 'Re-activate', 'Extend', 'Cancel', 'Restart', and 'Decline'. A 'Possible Actions' list is visible, including 'View Details', 'Counter-sign', 'Print', 'Send Email', and 'Activate by CSC Technical Clerk'. A 'State Notifications' section shows 'Approved', 'Not Authorised', and 'Rejected' with checkboxes.

1. Check the status of permit has been fully approved

2. Click the 'next steps' icon to check the permit is ready for activation

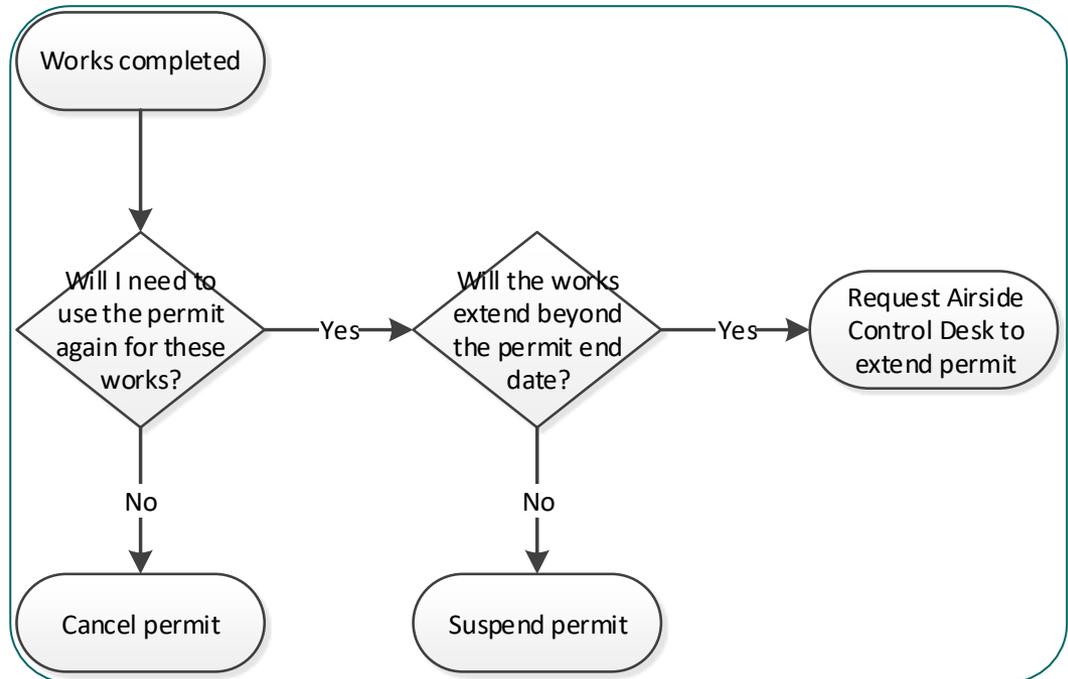
3. The 'Activate' option will show as the next available step once fully approved. When you are ready to start work, call the appropriate party to activate



AIRFLD - suspend/cancel/extend a permit

On completion of your works, your Airfield permit can be either cancelled or suspended, depending on what stage you are at with the works. The flow diagram will help you ascertain whether you need to suspend, cancel or extend your permit.

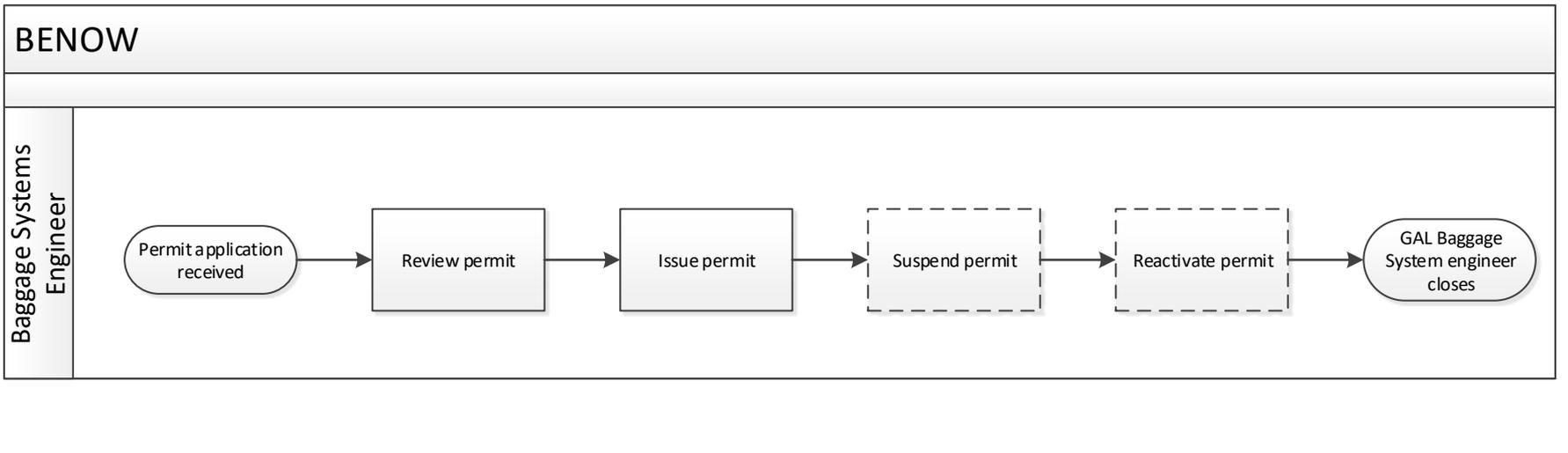
Note that if you choose to suspend your permit, it must be reactivated on recommencement of works.



Baggage Notification of Works permit (BENOW)

Overview	For works that may cause disruption to the baggage operation; this includes within the baggage areas and routes to/from baggage areas
Training required	BaggageSmart (Note: there are a number of BaggageSmart courses available depending on your role/engagement with Gatwick Airport, please ensure you select the correct one)
Code in P2W	BENOW

Workflow



BENOW - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Baggage Environment Notification of Works type from the drop down menu

3. Click search icon to choose location

4. Select location of works

Work Request Number	Last Accessed
LGW-WR-45736	29-Nov-18 11:49
LGW-WR-45737	29-Nov-18 11:28

- Permit: (Select Type)
- Area: [Search]
- Search
- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

- London Gatwick Airport (LGW)
- Airfield (LGW-A-SIDE-20573)
- North Terminal (LGW-BLD-20700)
- South Terminal (LGW-BLD-20206)
- Airside (LGW-A-SIDE-BLD-20206)
 - Level AO - Services Subway (LGW-A-SIDE-BLD-20206-LAO)
 - Level 00 - Apron Level (LGW-A-SIDE-BLD-20206-L00)
 - Baggage Sort Areas (LGW-A-SIDE-BLD-20206-L00-BSA)
 - Immigration & Buffer Lounge (LGW-A-SIDE-BLD-20206-L00-IMGRTN)
 - Plant rooms (LGW-A-SIDE-BLD-20206-L00-PR)
 - Rooms/Offices (LGW-A-SIDE-BLD-20206-L00-RO)
 - Toilets, Showers & Baby Changing (LGW-A-SIDE-BLD-20206-L00-TSB)
 - Level 10 - Mezzanine Level (LGW-A-SIDE-BLD-20206-L10)
 - Level 20 - Concourse Level (LGW-A-SIDE-BLD-20206-L20)
 - Level 30 - Restaurant Level, Upper IDL (LGW-A-SIDE-BLD-20206-L30)



BENOW – person in charge (PiC)

1. Click here if you are the named Person in Charge (PiC) on the permit *

The screenshot shows the 'Raise New Permit' interface. The 'Type of Permit' is 'Baggage Environment Notification of Works'. The 'Area' is 'LGW-LSIDE-BLD-20206-L10-DBR'. The 'Company' field is empty, and the 'Person In Charge' field is also empty. A search icon is next to the 'Person In Charge' field. On the right side, there is a search dropdown menu with options: 'Search', 'Raise with Yourself in Charge', 'Raise with Any Representative in Charge', and 'Clear'. The user is logged in as 'Edna E Mode (Logout)'.

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



BENOW - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

Search ...

Reports

Shared Documents

Recent Items

- LGW-AIRFLD-79267
- LGW-WR-45736
- LGW-WR-45737

Type of Permit: Baggage Environment Notification of Works

Area: LGW-LSIDE-BLD-20206-L10-DBR
London Gatwick Airport, South Terminal, Landside, Level 10 - Mezzanine
Level, Domestic Baggage Reclaim Hall (3)

Company: ISTEST

Show Only Representatives:

Person In Charge:

P2W | Pick All Company | Close

- Search
- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

2. Confirm the search criteria in the pop up window and click search

P2W | Pick All Company | Close

Name: test

Search

5 10 15 20 30 50 All Matches=23

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

P2W | Pick All Company | Close

Name: ISTEST

Search

5 10 15 20 30 50 All Matches=1

Select	Company	Contact Number	Services	Rating
<input checked="" type="radio"/>	ISTEST	01254 123456		



BENOW - searching for PiC by name

The image displays three sequential screenshots of the P2W 'Raise New Permit' web application interface, illustrating the steps to search for a Person In Charge (PiC) by name.

Step 1: The first screenshot shows the 'Raise New Permit' form. The 'Person In Charge' field is populated with 'Wile Coyote'. A callout box with the text '1. Enter the name of the PiC and click search' points to the search button on the right side of the form.

Step 2: The second screenshot shows the search results. A callout box with the text '2. Select the required PiC from the returned results (this could be a list or a single company) by clicking on the arrow icon' points to the arrow icon next to the selected result 'Wile Coyote, Tester, ACME (01234 567 891)'.

Step 3: The third screenshot shows the permit form after selection. A callout box with the text '3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step' points to the arrow icon next to the 'Raise new Baggage Environment Notification of Works Permit with Wile Coyote in charge at London Gatwick Airport, South Terminal, Airside, Level 00 - Apron Level, Baggage Sort Areas' option.



BENOW - scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'Scope of Work' form in the BENOW system. The form includes the following fields and callouts:

- 1.** Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%' (points to the Description field).
- 2.** Enter more detailed description of the scope of works to be undertaken (points to the Scope of Work field).
- 3.** Remember to adjust the start and finish date and times (points to the Start and Finish date/time pickers).
- 4.** Additional locations can be added if required *, or enter free text in the 'Location Details' field if the location is very specific (points to the Location(s) field and the Location Details field).
- 5.** This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab (points to the Person-in-Charge field).
- 6.** Complete this field to allow easy reference back to PO numbers used for your works (points to the Purchase Order Number field).
- 7.** Free text fields to provide further information (points to the Tools field).

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations

7. Free text fields to provide further information



BENOW - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit: LGW-BENOW-79268 (Initiated) Logged in as Edna E Mode (Logout)

Home | Contractor Portal

Search ...

Change | Submit | Reject

Reports
Shared Documents
Recent Items
LGW-BENOW-79268
LGW-AIRFLD-79267
LGW-WR-45736
LGW-WR-45737

Scope of Work | Method | People (1,0) | Attachments (None) | Workflow (1) | Relations (0,0)

Description: Lorem ipsum dolor sit amet

Scope of Work: Lorem ipsum dolor sit amet, ius ex stet torquatos maiestatis, dico omnium ceteros te sit. Mel cu hinc oblique percipit, eleifend repudiare expetendis in usu. Usu scripta legimus interpretaris id. Modo ludus evertitur per in, idque adversarium reprehendunt per ad, et nec dico disputationi. No wisi affert senserit usu, per denique omittam ne.

Start On: 15-Jun-21 08:00

Finish On: 16-Jun-21 08:00

Location(s): LGW-LSIDE-BLD-20208 L10-DBR
London Gatwick Airport, South T

Add:

Location Details:

Person-in-Charge: Wile Coyote, ACME

Work Package: None

Purchase Order Number: 650008975

Equipment to be worked on: Curabitur pretium

Tools: Vivamus orci orci, cursus sed lacus id, pharetra varius tellus. Nunc placerat sapien turpis. Aliquam interdum tellus bibendum leo pretium elementum.

Created On: 14-Jun-21 15:54 by Edna E Mode (Revision 1)

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval

Permit number and status



BENOW - permit details

The 'Method' tab must be completed if undertaking works within Baggage areas, or areas that may impact the baggage operation.

P2W Permit: LGW-BENOW-79268 (Initiated)

Home Contractor Portal

Search ...

Change Submit Reject

Reports Shared Documents

Recent Items

- LGW-BENOW-79268
- LGW-AIRFLD-79267
- LGW-WR-45736
- LGW-WR-45737

Scope of Work **Method** People (1,0) Attachments (None) Workflow (1) Relations (0,0)

Has approval been given by the Handling Agents for access to the Baggage System: Yes No

Company:

Handling Agents Representatives Name:

Handling Agents Phone No:

Has approval been given by the Manager of Belt Operations (MBO) for access to the Baggage System: Yes No

Will there be a requirement for Portering (Caging): Yes No

Has Portering/Caging been arranged with Terminal Management: Yes No

MBO's Name:

Have you and your staff completed the Baggage Smart induction: Yes No

If the work you are undertaking requires a Hot works Permit (EI 508), please confirm that you will apply for a hotworks permit: Yes

If the work you are undertaking requires change control (EI 586), please confirm you have applied for this: Yes

Will electrical isolation of the Baggage System be required: Yes No

If electrical isolation of the Baggage System is required, please confirm that you will apply for this: Yes

Grey highlighted fields are mandatory; the permit cannot be submitted if these fields are not completed



BENOW – PiC & work party

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to that of the PiC

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



BENOW – adding a sponsor

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name



BENOW - attachments

Task specific Risk Assessments and Method Statements (RAMS) may need to be uploaded for the Baggage team to review; these (and any other relevant documentation) should be uploaded via the 'Attachments' tab.

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Method Statement	User TEST_MS1.pdf	Edna E Mode	14-Jun-21 16:50		82.0Kb
<input type="checkbox"/>	Risk Assessment	User TEST_RA1.pdf	Edna E Mode	14-Jun-21 16:50	More info about this document	83.0Kb



BENOW - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
+	Issue	Innei Shum	Issuing	GAL Engineer - Baggage Systems	14-Jun-21 17:07	Issuing permit	✓
	PP-V-P	Innei Shum			14-Jun-21 17:07	Payment Point for Verification of Qualifying Permit raised directly	✓
+	Review	Innei Shum	Authorisation	GAL Engineer - Baggage Systems	14-Jun-21 17:07		✓
	Submit	Edna E Mode			14-Jun-21 16:52		✓
	Created	Edna E Mode			14-Jun-21 16:11		✓

2. Click the 'Select' icon to view an entry in more detail if it is available

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
+	Issue	Innei Shum	Issuing	GAL Engineer - Baggage Systems	14-Jun-21 17:07	Issuing permit	✓
	PP-V-P	Innei Shum			14-Jun-21 17:07	Payment Point for Verification of Qualifying Permit raised directly	✓
+	Review	Innei Shum	Authorisation	GAL Engineer - Baggage Systems	14-Jun-21 17:07		✓
	Submit	Edna E Mode			14-Jun-21 16:52		✓
	Created	Edna E Mode			14-Jun-21 16:11		✓

Print sign-off using template: (Default Template)



BENOW - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W Contractor Portal interface. At the top, the P2W logo is on the left, and the user is logged in as Edna E Mode (Logout) on the right. The main header shows the permit ID: Permit: LGW-BENOW-79268 (Active). Below the header, there are navigation tabs: Home and Contractor Portal. A search bar is located on the left side. The main content area has several tabs: Scope of Work, Method, People (2,1), Attachments (2), Workflow (5), and Relations (0,0). The Relations tab is currently selected, showing three messages: "This is not involved in any relationships.", "Nothing has this as a dependant.", and "This is not involved in any conflicts."



BENOW - submit a permit

Once all details are completed for the permit, it can then be submitted by clicking the 'submit' button. On submission, the system will undertake a check to ensure that the necessary fields have been completed; if these fields are incomplete, on-screen warnings will be displayed.

The screenshot displays the P2W permit submission interface for permit LGW-BENOW-79276. The interface includes a navigation menu with options like Home, Work Requests, Permits, Search, and Contractor. A warning dialog box is open, indicating that required documents (Method Statement and Risk Assessment) have not been attached. The dialog box contains a 'Comment:' field with the text 'RA and MS are combined in one document and have been uploaded as an attachment' and buttons for 'Proceed' and 'Cancel'. A table below the dialog shows the attached document: 'TEST_RA1.pdf' by 'Edna E Mode' on '29-Jun-21 10:10' with a file size of '83.0Kb'. A red box highlights the 'Submit' button in the top navigation bar, and another red box highlights the warning dialog box. Two numbered callouts are present: '1. Click the 'Submit' button when the permit is ready for submission' and '2. On-screen warnings will identify any missing information that is still needed for the permit. If you have provided relevant information, ensure a comment is entered prior to proceeding'.

1. Click the 'Submit' button when the permit is ready for submission

2. On-screen warnings will identify any missing information that is still needed for the permit. If you have provided relevant information, ensure a comment is entered prior to proceeding



BENOW - activate a permit

Once a permit has been reviewed by the relevant Gatwick personnel, the permit can be activated when works are to commence. This permit will require a Baggage System Engineer to issue.

The screenshot displays the P2W software interface for permit management. The main window shows details for permit LGW-BENOW-79276 (Approved). The permit is currently in the 'Approved' state. A 'Next Steps' window is open, showing a workflow diagram with states: Initiated, Submitted, Approved, Active, Suspended, Not Authorised, and Closed. The 'Active' state is highlighted in pink, indicating it is the next step. The 'Possible Actions' list includes 'Issue by GAL Engineer - Baggage Systems', which is the action to activate the permit. The 'State Notifications' section shows 'Not Authorised' and 'Rejected' as options.

1. Check the status of permit has been fully approved

2. Click the 'next steps' icon to check the permit is ready for activation

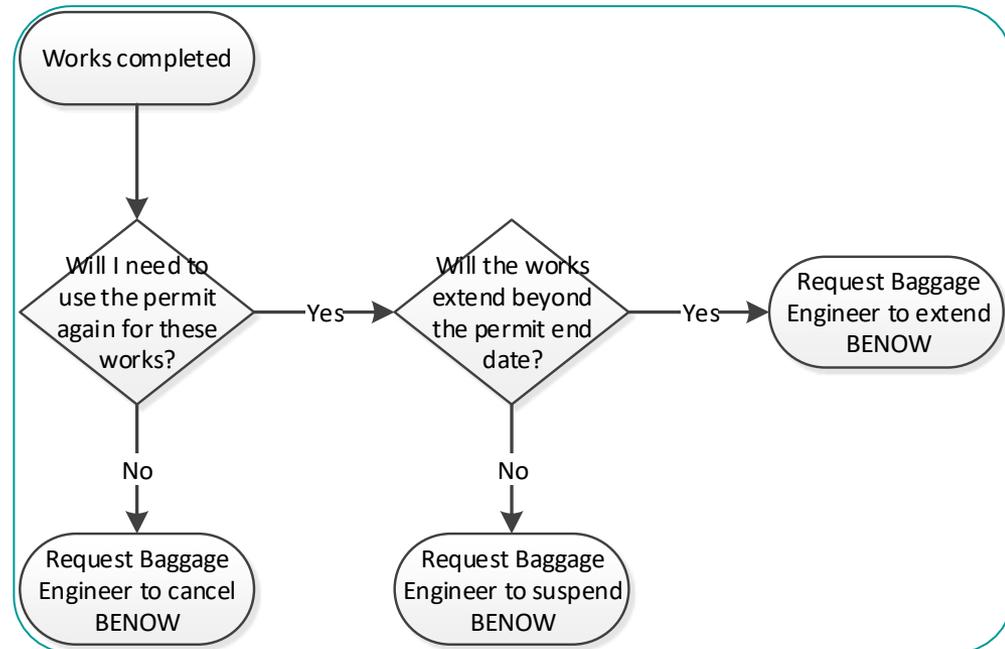
3. The 'Activate' option will show as the next available step once fully approved. When you are ready to start work, call the appropriate party to activate



BENOW - suspend/cancel/extend a permit

On completion of your works, your BENOW can be either cancelled or suspended depending on what stage you are at with the works. The flow diagram below will help you ascertain whether you need to suspend, cancel or extend your permit at the end of your works for the day.

Note that if you choose to suspend your BENOW, it must be reactivated on recommencement of works.

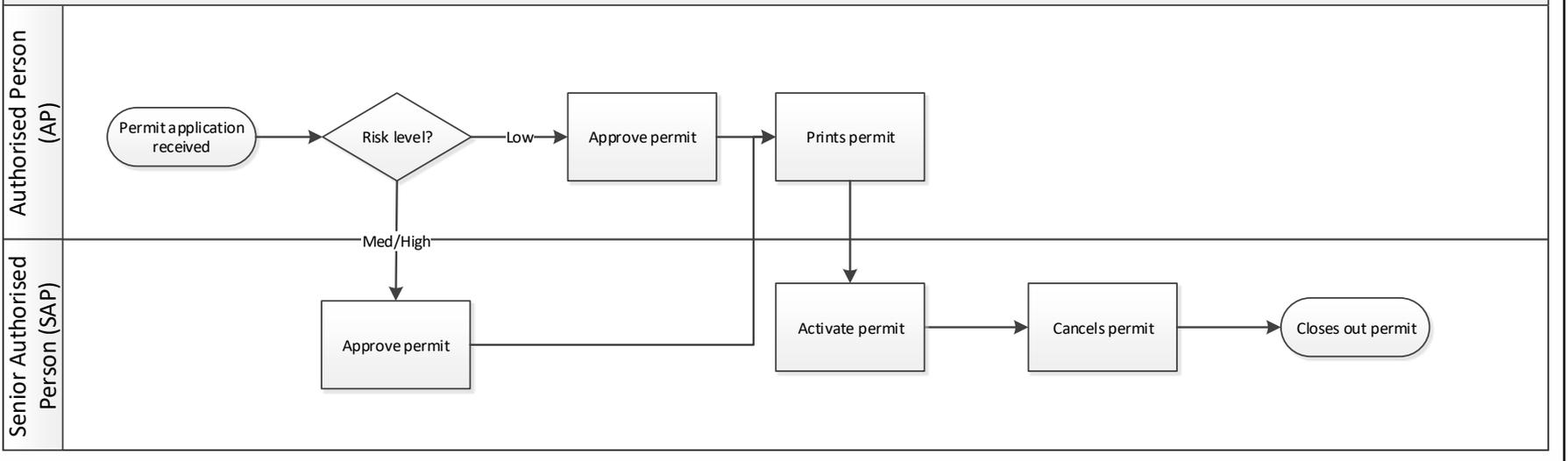


Confined space permits (CSL/CSHM)

Overview	There are two types of Confined Space permits; a low risk permit and a medium/high risk permit. Application and use of both types require specific training.
Training required	City & Guilds training to be obtained via external provider. Applicants need to hold Confined Space Authorised Person role Work party members need to hold Confined Space Skilled Person role
Code(s) in P2W	CSL, CSHM

Workflow

Confined Space (Low/med/high risk)



CSL/CSHM - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Confined Space permit type from the drop down menu. Note: There are two types of Confined Space permits available (Low and Med/High risk).

3. Click search icon to choose location

4. Select location of works

Note: The same steps apply when raising low or md/high risk confined space permit. The method tab will detail the differences.



CSL/CSHM - person in charge (PiC)

1. Click here if you are the named Person in Charge (PiC) on the permit *

Search ...

Reports

Shared Documents

Recent Items

- LGW-BENOW-75268
- LGW-AIRFLD-75267
- LGW-WR-45736
- LGW-WR-45737

Type of Permit: Confined Space (Low)

Company: [Search Icon]

Show Only Representatives:

Person In Charge: [Text Field]

Area: LGW-ASIDE-EXTSUB-SUB BQ
London Gatwick Airport, Airfield, External Substations
Substation BQ (3), [Icon]

- Search
- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



CSL/CSHM - searching for PiC by company

1. Enter the name of the company of the PiC for the permit and click the search icon

The screenshot shows the 'Raise New Permit' interface. The 'Company' field contains 'ISTEST'. A search icon is located to the right of the field. A 'Pick All Company' window is open, showing a search bar with 'Name: ISTEST' and a 'Search' button.

2. Confirm the search criteria in the pop up window and click search

The 'Pick All Company' window shows search results for 'Name: test'. The results are displayed in a table with columns for 'Select', 'Company', and 'Contact'. The table shows 23 matches.

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

The 'Pick All Company' window shows search results for 'Name: ISTEST'. The results are displayed in a table with columns for 'Select', 'Company', 'Contact Number', 'Services', and 'Rating'. The table shows 1 match: ISTEST, 01254 123456.



CSL/CSHM - searching for PiC by name

The image displays three sequential screenshots of the P2W 'Raise New Permit' web application, illustrating the steps to search for a Person In Charge (PiC) by name.

Step 1: The first screenshot shows the 'Person In Charge' field populated with 'Wile Coyote'. A callout box with the text '1. Enter the name of the PiC and click search' points to the search icon next to the field. On the right side of the form, there is a vertical menu with options: Search, Raise with Yourself in Charge, Raise with Any Representative in Charge, and Clear.

Step 2: The second screenshot shows the search results. A callout box with the text '2. Select the required PiC from the returned results (this could be a list or a single company) by clicking on the arrow icon' points to the arrow icon next to the first result: 'Wile Coyote, Tester, ACME (01234 567 891)'. Below the results is a table with columns for 'Select', 'Name', and 'Rating'. The table contains two rows: 'Wile Coyote, Tester, ACME (01234 567 891)' and 'Wile Coyote, ISTEEST'. There are also pagination controls showing 'Matches=2'.

Step 3: The third screenshot shows the 'Raise a new Permit' button highlighted. A callout box with the text '3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step' points to the arrow icon next to the 'Wile Coyote, Tester, ACME (01234 567 891)' result. Below the results, a summary line reads: 'Raise new Confined Space (Low) Permit with Wile Coyote in charge at London Gatwick Airport, Airfield, External Substations, Substation BQ'.



CSL/CSHM – scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'Scope of Work' form in the P2W system. The form includes the following fields and callouts:

- 1.** Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%'
- 2.** Enter more detailed description of the scope of works to be undertaken
- 3.** Remember to adjust the start and finish date and times
- 4.** Additional locations can be added if required *, or enter free text in the 'Location Details' field if the location is very specific
- 5.** This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab
- 6.** Complete this field to allow easy reference back to PO numbers used for your works
- 7.** Free text fields to provide further information

The form fields shown are: Description, Scope of Work, Start On (23-Jun-21 08:00), Finish On (31-Jul-21 18:00), Location(s) (LGW-ASIDE-EXTSUB-SUB BQ), Location Details, Person-in-Charge (Wile Coyote, ISTEEST), Work Package (None), Purchase Order Number (6500008744), Equipment to be worked on (Ea paulo interpretaris), Tools (Isonota bonorum invenire in vis, et facilis offendit nam. Platonem postulant h...), and Created On (22-Jun-21 15:09 by Edna E Mode (Revision: 1)).

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations



CSL/CSHM - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit: LGW-CSL-79269 (Initiated)

Logged in as Edna E Mode (Logout)

Home Contractor Portal

Search ...

Reports Shared Documents Recent Items

- LGW-CSL-79269
- LGW-BENOW-79268
- LGW-AIRFLD-79267
- LGW-WR-45736
- LGW-WR-45737

Scope of Work Method People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Description: Lorem ipsum dolor sit amet.

Scope of Work: Lorem ipsum dolor sit amet, sed civibus delicata an, id eos tibi que aliquando. Vim ex ipsum eloquentiam dissentiunt, deseruisse contentiones ea ius. Ad his moderatius vituperata, no assum nihil eum. Cum semper vocent adipiscing ut, putant scriptorem no usu, essent pericula pri te. Sea te impedit accumsan. Ex eius sadipsing cum, idque mundi similique at per.

Start On: 23-Jun-21 08:00

Finish On: 31-Jul-21 18:00

Location(s): LGW-ASIDE-EXTSUB-SUB BQ
London Gatwick Airport, Airfield External Substations, Substation BQ (3)

Add:

Location Details:

Person-in-Charge: Wile Coyote, ITEST

Work Package: None

Purchase Order Number: 6500008744

Equipment to be worked on: Ea paulo interpretaris

Tools: Ignota bonorum invenire in vis, et facilis offendit nam. Platonem postulant his no, ut sit tale viris laoreet.

Created On: 22-Jun-21 15:09 by Edna E Mode (Revision 1)

Permit number and status

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval

If your Confined Space permit is low risk, click [here](#), if it is high/med risk, click [here](#)



CSL - permit details

The low risk Confined Space permit consists of three method tabs which need to be completed in order to submit the permit for approval.

P2W Permit: LGW-CSL-79269 (Initiated) Logged in as Edna E Mode (Logout)

Home Contractor Portal

Search ...

Change Submit Reject

Scope of Work Method People (1.0) Attachments (None) Workflow (1) Relations (0.0) Inspections/Audits/CCRs (None)

Documentation Communication Method and Emergency Planning Staff Information

Method Statement Number: 343

Risk Assessment Number: 99

COSHH Assessment: Yes No N/A Number: _____

Other Documents:
Est delenit platonem forensibus in. Sea prompta facilisi partiendo ad, ex nec purto putent consectetur. Eam malorum inimicus no. Pri eu eros libris. Ne mel oblique fabellas constitum.



CSHM - permit details

The medium/high risk Confined Space permit consists of four method tabs which need to be completed in order to submit the permit for approval.

P2W Permit: LGW-C-SHM-79272 (Initiated) Logged in as Edna E Mode (Logout)

Home Contractor Portal

Search ...

Reports Shared Documents Recent Items

- LGW-C-SHM-79272
- LGW-C-SL-75269
- LGW-C-SL-79271
- LGW-WR-46754
- LGW-C-SHM-79270

This Permit is part of Workscope LGW-WR-46754

Scope of Work Method People (1,1) Attachments (None) Workflow (1) Relations (0,2) Inspections/Audits/CCRs (None)

Risk Level Documentation Communication Method and Emergency Planning Staff Information

What is the Risk Level?: Medium High



CSL/CSHM – PiC & work party

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to that of the PiC

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



CSL/CSHM – adding a sponsor

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name

Expected Work Party: []

Scope of Work | Method | People (1,0) | Attachments (None) | Workflow (1) | Relations (0,0) | Inspections/Audits/CCRs (None)

Contacts:

Title: Sponsor Guest Contact: John Sponsor + Add Contact

Pick Person

The search text matches the following people. Please select one or press Cancel.

John Sponsor 1 (Gatwick Airport Ltd)

John Sponsor 2 (Gatwick Airport Ltd)

Contacts:

Title: Sponsor Guest Contact: John Sponsor 1 + Add Contact

No contacts specified.

Contacts:

Contact	Guest	Name	Contact Number	Email Address	Job Title
	<input checked="" type="checkbox"/>	John Sponsor 1, Gatwick Airport Ltd			



CSL/CSHM - attachments

Task specific Risk Assessments and Method Statements (RAMS) will need to be uploaded for review; these (and any other relevant documentation) should be uploaded via the 'Attachments' tab.

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Risk Assessment	User	TEST_RA1.pdf	Edna E Mode	23-Jun-21 12:24	83.0Kb
<input type="checkbox"/>	Method Statement	User	TEST_MS1.pdf	Edna E Mode	23-Jun-21 12:24	82.0Kb



CSL/CSHM - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
+	Issue	Innei Shum	Issuing	GAL Engineer - Baggage Systems	14-Jun-21 17:07	Issuing permit	✓
	PP-V-P	Innei Shum			14-Jun-21 17:07	Payment Point for Verification of Qualifying Permit raised directly	✓
+	Review	Innei Shum	Authorisation	GAL Engineer - Baggage Systems	14-Jun-21 17:07		✓
	Submit	Edna E Mode			14-Jun-21 16:52		✓
	Created	Edna E Mode			14-Jun-21 16:11		✓

2. Click the 'Select' icon to view an entry in more detail if it is available

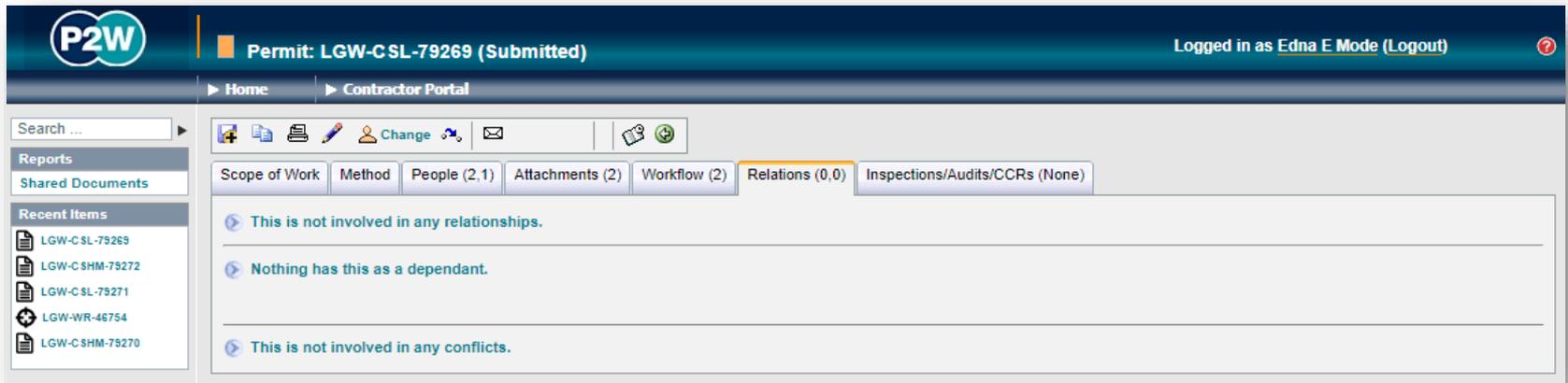
Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
+	Issue	Innei Shum	Issuing	GAL Engineer - Baggage Systems	14-Jun-21 17:07	Issuing permit	✓
	PP-V-P	Innei Shum			14-Jun-21 17:07	Payment Point for Verification of Qualifying Permit raised directly	✓
+	Review	Innei Shum	Authorisation	GAL Engineer - Baggage Systems	14-Jun-21 17:07		✓
	Submit	Edna E Mode			14-Jun-21 16:52		✓
	Created	Edna E Mode			14-Jun-21 16:11		✓

Print sign-off using template: (Default Template)



CSL/CSHM - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W Contractor Portal interface. At the top, the P2W logo is on the left, and the user is logged in as Edna E Mode (Logout) on the right. The main header shows the permit ID: Permit: LGW-C SL-79269 (Submitted). Below the header, there are navigation tabs: Home and Contractor Portal. A search bar is located on the left side. The main content area features a tabbed interface with the following tabs: Scope of Work, Method, People (2,1), Attachments (2), Workflow (2), Relations (0,0), and Inspections/Audits/CCRs (None). The 'Relations (0,0)' tab is currently selected, displaying three messages: 'This is not involved in any relationships.', 'Nothing has this as a dependant.', and 'This is not involved in any conflicts.'



CSL/CSHM – submit a permit

Once all details have been completed and relevant documentation uploaded, the permit can be submitted. The system will undertake a few checks when the submission button is clicked, at which point you may get some on-screen warnings. These warning messages provide more detail on what information may be incorrect or missing.

In this example, the workers on a Confined Space permit need to hold specific confined space qualifications; these are either missing or unvalidated in this instance. Please enter a comment to acknowledge these warnings before proceeding any further with the submission.

The screenshot shows the P2W Contractor Portal interface for permit submission. The top navigation bar includes the P2W logo, the permit ID 'Permit: LGW-C SL-79269 (Initiated)', and the user 'Logged in as Edna E Mode (Logout)'. The main content area displays a warning message: 'To proceed with the Submission you must first resolve the following problems with the working party:'. Below this, two specific issues are listed: 'Wile Coyote cannot fill the Person in Charge slot: does not have the competencies required by the Confined Space Skilled Person role: Skilled Person - CSW (Missing)' and 'Yosemite Sam cannot fill the Worker slot: does not have the competencies required by the Confined Space Skilled Person role: Skilled Person - CSW (Unvalidated)'. A 'Comment:' field is provided for the user to enter a note, and 'Proceed' and 'Cancel' buttons are at the bottom. A pink callout box with a red border contains the text: '1. Ensure warnings are acknowledged by entering appropriate comments before proceeding'. Red lines connect the callout box to the warning message and the comment field.



CSL/CSHM - printing a permit (1)

Following the approval of the permit, the Confined Space Authorised Person will be required to 'Print' the permit.

The screenshot displays the P2W software interface for permit management. The main window shows details for permit LGW-CSL-79269, which is in an 'Approved' state. A 'Next Steps' dialog box is overlaid on the right, showing a flowchart of the permit process. The flowchart starts with 'Initiated', leading to 'Submitted', then 'Approved', 'Active', 'Cancelled', and finally 'Closed'. A 'Not Authorised' state is also shown, which can be reached from 'Submitted' or 'Approved' via a 'Decline' action. A 'Restart' action leads from 'Not Authorised' back to 'Initiated'. The 'Print Acknowledgement' step is highlighted in the flowchart, leading to the 'Active' state.

1. Check the status of permit has been fully approved

2. Click the 'next steps' icon to access the 'print acknowledgement'.

3. Click the 'Print acknowledgement' link to access the declaration



CSL/CSHM - printing a permit (2)

The declaration page requires the Confined Space Authorise person to confirm that they have understood the warnings and also acknowledge the date and time that the permit was printed.

Remember to enter a comment to acknowledge any warnings.

1. Read and acknowledge any warnings

Select	Number	Info	Noun	Status	Last Action	Type	Description	Location	Start	Finish	Person in Charge	Sign-off Role
<input checked="" type="checkbox"/>	LGW-CSL-79269		Permit	Approved	PP-V-P	Confined Space (Low)	Lorem ipsum dolor sit amet.	Substation BQ	24-Jun-21 08:00	31-Jul-21 18:00	Wile Coyote	CS - Authorised Person

Issues with the selected Permit:

- Problems with the working party:
 - Wile Coyote cannot fill the Person in Charge slot: does not have the competencies required by the Confined Space Skilled Person role: Skilled Person - CSW (Missing)
- Edna E Mode does not have the competencies required by the CS - Authorised Person role to do this sign-off: Authorised Person - CSW (Missing).
- This is scheduled to start more than 2 hours in the past.
- Wile Coyote is already booked with the following at this time: LGW-WR-46754, LGW-BENOW-79276, LGW-CRON-79273, LGW-CSL-79271, LGW-CSHM-79272, LGW-CSHM-79270.

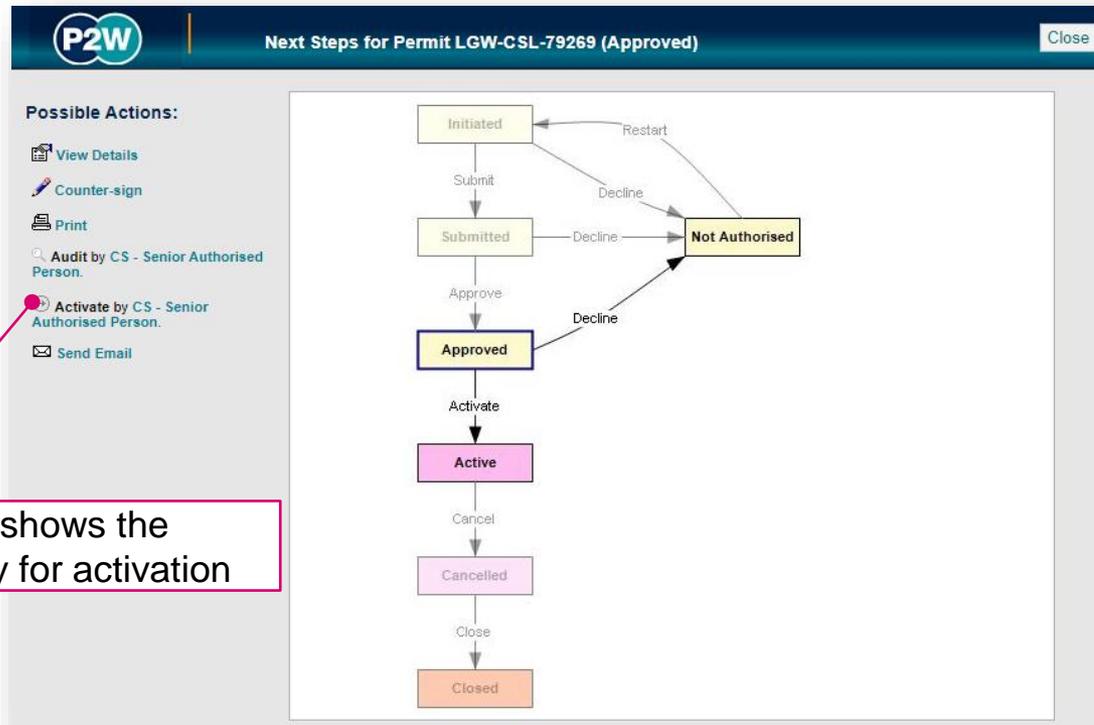
2. Complete the declaration

3. Click the 'Print Permit' icon



CSL/CSHM - activate a permit

Once the permit has been printed, it will still need to be activated. If you are unsure if you have completed the previous step, use the 'Next Steps' icon to check. When activating a Confined Space permit, you will be expected to provide gas monitor readings at the point of entry, the number of people in the party and the depth of the space being entered.

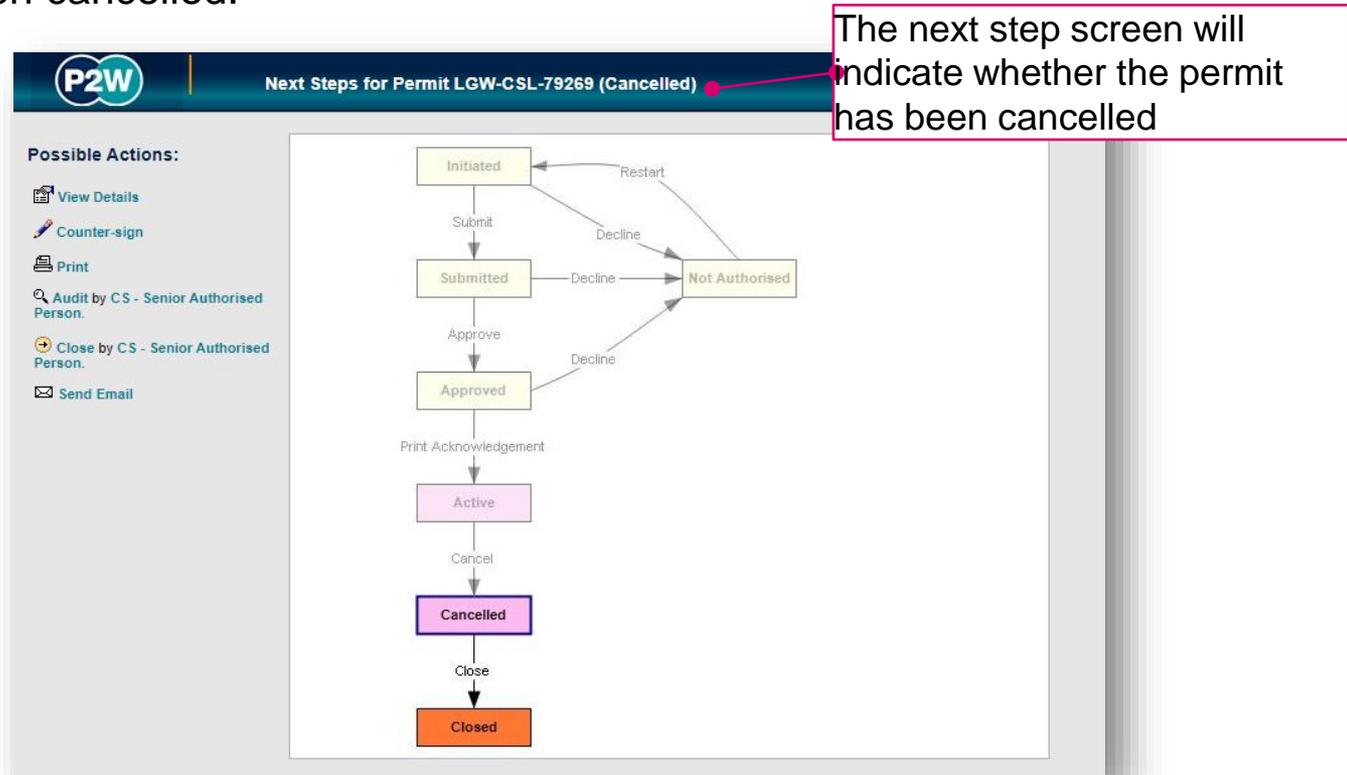


The next step shows the permit is ready for activation



CSL/CSHM - cancel a permit

On completion of the works, the Confined Space permit must be cancelled by contacting the Confined Space Senior Authorised Person. This type of permit can only be used once and cannot be suspended. Use the 'Next Steps' icon to check that your permit has been cancelled.

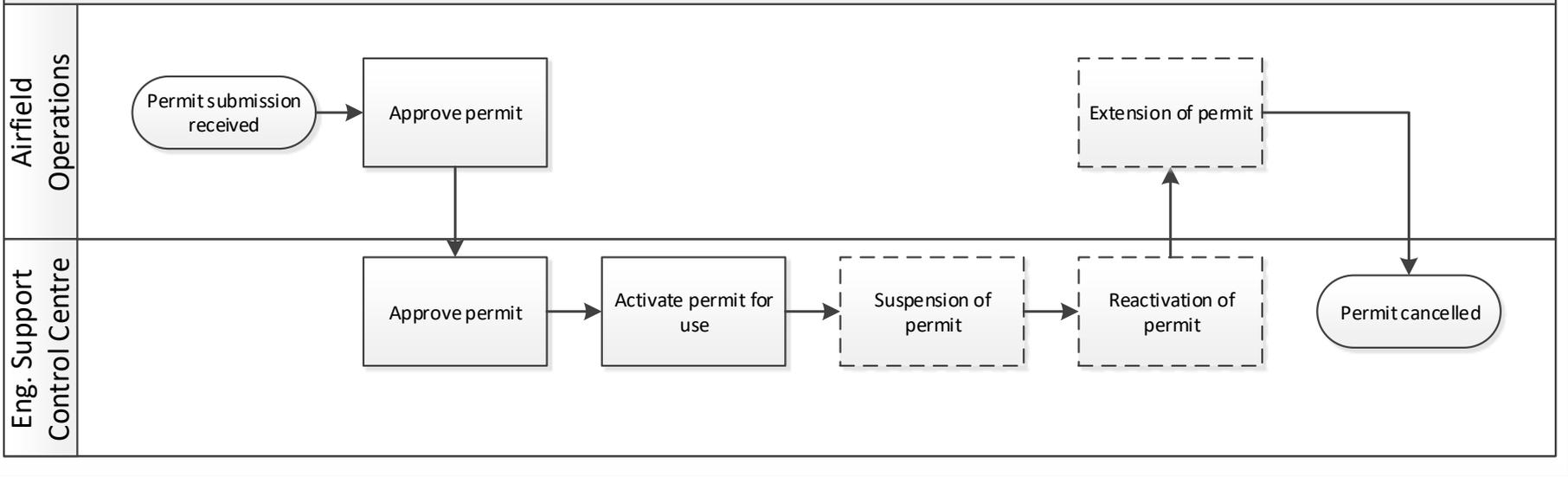


Crane On-Airport (CRON)

Overview	For cranes and other tall equipment operated within the Gatwick Airport Ltd byelaw boundary.
Training required	It is the responsibility of the operative to obtain the relevant training via an external 3 rd party training provider.
Code(s) in P2W	CRON

Workflow

CRON permit



CRON - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Cranes (On-Airport) permit type from the drop down menu.

3. Click search icon to choose location

4. Select location of works

Work Request Number	Last Accessed
LGW-WR-45736	29-Nov-18 11:49
LGW-WR-45737	29-Nov-18 11:28

Crane Types: Airfield Works, Baggage Environment Notification of Works, Confined Space (High/Medium), Confined Space (Low), Cranes (Off-Airport), **Cranes (On-Airport)**

Area List: London Gatwick Airport (LGW), Airfield (LGW-ASIDE-20573), North Terminal (LGW-BLD-20700), South Terminal (LGW-BLD-20206), Airside (LGW-A-SIDE-BLD-20206), Level AO - Services Subway (LGW-A-SIDE-BLD-20206-LAO), Level 00 - Apron Level (LGW-A-SIDE-BLD-20206-L00), Baggage Sort Areas (LGW-A-SIDE-BLD-20206-L00-BSA), Immigration & Buffer Lounge (LGW-A-SIDE-BLD-20206-L00-IBL), Plant rooms (LGW-A-SIDE-BLD-20206-L00-PR), Rooms/Offices (LGW-A-SIDE-BLD-20206-L00-RO), Toilets, Showers & Baby Changing (LGW-A-SIDE-BLD-20206-L00-TSB), Level 10 - Mezzanine Level (LGW-A-SIDE-BLD-20206-L10), Level 20 - Concourse Level (LGW-A-SIDE-BLD-20206-L20), Level 30 - Restaurant Level, Upper IDL (LGW-A-SIDE-BLD-20206-L30)



CRON– person in charge (PiC)

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



CRON - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

Search ...

Reports

Shared Documents

Recent Items

- LGW-C SL-79269
- LGW-C SHM-79272
- LGW-C SL-79271
- LGW-WR-46754
- LGW-C SHM-79270

Type of Permit: Cranes (On-Airport)

Area: LGW-LSIDE-ROAD-SS

Company: ISTEST

Show Only Representatives:

Person In Charge:

Logged in as Edna E Mode (Logout)

Home Contractor Portal

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

P2W Pick All Company Close

Name: ISTEST

Search

2. Confirm the search criteria in the pop up window and click search

Name: test

Search

Matches=23

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	Ascom Network Testing Ltd			
<input type="checkbox"/>	Celtest Ltd			
<input type="checkbox"/>	CIRCUIT ELECTRICAL TESTING			
<input type="checkbox"/>	Construction Testing Solutions Ltd t/a CEI Infrastructure.			
<input type="checkbox"/>	Dynatest International			
<input type="checkbox"/>	ELECTRICAL TESTERS LIMITED			
<input type="checkbox"/>	Electrical Testing Ltd			
<input type="checkbox"/>	Geo Site and Testing Services			
<input type="checkbox"/>	Happen test P2W			
<input type="checkbox"/>	Hawkesworth Appliance Testing			
<input type="checkbox"/>	intratest Limited			
<input type="checkbox"/>	Introland Testing Limited			
<input type="checkbox"/>	ISTEST			
<input type="checkbox"/>	James Fisher Testing Services Ltd			
<input type="checkbox"/>	Structures Projects Ltd			

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

Name: ISTEST

Search

Matches=1

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	ISTEST	01264 123456		



CRON - searching for PiC by name

The screenshots illustrate the process of searching for a Person In Charge (PiC) by name in the P2W system. The interface includes a search bar, a list of recent items, and a search results table.

1. Enter the name of the PiC and click search

The first screenshot shows the search form with the following details:

- Type of Permit: Cranes (On-Airport)
- Area: LGW-LSIDE-ROAD-SS
- Person In Charge: wile coyote

The search results table shows two matches:

Select	Name	Rating
➔	Wile Coyote, Tester, ACME (01234 567 891)	
➔	Wile Coyote, ISTEEST	

2. Select the required PiC from the returned results (this could be a list or a single company) by clicking on the arrow icon

The second screenshot shows the search results table with the first result selected. The search results table shows two matches:

Select	Name	Rating
➔	Wile Coyote, Tester, ACME (01234 567 891)	
➔	Wile Coyote, ISTEEST	

3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step

The third screenshot shows the search results table with the first result selected. The search results table shows two matches:

Select	Name	Rating
➔	Wile Coyote, Tester, ACME (01234 567 891)	
➔	Wile Coyote, ISTEEST	

The search results table shows two matches:

Select	Name	Rating
➔	Wile Coyote, Tester, ACME (01234 567 891)	
➔	Wile Coyote, ISTEEST	

The search results table shows two matches:

Select	Name	Rating
➔	Wile Coyote, Tester, ACME (01234 567 891)	
➔	Wile Coyote, ISTEEST	



CRON - scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'Scope of Work' form in the P2W system. The form includes the following fields and callouts:

- 1.** Points to the 'Description' field, which contains the placeholder text 'Lorem ipsum dolor sit amet'.
- 2.** Points to the 'Scope of Work' field, which contains the placeholder text 'Lorem ipsum dolor sit amet, duo eu deseruisse assueverit ut voluptatum, ex enim appareat has, assum forensibus no mea'.
- 3.** Points to the 'Start On' and 'Finish On' date and time pickers. 'Start On' is set to 24-Jun-21 08:00 and 'Finish On' is set to 31-Jul-21 18:00.
- 4.** Points to the 'Location(s)' field, which contains 'LGW-LSIDE-ROAD-SS' and a link to 'London Gatwick Airport, Roads and Forecourts, Service'.
- 5.** Points to the 'Location Details' field, which is currently empty.
- 6.** Points to the 'Person-in-Charge' field, which contains 'Wile Coyote, ISTEEST' and a 'Change' button.
- 7.** Points to the 'Tools' field, which contains the placeholder text 'Sea prompta facilisi partiendo ad'.

Other visible fields include 'Work Package: None', 'Purchase Order Number: 6500000787', and 'Equipment to be worked on: Est delenit platonem'. The form is created on 23-Jun-21 15:34 by Edna E Mode (Revision 1).

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations

7. Free text fields to provide further information



CRON - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit number and status

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval

P2W Permit: **LGW-CRON-79273 (Initial)** Logged in as **Edna E Mode (Logout)**

Home Contractor Portal

Search ...

Reports
Shared Documents
Recent Items
LGW-CRON-79273
LGW-C-SL-79269
LGW-C-SHM-79272
LGW-C-SL-79271
LGW-WR-46754

Change Submit Reject

Scope of Work Method People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Description: Lorem ipsum dolor sit amet

Scope of Work: Lorem ipsum dolor sit amet, duo eu deseruisse assueverit. Ut eum deleniti suavitare. Ex nec elit facer torquatos. An qui gubergren voluptatum, ex enim appareat has, assum forensibus no mea.

Start On: 24-Jun-21 08:00

Finish On: 31-Jul-21 18:00

Location(s): LGW-LSIDE-ROAD-SS
London Gatwick Airport, Roads

Add:

Location Details:

Person-in-Charge: **Wile Coyote, ITEST** Change

Work Package: None

Purchase Order Number: 6500000787

Equipment to be worked on: Est delenit platonem

Tools: Sea prompta facilisi partiendo ad

Created On: 23-Jun-21 15:34 by Edna E Mode (Revision 1)



CRON - permit details

P2W Permit: LGW-CRON-79273 (Initiated) Logged in as Edna E Mode (Logout)

Home Contractor Portal

Search ...

Reports
Shared Documents

Recent Items
LGW-CRON-79273
LGW-C-SL-79269
LGW-C-SHM-79272
LGW-C-SL-79271
LGW-WR-46754

Scope of Work **Method** People (1,0) Attachments (None) Workflow

1. Ensure all details are completed on the 'Method' tab

Crane/Equipment Operational Details

Crane/Equipment Registration Number: YT20 TRT

Crane/Equipment Hire Company (as liveried): Exerci senserit

Type of Crane/Equipment (e.g. Tower, Mobile etc.): causae instructor

Maximum WORKING HEIGHT of Crane/Equipment AMSL (METRES): 96

Maximum WORKING HEIGHT of Crane/Equipment AGL (METRES): 37

OS Grid Reference of crane location. If located within an Area or Zone, please provide 4 corner set of Area/zone's extremities:
51 09 24 71 N 28889
0 09 29 54 W 41362

Is location Airside or Landside?: Airside Landside

Does this crane lift application involve moving or leaving equipment on top of buildings? If so, please give details.:
icam audiam deseruisse id eum, no minimum iracundia sea, ex molestie praesent

Radius of Operation (of fixed crane/equipment) (METRES): 17

Times of Operation: 08:00 - 16:00

Project Name/Reference Number: olumus torquatos sed e

Name of Sponsoring Company: Eam malorum inimicus no

Contact Name (ON SITE): Dicam audiam

Phone Number (ON SITE): 07888 787878

CAA Reference No:

Declaration

I confirm the details given in this permit application and shall comply with any additional operational requirements specified by the Airfield Operations Department:

The required Service Clearance/Permit to Dig has/will be identified using the 'Relations' function in this permit application?:

I hereby confirm that the Lifting Plan has been created and signed by a 'CPCS' qualified 'Authorised Person':



CRON - people – PiC & work party

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to that of the PiC

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



CRON – adding a sponsor

Permit: LGW-CRON-79273 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports Shared Documents

Recent Items

- LGW-CRON-75273
- LGW-CRON-79277
- LGW-SAE-75302
- LGW-CROFF-75
- LGW-HW-75361

Scope of Work Method People (1,0) Attachments (3) Workflow (4) Relations (0,0) Inspections/Audits/CCRs (None)

Expected Work Party:

Working Party:

By	Filled On
E Mode	

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name

Contacts:

Title: Guest Contact:

Pick Person

The search text matches the following people. Please select one or press Cancel.

- John Sponsor 1 (Gatwick Airport Ltd)
- John Sponsor 2 (Gatwick Airport Ltd)

Contacts:

Title: Guest Contact:

No contacts specified.

Contacts:

Title: Guest Contact:

Contact	Guest	Name	Contact Number	Email Address	Job Title
	<input checked="" type="checkbox"/>	John Sponsor 1, Gatwick Airport Ltd			



CRON - attachments

Task specific Risk Assessments and Method Statements (RAMS) may need to be uploaded for reviewing with the permit; these (and any other relevant documentation) should be uploaded via the 'Attachments' tab.

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Emergency Plan	TEST_EmergencyPlan.pdf	Edna E Mode	23-Jun-21 15:54	Emergency plan	82.0Kb
<input type="checkbox"/>	Method Statement	TEST_MS1.pdf	Edna E Mode	23-Jun-21 15:52		82.0Kb
<input type="checkbox"/>	Risk Assessment	TEST_RA1.pdf	Edna E Mode	23-Jun-21 15:51		83.0Kb



CRON - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
+	Issue	Innei Shum	Issuing	GAL Engineer - Baggage Systems	14-Jun-21 17:07	Issuing permit	✓
	PP-V-P	Innei Shum			14-Jun-21 17:07	Payment Point for Verification of Qualifying Permit raised directly	✓
+	Review	Innei Shum	Authorisation	GAL Engineer - Baggage Systems	14-Jun-21 17:07		✓
	Submit	Edna E Mode			14-Jun-21 16:52		✓
	Created	Edna E Mode			14-Jun-21 16:11		✓

2. Click the 'Select' icon to view an entry in more detail if it is available



CRON - relations

This section will show related permits. A CRON will need to be submitted with a related Service Clearance.

1. Browse to the 'Relations' tab, type the Service Clearance number into the 'Add Relationship' field and click the search icon

2. The Service Clearance will be added as a Live/Live relationship by default. This will need to be changed

3. Click the 'Edit row' icon

4. Change the relationship from 'Live/Live' to 'Relation' in the drop down

5. Click the 'Apply changes' icon, and then click 'Save'



CRON - submit a permit

Once all details have been completed and relevant documentation uploaded, the permit can be submitted. The system will undertake a few checks when the submission button is clicked, at which point you may get some on-screen warnings. These warning messages provide more detail on what information may be incorrect or missing.

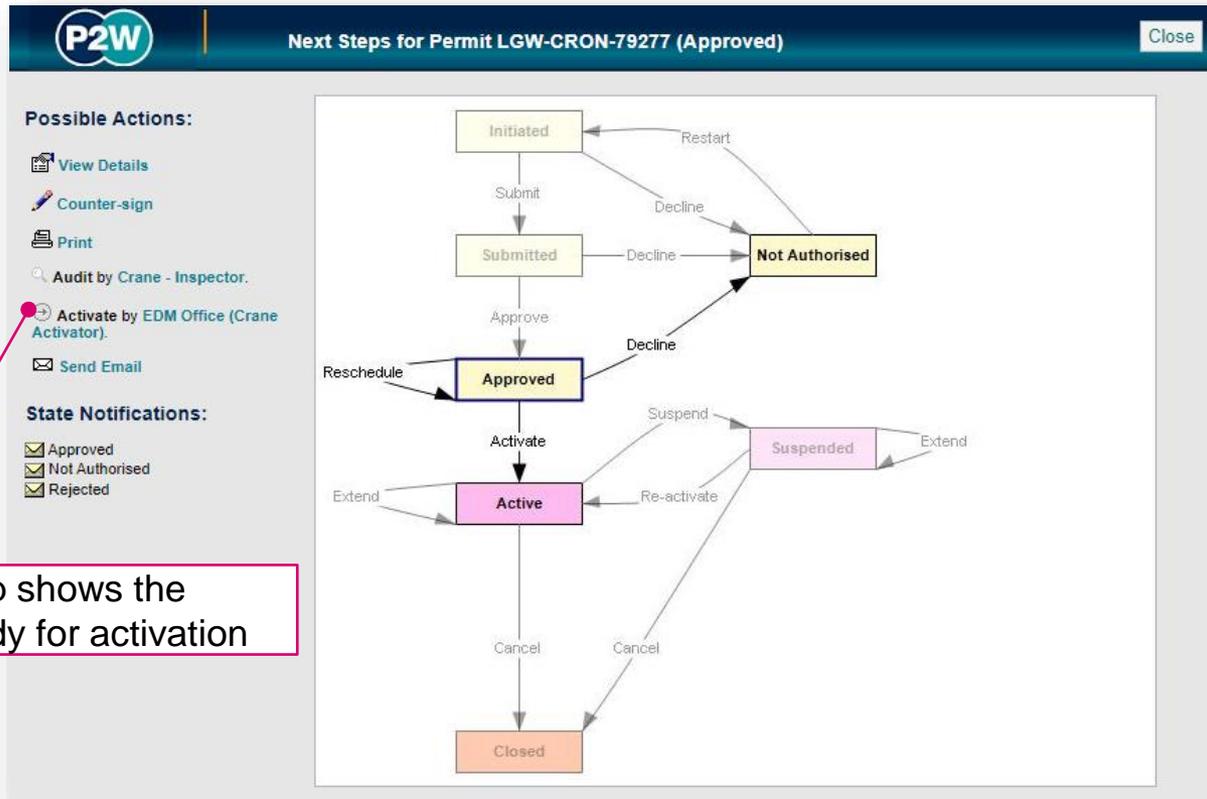
In this example, the permit is expecting specific documentation to accompany the application.

The screenshot displays the P2W permit submission interface. The top navigation bar includes 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. The main content area shows a warning message: 'To proceed with the Submission you must acknowledge these warnings with a comment.' Below this, a yellow warning icon indicates 'Required document(s) have not been attached: Lifting Plan, Marshalling Plan.' A text input field for 'Comment:' contains the text 'Lifting and marshalling plan covered in method statement'. At the bottom of the warning box are 'Proceed' and 'Cancel' buttons. A pink callout box labeled '1. Click the 'Submit' icon' points to the 'Submit' button in the top toolbar. Another pink callout box labeled '2. Rectify any issues raised in warnings and/or enter appropriate comments to acknowledge the warnings before proceeding' points to the warning message and the comment input field.



CRON - activate a permit

Once the CRON has been approved, it will still need to be activated. If you are unsure if you have completed the previous step, use the 'Next Steps' icon to check. Call the relevant Gatwick team to activate the CRON, you will be asked the names of the signatories on the Lifting Plan when activating.



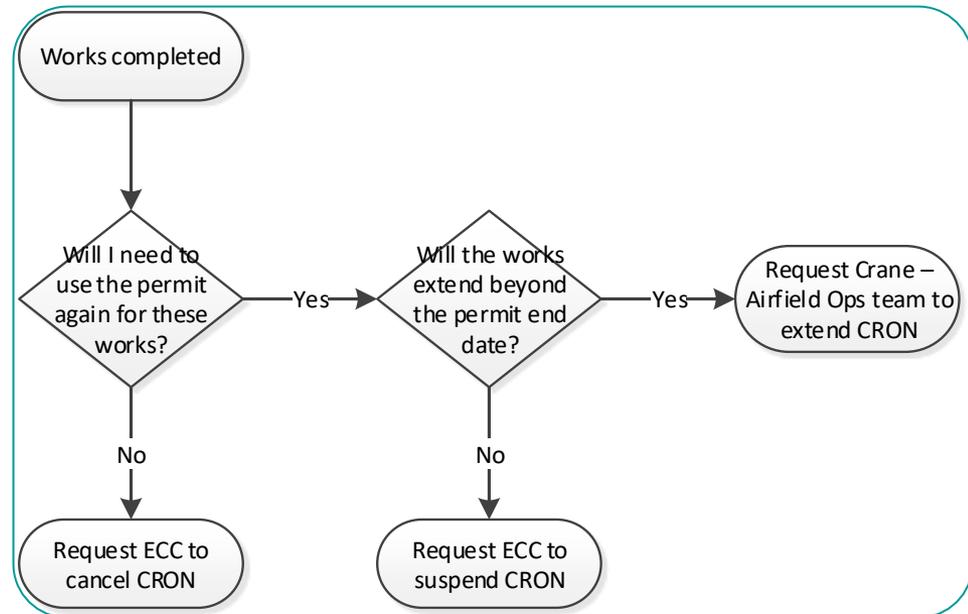
The next step shows the permit is ready for activation



CRON - suspend/cancel/extend a permit

On completion of your works, your CRON can be either cancelled or suspended depending on what stage you are at with the works. The flow diagram below will help you ascertain whether you need to suspend, cancel or extend your permit at the end of your works for the day.

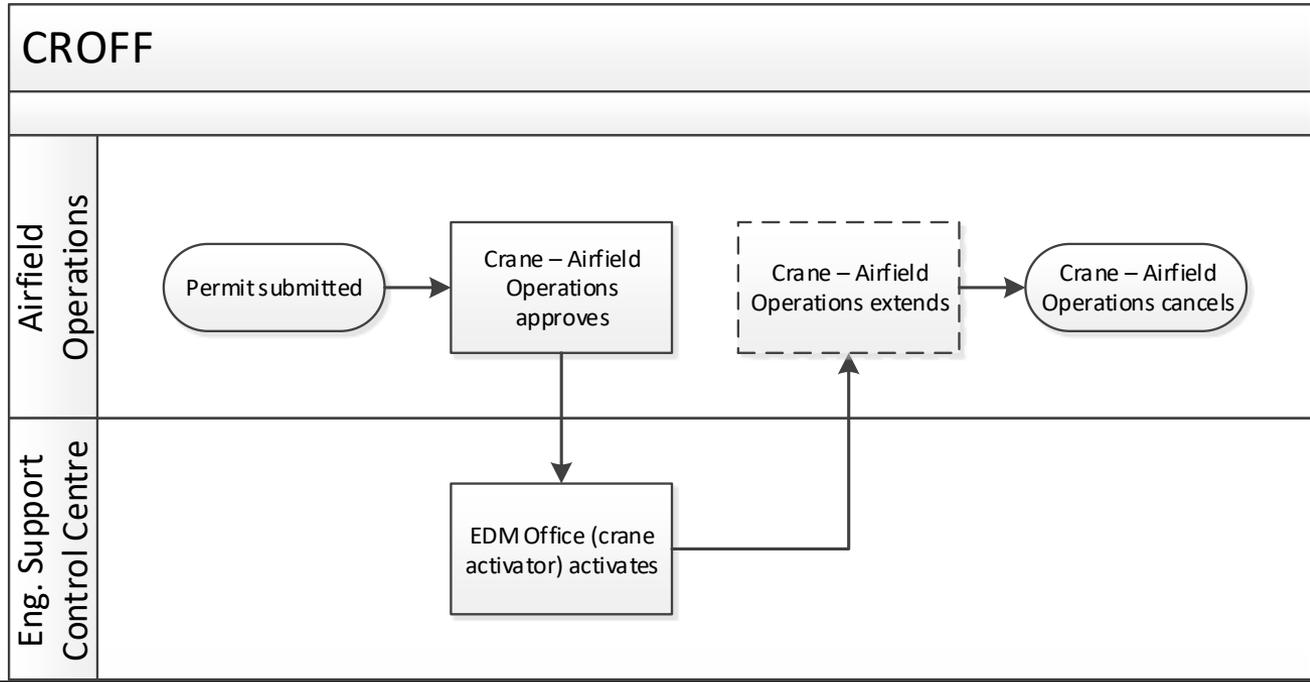
Note that if you choose to suspend your CRON, it must be reactivated on recommencement of works.



Crane Off-Airport (CROFF)

Overview	For cranes and other tall equipment operated outside the Gatwick Airport Ltd byelaw boundary. Also used for any tall equipment (regardless of airside or landside) where Airfield Ops will need to be notified Refer to Appendix A for examples
Training required	No
Code(s) in P2W	CROFF

Workflow



CROFF - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Cranes (Off-Airport) permit type from the drop down menu.

3. Click search icon to choose location

4. As the name suggests, this type of permit would general be used for cranes or tall equipment being erected off-site

Work Request Number	Last Accessed	Permit Number
LGW-WR-46754	22-Jun-21 16:12	LGW-CRON-79
LGW-WR-45736	29-Nov-18 11:49	LGW-CRON-79

Permit Type: (Select Type)

- (Select Type)
- Airfield Works
- Baggage Environment Notification of Works
- Confined Space (High/Medium)
- Confined Space (Low)
- Cranes (Off-Airport)**
- Cranes (On-Airport)

Pick Area

- London Gatwick Airport (LGW)
- Airfield (LGW-A-SIDE-20573)
- North Terminal (LGW-BLD-20700)
- South Terminal (LGW-BLD-20206)
- Other Buildings (LGW-BLD)
- Car Parks (LGW-L-SIDE-CPRKS)
- Landside External Pumping Stations (LGW-L-SIDE-EXTPMPST)
- Landside External Substations (LGW-L-SIDE-EXTSUB)
- Roads and Forecourts (LGW-L-SIDE-ROAD)
- Structures (LGW-L-SIDE-STRUCT)
- Off site (Off site)



CROFF– person in charge (PiC)

The screenshot shows the 'Raise New Permit' interface in the P2W system. The top navigation bar includes 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. The user is logged in as 'E. E. Mode'. The main form area contains the following fields and options:

- Type of Permit: Cranes (Off-Airport)
- Area: Off site
- Company: ITEST
- Hide Subcontractors:
- Show Only Representatives:
- Person In Charge:

On the right side of the form, there are several action buttons: Search, Raise with Yourself in Charge, Raise with Any Representative in Charge, and Clear. A search dropdown menu is also visible, showing 'London Gatwick Airport, Off site (3)'. A sidebar on the left contains 'Search ...', 'Reports', 'Shared Documents', and 'Recent Items' with a list of permit IDs.

Callouts from the text boxes point to the following elements in the interface:

- Callout 1 points to the 'Person In Charge' field.
- Callout 2 points to the 'Company' field and its search icon.
- Callout 3 points to the 'Person In Charge' field and the 'Search' button.
- Callout 4 points to the 'Raise with Any Representative in Charge' button.

1. Click here if you are the named Person in Charge (PiC) on the permit *

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



CROFF - searching for PiC by company

1. Enter the name of the company of the PiC for the permit and click the search icon

Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Type of Permit: Cranes (Off-Airport) Area: Off site

Company: ISTEST

Hide Subcontractors:

Show Only Representatives:

London Gatwick Airport, Off site (3)

Search

Raise with Yourself in Charge

Raise with Any Representative in Charge

Clear

P2W Pick All Company Close

Name: ISTEST Search

2. Confirm the search criteria in the pop up window and click search

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

P2W Pick All Company Close

Name: test Search

Matches=23

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	Ascom Network Testing Ltd	+441252007488		
<input type="checkbox"/>	Celtest Ltd	07785404598		
<input type="checkbox"/>	CIRCUIT ELECTRICAL TESTING	01422413035		
<input type="checkbox"/>	Construction Testing Solutions Ltd t/a CE Infrastructure			
<input type="checkbox"/>	Dynatest International			
<input type="checkbox"/>	ELECTRICAL TESTERS LIMITED			
<input type="checkbox"/>	Electrical Testing Ltd			
<input type="checkbox"/>	Geo Site and Testing Services			
<input type="checkbox"/>	Happen test P2W			
<input type="checkbox"/>	Hawkesworth Appliance Testing			
<input type="checkbox"/>	intratest Limited			
<input type="checkbox"/>	Introland Testing Limited			
<input type="checkbox"/>	ISTEST			
<input type="checkbox"/>	James Fisher Testing Services Ltd			
<input type="checkbox"/>	Linestruures Projects Ltd			

P2W Pick All Company Close

Name: ISTEST Search

Matches=1

Select	Company	Contact Number	Services	Rating
<input checked="" type="checkbox"/>	ISTEST	01254 123456		



CROFF - searching for PiC by name

1. Enter the name of the PiC and click search

Search ...

Reports
Shared Documents

Recent Items
LGW-CRON-79277
LGW-CRON-79273
LGW-SC-79263
LGW-C-SL-79269
LGW-C-SL-79271

Type of Permit: Cranes (Off-Airport) Area: Off site
Company: London Gatwick Airport, Off site (3)
Show Only Representatives:
Person In Charge: Wile Coyote

Search
Raise with Yourself in Charge
Raise with Any Representative in Charge
Clear

2. Select the required PiC from the returned results (this could be a list or a single company) by clicking on the arrow icon

Type of Permit: Cranes (Off-Airport) Area: Off site
Company: London Gatwick Airport, Off site (3)
Show Only Representatives:
Person In Charge: Wile Coyote

Matches=2

Select	Name	Rating
<input checked="" type="radio"/>	Wile Coyote, Tester, ACME (01234 567 891)	
<input type="radio"/>	Wile Coyote, ISTEEST	

3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step

Type of Permit: Cranes (Off-Airport) Area: Off site
Company: London Gatwick Airport, Off site (3)
Show Only Representatives:
Person In Charge: Wile Coyote

Matches=2

Select	Name	Rating
<input checked="" type="radio"/>	Wile Coyote, Tester, ACME (01234 567 891)	
<input type="radio"/>	Wile Coyote, ISTEEST	



CROFF - scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'Scope of Work' form in the P2W system. The form includes the following fields and callouts:

- 1.** Points to the 'Description' field, which contains the placeholder text 'Lorem ipsum dolor sit amet'.
- 2.** Points to the 'Scope of Work' field, which contains the placeholder text 'Lorem ipsum dolor sit amet, dolorum gubergren assentior ius ad, s qui, et pro enim dolor disputationi. Ei mutat torquatos vis, justo cetera omittantur. Recusabo explicari splendide nec at'.
- 3.** Points to the 'Start On' and 'Finish On' date and time pickers. 'Start On' is set to 6-Jul-21 08:00 and 'Finish On' is set to 31-Aug-21 18:00.
- 4.** Points to the 'Location(s)' field, which has 'Off site' and 'London Gatwick Airport, Off site (3)' entered.
- 5.** Points to the 'Person-in-Charge' field, which is populated with 'Wile Coyote, ITEST'.
- 6.** Points to the 'Purchase Order Number' field, which is populated with '65000789'.
- 7.** Points to the 'Tools' field, which contains the placeholder text 'Dicit doctus suscipit eu mel. Pri ad impetus legendos, et est sint reque tincidunt'.

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations

7. Free text fields to provide further information

6. Complete this field to allow easy reference back to PO numbers used for your works



CROFF - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit number and status

Permit: LGW-CROFF-79279 (Initiated) | Logged in as Edna E Mode (Logout)

Home | Work Requests | Permits | Search | Contractor Portal

Search ...

Reports
Shared Documents

Recent Items
LGW-CROFF-79279
LGW-CROFF-79278
LGW-CRON-79277
LGW-CRON-79273
LGW-SC-75263

Change | Submit | Reject

Scope of Work | Method | People (1,0) | Attachments (None) | Workflow (1) | Relations (0,0) | Inspections/Audits/CCRs (None)

Description: Lorem ipsum dolor sit amet

Scope of Work: Lorem ipsum dolor sit amet, dolorum gubergren assentior ius ad, sea decore animal assentior cu. An graecis lobortis deterruisset qui, et pro enim dolor disputationi. Ei mutat torquatos vis, justo ceteros denique sit in. Te pro hinc numquam vocibus, ut vel percipit omittantur. Recusabo explicari splendide nec at.

Start On: 6-Jul-21 08:00

Finish On: 31-Aug-21 18:00

Location(s): Off site
London Gatwick Airport, Off site

Location Details:

Person-in-Charge: Wile Coyote, ITEST | Change

Work Package: None

Purchase Order Number: 65000789

Equipment to be worked on: Ne vim justo novum sadipscin

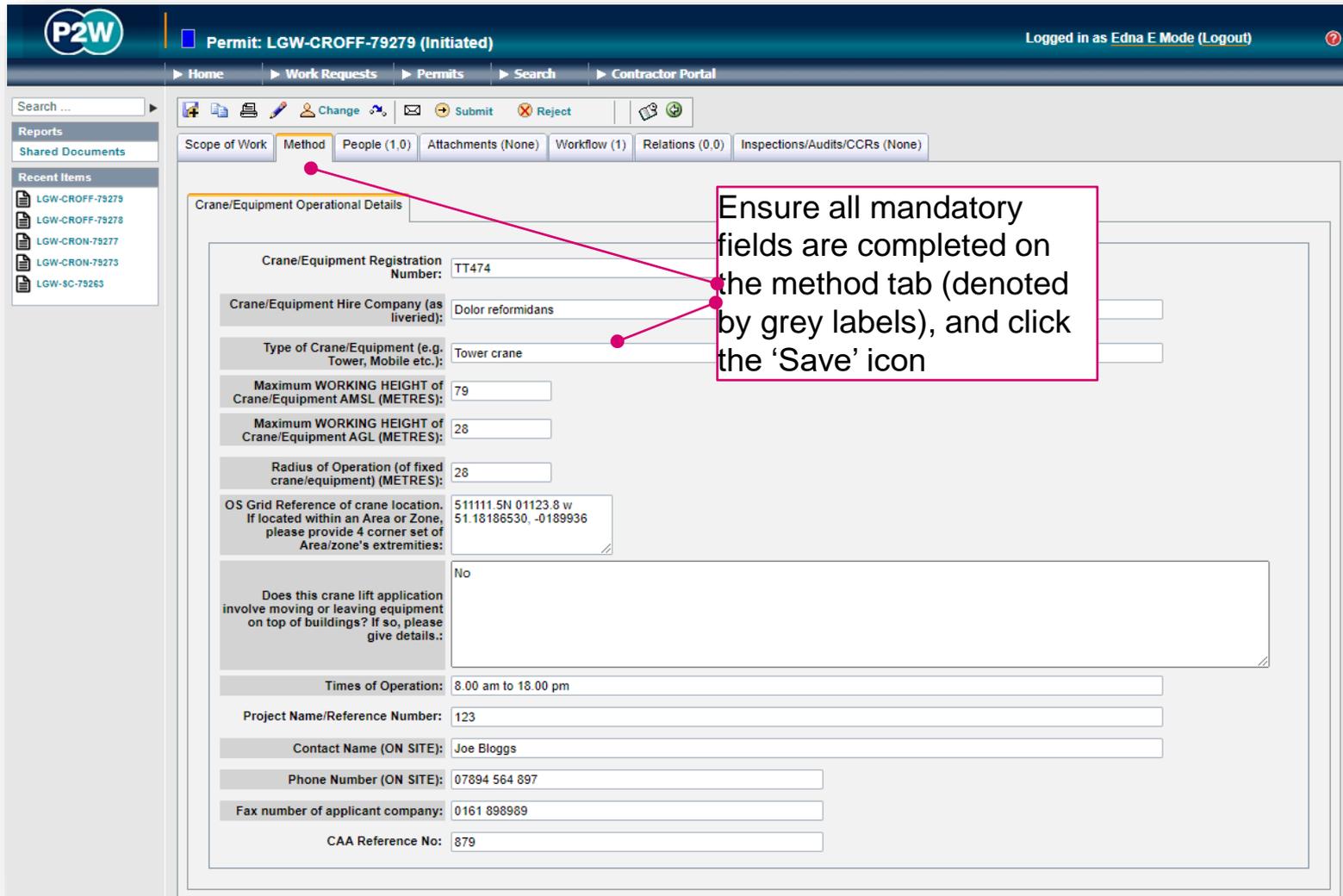
Tools: Dicit doctus suscipit eu mel. Pri ad impetus legendos, et est sint reque tincidunt, nostrum eligendi insolens in mei.

Created On: 5-Jul-21 10:41 by Edna E Mode (Revision 1)

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval



CROFF - permit details



P2W Permit: LGW-CROFF-79279 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports
Shared Documents

Recent Items
LGW-CROFF-79279
LGW-CROFF-79278
LGW-CRON-79277
LGW-CRON-79273
LGW-SC-79263

Scope of Work **Method** People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Crane/Equipment Operational Details

Crane/Equipment Registration Number: TT474

Crane/Equipment Hire Company (as liveried): Dolor reformidans

Type of Crane/Equipment (e.g. Tower, Mobile etc.): Tower crane

Maximum WORKING HEIGHT of Crane/Equipment AMSL (METRES): 79

Maximum WORKING HEIGHT of Crane/Equipment AGL (METRES): 28

Radius of Operation (of fixed crane/equipment) (METRES): 28

OS Grid Reference of crane location. If located within an Area or Zone, please provide 4 corner set of Area/zone's extremities: 511111.5N 01123.8 W
51.18186530, -0189936

Does this crane lift application involve moving or leaving equipment on top of buildings? If so, please give details.: No

Times of Operation: 8.00 am to 18.00 pm

Project Name/Reference Number: 123

Contact Name (ON SITE): Joe Bloggs

Phone Number (ON SITE): 07894 564 897

Fax number of applicant company: 0161 898989

CAA Reference No: 879

Ensure all mandatory fields are completed on the method tab (denoted by grey labels), and click the 'Save' icon



CROFF - PiC & work party

The screenshot displays the P2W software interface for permit management. The top navigation bar includes 'Home', 'Work Requests', 'Permits', and 'Search'. The current permit is 'Permit: LGW-CROFF-79279 (Initiated)'. The user is logged in as 'Edna E Mode (Logout)'. The interface shows various tabs for 'Scope of Work', 'Method', 'People (1,0)', 'Attachments (None)', 'Workflow (1)', 'Relations (0,0)', and 'Inspections/Audits/CCRs (None)'. The 'Working Party' section contains a table with columns for 'Job Title', 'Guest', 'Occupant', and 'Filled By'. A table entry shows 'Person in Charge' as a guest and 'Wile Coyote, ITEST' as an occupant. Below this is an 'Add Worker' button. The 'Contacts' section has a form for 'Title', 'Guest' (checked), and 'Contact'. A second screenshot below shows the 'Worker Details' form with 'Job Title' set to 'Worker' and 'Company' set to 'ACME'. The 'Worker' field contains 'Yosemite' and has a search icon. Below the worker field are options for 'Use Company Representative' and 'Use Global Representative'.

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to that of the PiC

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



CROFF – attachments

As a CROFF permit is for cranes and tall equipment to be erected outside of the byelaws boundary, RAMS are not compulsory as party of the permit submission.



CROFF – workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
+	Approve	Innei Shum	Authorisation	Crane - Airfield Operations	5-Jul-21 15:46		✓
	Submit	Edna E Mode			5-Jul-21 11:20		✓
	Created	Edna E Mode			5-Jul-21 10:50		✓

2. Click the 'Select' icon to view an entry in more detail if it is available

3. Details of sign off can be viewed. NOTE: There maybe multiple tabs

Obstacle Light Airfield Operations NOTAM Crane/Equipment Position Declaration

Print sign-off using template: (Default Template)

Has an Obstacle light to be attached to top of jib and/or highest point of crane during darkness?: Yes

Intensity (CANDELA):

Type:

Colour:



CROFF - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W software interface for a permit. The top navigation bar includes the P2W logo, the permit ID 'Permit: LGW-CROFF-79299 (Submitted)', and the user 'Edna E Mode (Logout)'. The main menu contains 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. A left sidebar lists 'Reports', 'Shared Documents', and 'Recent Items' with several permit IDs. The main content area has tabs for 'Scope of Work', 'Method', 'People (1,0)', 'Attachments (1)', 'Workflow (2)', 'Relations (0,0)', and 'Inspections/Audits/CCRs (None)'. The 'Relations' tab is active, showing three messages: 'This is not involved in any relationships.', 'Nothing has this as a dependant.', and 'This is not involved in any conflicts.'



CROFF - submit a permit

Once all details have been completed and relevant documentation uploaded, the permit can be submitted. The system will undertake a few checks when the submission button is clicked, at which point you may get some on-screen warnings. These warning messages provide more detail on what information may be incorrect or missing.

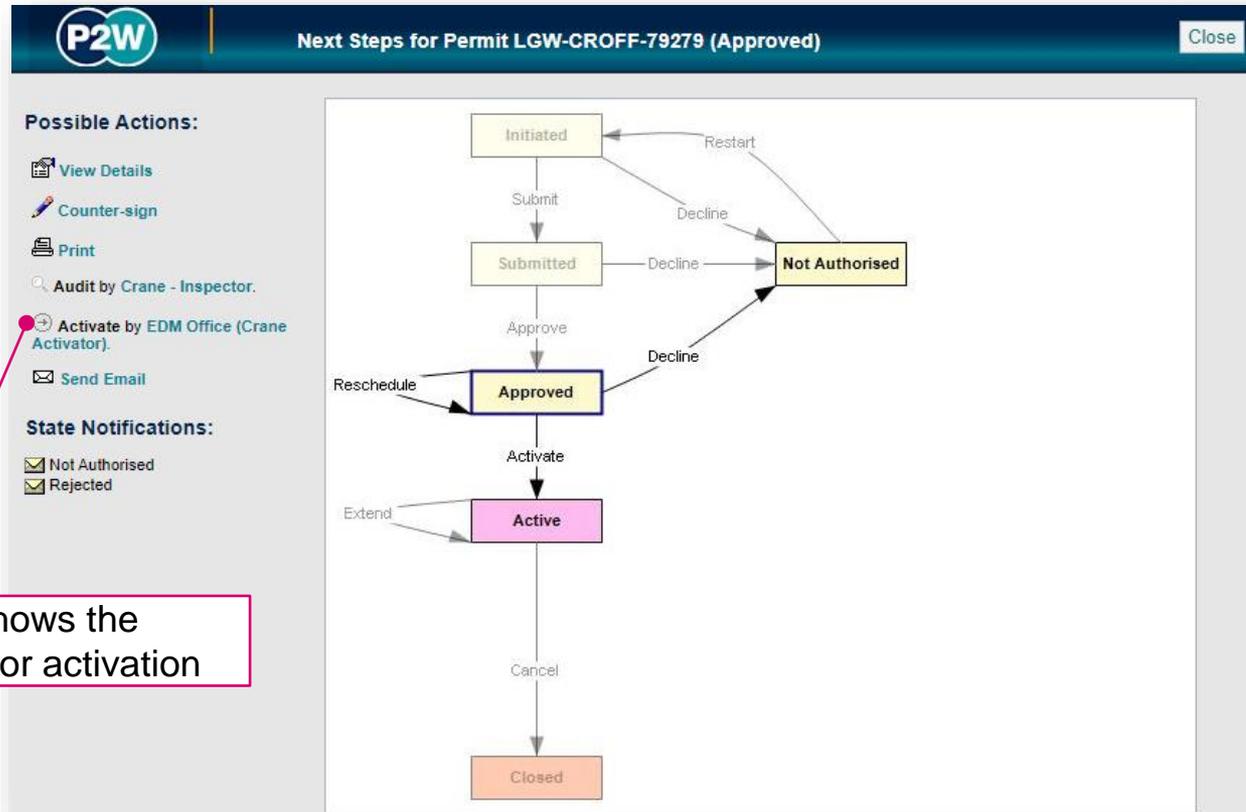
In this example, the permit is expecting specific documentation to accompany the application.

The image displays two screenshots of the P2W (Permit to Work) system interface. The top screenshot shows the 'Permit: LGW-CROFF-79278 (Initiated)' page. A red box highlights the 'Submit' button in the top navigation bar, with a callout box containing the text '1. Click the 'Submit' icon'. The bottom screenshot shows the 'Permit: LGW-CROFF-79280 (Initiated)' page. A red box highlights a warning message: 'Method, Crane/Equipment Operational Details - Type of Crane/Equipment (e.g. Tower, Mobile etc.)'. Below this, another red box contains the text '2. Rectify any issues raised in warnings before proceeding'. A red line connects the 'Submit' button in the top screenshot to the warning message in the bottom screenshot.



CROFF - activate a permit

Once the CROFF has been approved, it will still need to be activated. If you are unsure if you have completed the previous steps, use the 'Next Steps' icon to check. Call the relevant Gatwick team to activate the CROFF.

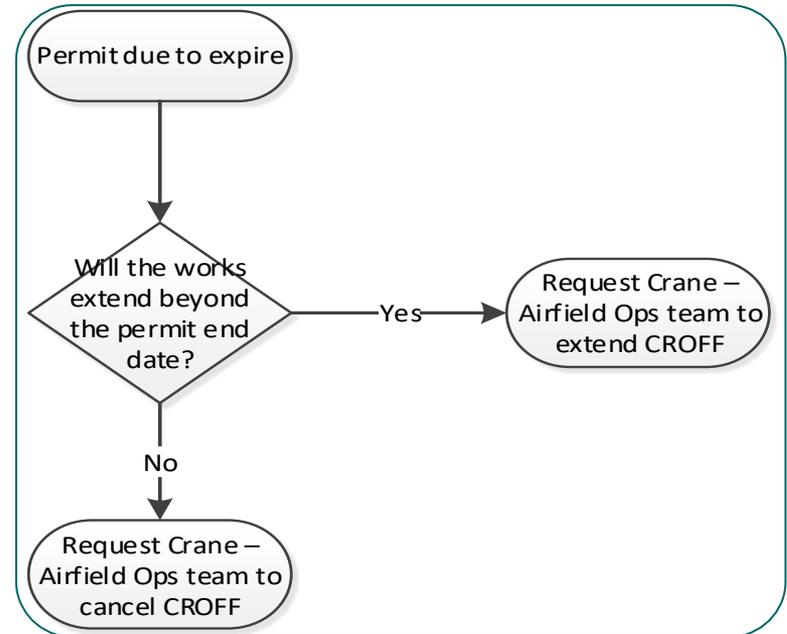


The next step shows the permit is ready for activation



CROFF - cancel or extend a permit

A CROFF must run for the duration of your works. If you feel the works may overrun beyond the submitted finish date, an extension can be requested prior to the permit expiring. Alternatively if works have been completed, the CROFF can be cancelled.



Service Clearance (SC)

Overview	A Service Clearance permit is needed if undertaking activities that require the penetration of the ground, at or below surface level. This could refer to external works or the lowest floor in a building. Depending on the type of works, note that the Service Clearance will usually be applied for in conjunction with other permit types e.g. crane.
Training required	None
Code in P2W	SC
Service Clearance	
Project Sponsor	<pre> graph TD A([Permit application received]) --> B[Approve] B --> C[Issue drawings] C --> D[Receive drawings] D --> E[Activate service clearance] E --> F[SCPTD - service clearance manager extends] F --> G[SCPTD - applicant submits as built] G --> H([SCPTD - service clearance manager closes]) H --> C </pre>
Service Clearance Mgr	
Applicant	



SC - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Service Clearance permit type from the drop down menu.

3. Click search icon to choose location

4. Use the picker to select the location for the permit

P2W Home
Home | Work Requests | Permits | Search | Contractor Portal

You last logged into P2W on 29 June

Work Request Number	Last Accessed	Permit Number
LGW-WR-46754	22-Jun-21 16:12	LGW-CRON-79277
LGW-WR-45736	29-Nov-18 11:49	LGW-CRON-79273
LGW-WR-45737	29-Nov-18 11:28	LGW-SC-79263

Raise New Permit
Type of Permit: (Select Type) | Area: [Search]

- (Select Type)
- Company: (Select Type)
- Show Only Representatives:
- Person In Charge: Airfield Works
- Baggage Environment Notification of Works
- Confined Space (High/Medium)
- Confined Space (Low)
- Cranes (Off-Airport)
- Cranes (On-Airport)
- Hot Works
- Hot Works (Airside-Outside)
- Life Safety Systems - Fire Alarm Isolations
- Limitation of Access Electrical
- Permit to Dig/Drill
- Service Clearance
- Service Clearance and Permit to Dig/Drill
- Suspended Access Equipment (SOP)
- Unlicensed Confined Space Entry

Pick Area
Show Register Entries | Show Schematics

- London Gatwick Airport (LGW)
- Airfield (LGW-ASIDE-20573)
- North Terminal (LGW-BLD-20700)
- South Terminal (LGW-BLD-20206)
- Other Buildings (LGW-BLD)
- Car Parks (LGW-LSIDE-CPRKS)
- Landside External Pumping Stations (LGW-LSIDE-EXTPMPST)
- Landside External Substations (LGW-LSIDE-EXTSUB)
- Roads and Forecourts (LGW-LSIDE-ROAD)
- Structures (LGW-LSIDE-STRUCT)
- Off site (Off site)



SC - person in charge (PiC)

1. Click here if you are the named Person in Charge (PiC) on the permit *

Search ...

Reports

Shared Documents

Recent Items

- LGW-SIHW-79281T
- LGW-CROFF-79279
- LGW-CROFF-79280
- LGW-CROFF-79278
- LGW-CRON-79277

Type of Permit: Service Clearance

Area: LGW-LSIDE-BLD-20719

Company: ISTEST

Show Only Representatives:

Person In Charge:

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



SC - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

Search ...

Reports

Shared Documents

Recent Items

- LGW-SIHW-79281T
- LGW-CROFF-79275
- LGW-CROFF-79280
- LGW-CROFF-79278
- LGW-CRON-79277

Type of Permit: Service Clearance

Area: LGW-LSIDE-BLD-20719

Company: ISTEST

Hide Subcontractors:

Show Only Representatives:

Person In Charge: []

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

P2W Pick All Company Close

2. Confirm the search criteria in the pop up window and click search

Name: test

Search

5 10 15 20 30 50 All Matches=23

Select	Company	Contact Number	Services	Rating
+	Ascom Network Testing Ltd	+441252907488		
+	Celtest Ltd			
+	CIRCUIT ELECTRICAL TESTING			
+	Construction Testing Solutions Ltd t/a CET Infrastructure.			
+	Dynatest International			
+	ELECTRICAL TESTERS LIMITED			
+	Electrical Testing Ltd			
+	Geo Site and Testing Services			
+	Happen test P2W			
+	Hawkesworth Appliances Testing			
+	intratest Limited			
+	Introland Testing Limited			
+	ISTEST			
+	James Fisher Testing Services Ltd			
+	Lifestructures Projects Ltd			

P2W Pick All Company Close

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

Name: ISTEST

Search

5 10 15 20 30 50 All Matches=1

Select	Company	Contact Number	Services	Rating
+	ISTEST	01254 123456		

P2W Pick All Company Close



SC - searching for PiC by name

1. Enter the name of the PiC and click search

Search ...

Reports

Shared Documents

Recent Items

- LGW-SIHW-75281T
- LGW-CROFF-75275
- LGW-CROFF-75280
- LGW-CROFF-75278
- LGW-CRON-75277

Type of Permit: Service Clearance

Area: LGW-LSIDE-BLD-20719
London Gatwick Airport, Other Buildings, Northgate Building

Company: []

Show Only Representatives:

Person In Charge: Wile Coyote

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

2. Select the required PiC from the returned results (this could be a list or a single company) by clicking on the arrow icon

Search ...

Reports

Shared Documents

Type of Permit: Service Clearance

Area: LGW-LSIDE-BLD-20719
London Gatwick Airport, Other Buildings, Northgate Building

Company: []

Show Only Representatives:

Person In Charge: Wile Coyote

5 10 15 20 30 50 All Matches=2

Select	Name	Rating
<input checked="" type="radio"/>	Wile Coyote, Tester, ACME (01234 567 891)	
<input type="radio"/>	Wile Coyote, ISTEEST	

Raise a new Permit

- Search
- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step

Search ...

Reports

Shared Documents

Recent Items

- LGW-SIHW-75281T
- LGW-CROFF-75275
- LGW-CROFF-75280
- LGW-CROFF-75278
- LGW-CRON-75277

Type of Permit: Service Clearance

Area: LGW-LSIDE-BLD-20719
London Gatwick Airport, Other Buildings, Northgate Building

Company: []

Show Only Representatives:

Person In Charge: Wile Coyote

5 10 15 20 30 50 All

Select	Name	Rating
<input checked="" type="radio"/>	Wile Coyote, Tester, ACME (01234 567 891)	
<input type="radio"/>	Wile Coyote, ISTEEST	

Raise new Service Clearance Permit with Wile Coyote in charge at London Gatwick Airport, Other Buildings, Northgate Building

- Search
- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear



SC - scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'New Service Clearance' form in the P2W system. The form is titled 'Scope of Work' and contains the following fields:

- Description:** Lorem ipsum dolor sit amet.
- Scope of Work:** Lorem ipsum dolor sit amet, docendi caestio ut qui, vim periculis refo. Ea possim diceret legimus sea, eum nobis comprehensam eu. Videre id. Id quo novum elitr, mundi delicata expetenda ut nam, dicant alienum
- Start On:** 7-Jul-21 08:00
- Finish On:** 1-Oct-21 18:00
- Location(s):** LGW-LSIDE-BLD-20719
London Gatwick Airport, Other Buildings, Northgate Building
- Location Details:** An pro cetero prodesset cotidieque. Platonem surripidis philosophia ea
- Person-in-Charge:** Wile Coyote, ISTEEST
- Work Package:** None
- Purchase Order Number:**
- Equipment to be worked on:** Usu ex assum oratio reprimique. Ne vix recusabo molestiae honestatis.
- Tools:** Duo ei nisl veniam, mei oratio similique ex. Graecis quaestio necessitate mediocritatem. Ne vix recusabo molestiae honestatis, duo ea idque ver
- Created On:** 6-Jul-21 13:55 by Edna E Mode (Revision 1)

Seven numbered callouts are present:

1. Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%'
2. Enter more detailed description of the scope of works to be undertaken
3. Remember to adjust the start and finish date and times
4. Additional locations can be added if required *, or enter free text in the 'Location Details' field if the location is very specific
5. This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab
6. Complete this field to allow easy reference back to PO numbers used for your works
7. Free text fields to provide further information

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations



SC - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

The screenshot shows the P2W software interface for permit generation. The top navigation bar includes the P2W logo, the permit ID 'Permit: LGW-SC-79282 (Initiated)', and the user 'Edna E Mode (Logout)'. The main menu has 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. A search bar is on the left. The main content area has tabs for 'Scope of Work', 'People (1,2)', 'Attachments (None)', 'Workflow (1)', 'Relations (0,0)', and 'Inspections/Audits/CCR's (None)'. The 'Scope of Work' tab is active, showing fields for Description, Scope of Work, Start On (7-Jul-21), Finish On (1-Oct-21), Location(s) (LGW-LSIDE-BLD-20719), Location Details, Person-in-Charge (Wile Coyote, ISTEEST), Work Package (None), Purchase Order Number, Equipment to be worked on, and Tools. A callout box points to the permit ID and status in the top bar, and another callout box points to the 'People', 'Attachments', 'Workflow', and 'Relations' tabs, stating 'Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval'.



SC – permit details

The Service Clearance does not have a method tab for submission, but rather, drawing(s) of the location of your intended works will need to be uploaded to support the Service Clearance application.

The Graphical Data Team will then review your application and upload a drawing of the area where the service clearance has been granted.

Please allow sufficient time for GDT to issue drawings for your application, ideally this should be between 3 - 5 days before your works are due to commence.



SC - PiC & work party

The screenshot displays the P2W permit management interface. The top navigation bar includes 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. The current permit is 'LGW-SC-79282 (Initiated)'. The 'Working Party' section shows a table with columns for Job Title, Guest, Occupant, and Filled By. The 'Add Worker' link is highlighted. Below the table is a 'Pick Worker' pop-up window with fields for Job Title, Company, and Worker, and a search icon.

Job Title	Guest	Occupant	Filled By
Person in Charge	X	Wile Coyote, ISTEEST	Edna E

Contact	Guest	Name	Contact Number	Email Address	Job Title

Pick Worker

Worker Details:

Job Title: Worker
Company: ISTEEST
Worker: Yosemite

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to that of the PiC

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



SC - adding a sponsor

1. Click the 'Edit' icon to enter the name of the Project Sponsor

2. Enter the name of your Project Sponsor and click the 'Search' icon

3. If there are multiple matches, select the sponsor name you require

4. The correct sponsor will appear in the contact box. Click the green tick to save the Project Sponsor entry.

5. Note that the Covering Sponsor field is not required to be completed unless your Project Sponsor is on leave and unable to approve

P2W Permit: LGW-SC-79282 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports
Shared Documents
Recent Items
LGW-SC-79282

Scope of Work People (2,2) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Expected Work Party:

Occupant	Filled By	Filled On
Wile Coyote, ITEST	Edna E Mode	6-Jul-21 13:55
Yosemite Sam, ITEST	Edna E Mode	6-Jul-21 14:55

Contacts:

Title: Guest

Contact	Guest	Name	Contact No.
Covering Sponsor	<input checked="" type="checkbox"/>	(No-one)	
Project Sponsor	<input checked="" type="checkbox"/>	(No-one)	

3. If there are multiple matches, select the sponsor name you require

Contact	Guest	Name	Contact No.
Covering Sponsor	<input checked="" type="checkbox"/>	(No-one)	
Project Sponsor	<input type="checkbox"/>	John Sponsor	

Pick Person

The search text matches the following people. Please select one or press Cancel.

John Sponsor 1 (Gatwick Airport Ltd)

John Sponsor 2 (Gatwick Airport Ltd)

Contact	Guest	Name	Contact Number	Email Address	Job Title
Covering Sponsor	<input checked="" type="checkbox"/>	(No-one)			
Project Sponsor	<input type="checkbox"/>	John Sponsor 1	01293 123456	johnsponsor@gatwickairport.	Project Handover Manager



SC - attachments

As part of the Service Clearance submission, a drawing of the location of works must be uploaded via the Attachments tab. This will allow the Gatwick Graphical Data Team (GDT) can issue the drawings showing the relevant services to the area you intend to work in.

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

The following types of document must be attached: 'As Fitted' Drawings, Drawing, Method Statement, Risk Assessment

Nothing has been attached.

Attachment Type: Drawing

Upload New Document: Maximum File Upload Size = 5500 KB

Choose File TEST_Drawing.pdf

Note: Drawing for area of works

Attach Clear

The following types of document must be attached: 'As Fitted' Drawings, Drawing, Method Statement, Risk Assessment

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Drawing	User TEST_Drawing.pdf	Edna E Mode	6-Jul-21 16:10	Drawing for area of works	82.0Kb



SC - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

2. Click the 'Select' icon to view an entry in more detail if it is available

3. Details of sign off can be viewed. NOTE: There may be multiple tabs

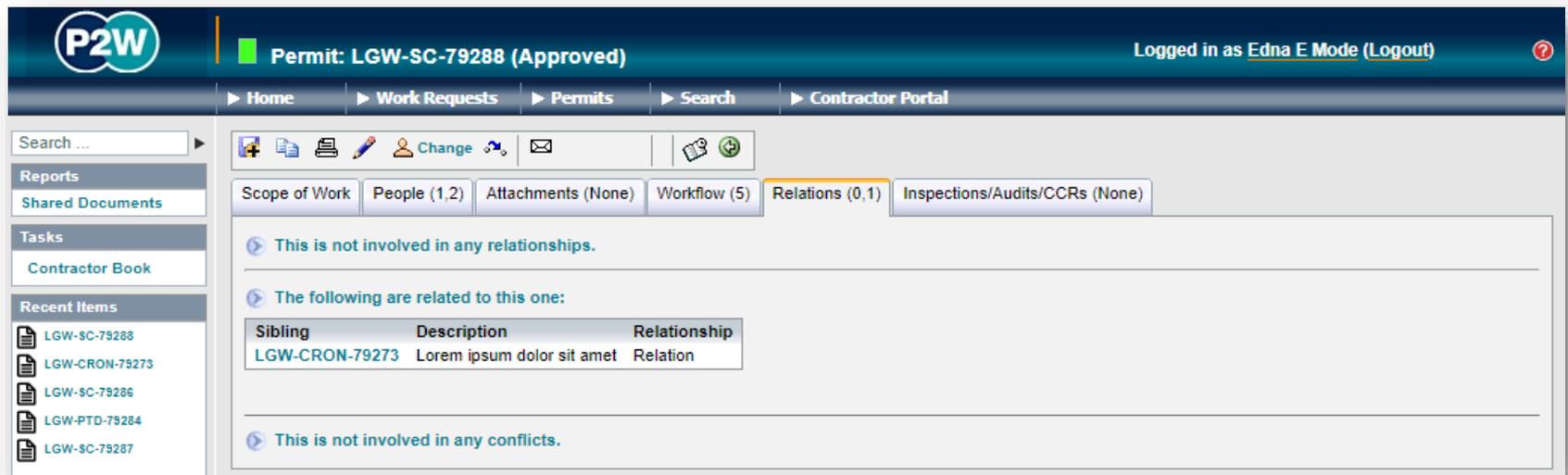
Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
	Receive Drawings	Edna E Mode	Authorisation	SCPTD - Applicant	6-Jul-21 16:58	Acknowledged	
	Issue Drawings	Innei Shum	Authorisation	SCPTD			
	Confirm	John Sponsor 1	Authorisation	SC - Pro			
	Submit	Edna E Mode					
	Created	Edna E Mode					



SC - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.

Note, if the SC is for a permit to dig/drill, please use the specific combined [Service Clearance/Permit to Dig/Drill \(SCPTD\)](#) permit.



The screenshot displays the P2W system interface for permit LGW-SC-79288 (Approved). The user is logged in as Edna E Mode. The interface includes a navigation menu with options like Home, Work Requests, Permits, Search, and Contractor Portal. A search bar is present at the top left. The main content area shows various tabs: Scope of Work, People (1,2), Attachments (None), Workflow (5), Relations (0,1), and Inspections/Audits/CCRs (None). The 'Relations' tab is active, showing a message: "This is not involved in any relationships." Below this, a section titled "The following are related to this one:" contains a table with one entry:

Sibling	Description	Relationship
LGW-CRON-79273	Lorem ipsum dolor sit amet	Relation

At the bottom of the relations section, another message states: "This is not involved in any conflicts."



SC – submit a permit

Once all details have been completed and relevant documentation uploaded, the permit can be submitted. The system will undertake a few checks when the submission button is clicked, at which point you may get some on-screen warnings. These warning messages provide more detail on what information may be incorrect or missing.

In this example, the permit is missing a Project Sponsor on the people tab.

1. Click the 'Submit' icon

2. Rectify any issues raised in warnings before proceeding



SC - receive drawings

Following approval by the sponsor, GDT will issue a drawing of the services. This will be uploaded to the Service Clearance application and viewable in the attachments tab. Before the Service Clearance can be activated, the drawings must first be 'received' via the system. Click on the 'next steps' icon to do this

The image displays two overlapping screenshots from the P2W system. The left screenshot shows a workflow diagram for permit LGW-SC-79282, with a red box highlighting the 'Submitted' state and the 'Receive Drawings' transition. The right screenshot shows the 'Receive Service Clearance Drawings' form, with a red box highlighting the 'Declaration' section and the 'Accept the declaration' checkbox.

1. Click to 'Receive Drawings'

2. Acknowledge any warnings, complete the 'Declaration' and click the green tick to confirm

Possible Actions:

- View Details
- Counter-sign
- Print
- Receive Drawings by SCPTD - Applicant.
- Send Email

State Notifications:

- Not Authorised
- Rejected

Receive Service Clearance Drawings (Filtered)

Search ...

Reports

Shared Documents

Recent Items

- LGW-SC-79282
- LGW-SHW-79281T
- LGW-CROFF-79279
- LGW-CROFF-79280
- LGW-CROFF-79278

Select	Number	Info	Noun	Status
<input type="checkbox"/>	LGW-SC-79282	Permit	Submitted	Issue Drawings
<input type="checkbox"/>	LGW-WR-46754	Service Clearance	Submitted	Service Clearance
<input type="checkbox"/>	LGW-BENOW-79276	Work Request	Submitted	Work Request
<input type="checkbox"/>	LGW-AIRFLD-79287	Permit	Submitted	Permit
<input type="checkbox"/>	LGW-CRON-79273	Permit	Submitted	Permit
<input type="checkbox"/>	LGW-CRON-79277	Permit	Submitted	Permit
<input type="checkbox"/>	LGW-CROFF-79279	Permit	Submitted	Permit
<input type="checkbox"/>	LGW-CSL-79271	Permit	Submitted	Permit
<input type="checkbox"/>	LGW-CSHM-79272	Permit	Submitted	Permit
<input type="checkbox"/>	LGW-CSL-79269	Permit	Submitted	Permit
<input type="checkbox"/>	LGW-CROFF-79278	Permit	Submitted	Permit

Issues with the selected Permit:

- The authoriser cannot be the person who raised it.
- Required document(s) have not been attached: 'As Filled' Drawings, Method Statement, Risk Assessment.
- Wile Coyote is already booked with the following at this time: LGW-WR-46754, LGW-BENOW-79276, LGW-AIRFLD-79287, LGW-CRON-79273, LGW-CRON-79277, LGW-CROFF-79279, LGW-CSL-79271, LGW-CSHM-79272, LGW-CSL-79269, LGW-CROFF-79278.

Number of sign-offs remaining to complete this transition = 0.

Comment:

Acknowledged

Declaration

(i) I confirm receipt of the Service Clearance drawings

(ii) I have examined and understand the comments detailed in the 'Service Clearance Manager's Requirements' section of the permit. This information can be accessed by opening the permit, then clicking on the workflow tab, then selecting the yellow arrow next to the Service Clearance Manager sign-off

(iii) I understand that a 'Work Commencement Period' exists for 28 days from the date that the Service Clearance drawings are issued by the Service Clearance Manager and that a requirement of this Service Clearance is that the work described in this permit shall start before the expiry date of this Period' (as indicated in the 'Work Commencement Period' section of the permit). I also understand that this permit is subject to cancellation if the work does not start by the expiry date of the Work Commencement Period.

Please tick the checkbox to accept the declaration:

Date and Time Documents Received: 6-Jul-21 16:56



SC - activate a permit

Once the drawings have been received, the Service Clearance can be activated by the contractor. The 'activate' option is accessed via the 'Next Steps' icon.

Possible Actions:

- Edit or View Detail
- Counter-sign
- Print
- Reject
- Activate by SCPTD - Applicant (Submit PTD)
- Send Email

State Notifications:

- Not Authorised
- Rejected

Flowchart:

```
graph TD
    Initiated --> Submitted
    Submitted --> Approved
    Submitted --> NotAuthorised[Not Authorised]
    Submitted --> Rejected
    Approved --> Active
    Approved --> Rescheduled
    Active --> Cancelled
    Active --> Closed
    Cancelled --> Closed
    Rejected --> Rejected
    NotAuthorised --> Rejected
    Rejected --> Rejected
    Rejected --> Initiated
    Rejected --> NotAuthorised
```

2. Enter comments to acknowledge any system warnings

Select	Number	Info	Noun	Status	Last Action
<input checked="" type="checkbox"/>	LGW-SC-79282	Permit	Approved	Approved	Receive Drawings

Issues with the selected Permit:

- This is scheduled to start more than 2 hours in the past.
- Required document(s) have not been attached: 'As Fitted' Drawings, Method Statement, Risk Assessment.
- Wile Coyote is already booked with the following at this time: LGW-WR-46754, LGW-BENOW-79276, LGW-AIRFLD-79267, LGW-CRON-79273, LGW-CRON-79277, LGW-CROFF-79279, LGW-CSL-79271, LGW-CSHM-79272, LGW-CSHM-79270, LGW-CSL-79269, LGW-CROFF-79278.

3. Complete the declaration; click the green tick to activate.

I hereby Activate this permit:

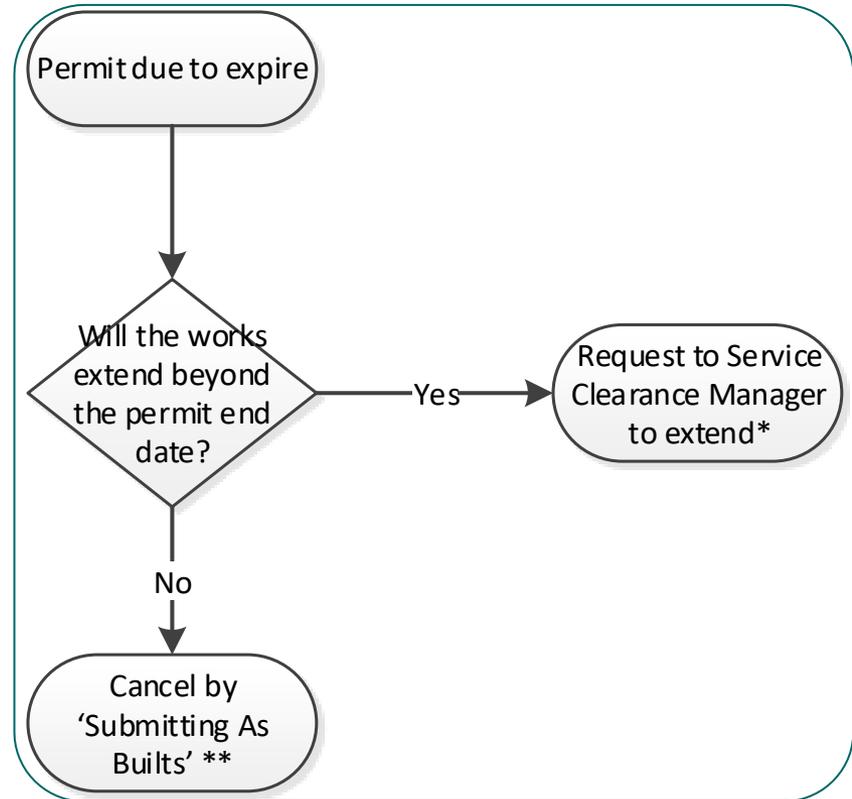
Date and Time of Activation: 8-Jul-21 10:48



SC - submitting As-builts

A Service Clearance must run for the duration of your works. Once works have been completed, the Service Clearance can be cancelled.

If you need to submit 'As-builts', upload these via the 'Attachments' tab before completing the 'Submit As Built drawings declaration.'



* The Service Clearance must be activated and in the 'active' state in order to be extended. Expired Service Clearance permits cannot be extended.

** As Built drawings can be submitted in *.dwg format (5.5mb limit)

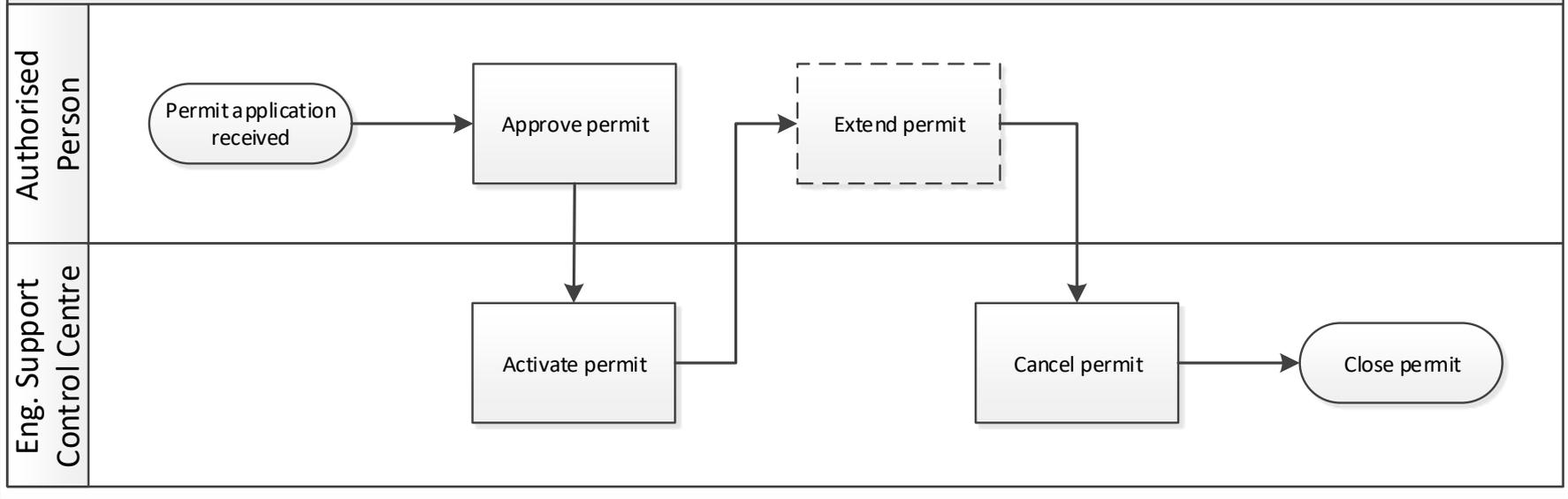


Permit to Dig/Drill (PTD)

Overview	Required for works within a building that penetrate any structural element e.g. beam, column, slab. Not required for the penetration of non-structural elements e.g. partition walls
Training required	No
Code in P2W	PTD

Workflow

Permit to dig/drill



PTD - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Service Clearance permit type from the drop down menu.

3. Click search icon to choose location

4. Use the picker to select the location for the permit



PTD – person in charge (PiC)

1. Click here if you are the named Person in Charge (PiC) on the permit *

Search ...

Reports

Shared Documents

Recent Items

- LGW-SC-79282
- LGW-SIHW-79281T
- LGW-CROFF-79279
- LGW-CROFF-79280
- LGW-CROFF-79278

Type of Permit: Permit to Dig/Drill

Area: LGW-ASIDE-BLD-20728

Company: ISTEST

Show Only Representatives:

Person In Charge:

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



PTD - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

Contractor Portal

Logged in as Edna E Mode (Logout)

Search ...

Reports

Shared Documents

Recent Items

LGW-SC-79282

LGW-SIHW-79281T

LGW-CROFF-79279

LGW-CROFF-79280

Type of Permit: Permit to Dig/Drill

Area: LGW-ASIDE-BLD-20728

Company: ISTEST

Hide Subcontractors:

Show Only Representatives:

Person In Charge:

Search

Raise with Yourself in Charge

Raise with Any Representative in Charge (3)

Clear

2. Confirm the search criteria in the pop up window and click search

P2W Pick All Company

Name: ISTEST

Search

P2W Pick All Company

Name: test

Search

Matches=23

Select	Company	Contact Number	Services	Rating
<input type="radio"/>	Ascom Network Testing Ltd	+441252907488		
<input type="radio"/>	Celtest Ltd	07766404586		
<input type="radio"/>	CIRCUIT ELECTRICAL TESTING	01422413035		
<input type="radio"/>	Construction Testing Solutions Ltd (CET Infrastructure)			
<input type="radio"/>	Dynatest International			
<input type="radio"/>	ELECTRICAL TESTERS LIMITED			
<input type="radio"/>	Electrical Testing Ltd			
<input type="radio"/>	Geo Site and Testing Services			
<input type="radio"/>	Happen test P2W			
<input type="radio"/>	Hawkesworth Appliance Testing			
<input type="radio"/>	intratest Limited			
<input type="radio"/>	Introland Testing Limited			
<input type="radio"/>	ISTEST			
<input type="radio"/>	James Fisher Testing Services Ltd			
<input type="radio"/>	Litestructures Projects Ltd			

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.



PTD - searching for PiC by name

The image displays three sequential screenshots of the P2W 'Raise New Permit' web application interface, illustrating the steps to search for a Person In Charge (PiC) by name.

Step 1: The first screenshot shows the search form with 'Type of Permit' set to 'Permit to Dig/Drill' and 'Area' set to 'LGW-ASIDE-BLD-20728'. The 'Person In Charge' field contains the name 'Wile Coyote'. A callout box with the text '1. Enter the name of the PiC and click search' points to the search button.

Step 2: The second screenshot shows the search results. A table lists two potential PiCs: 'Wile Coyote, Tester, ACME (01234 567 891)' and 'Wile Coyote, ISTEEST'. A callout box with the text '2. Select the required PiC from the returned results (this could be a list or a single company) by clicking on the arrow icon' points to the arrow icon next to the first entry.

Step 3: The third screenshot shows the 'Raise new Permit' button, which is now enabled and highlighted. A callout box with the text '3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step' points to the arrow icon next to the 'Raise new Permit' button.



PTD – scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'New Permit to Dig/Drill' interface. The 'Scope of Work' section is highlighted. The form contains the following fields and values:

- Description:** Lorem ipsum dolor sit amet, his omnium
- Scope of Work:** Lorem ipsum dolor sit amet, his omnium corpora cu, deserunt mediocritatem, ut usu cetero vocent fuisset, ut inani lobortis v, sententiae vim at. Quo ei errem viris ubique, id vide brute est.
- Start On:** 9-Jul-21 08:00
- Finish On:** 31-Aug-21 18:00
- Location(s):** LGW-ASIDE-BLD-20728
London Gatwick Airport, Airfield, Buildings, CIP Building (North)
- Location Details:** Nobis choro feugiat nam id. Ea nec illum evertitur torquatos. Pro an
- Person-in-Charge:** Wile Coyote, ITEST
- Work Package:** None
- Purchase Order Number:** (empty)
- Equipment to be worked on:** Ea nec illum evertitur torquatos. Pro an consulatu gubernen.
- Tools:** Ei nominavi complectitur duo. Eu eum habeo accommodare. Eu per noster i, civibus oportere te cum, at pro omnesque suavitate saluatus.
- Created On:** 8-Jul-21 12:12 by Edna E Mode (Revision 1)

Seven numbered callout boxes provide instructions for each field:

1. Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%'
2. Enter more detailed description of the scope of works to be undertaken
3. Remember to adjust the start and finish date and times
4. Additional locations can be added if required *, or enter free text in the 'Location Details' field if the location is very specific
5. This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab
6. Complete this field to allow easy reference back to PO numbers used for your works
7. Free text fields to provide further information

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations



PTD - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit number and status

Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports
Shared Documents

Recent Items
LGW-PTD-79284
LGW-SC-79282
LGW-SIHW-79281T
LGW-CROFF-79279
LGW-CROFF-79280

Scope of Work Method People (1.0) Attachments (None) Workflow (1) Relations (0.0) Inspections/Audits/CCRs (None)

Description: Lorem ipsum dolor sit amet, his omnium

Scope of Work: Lorem ipsum dolor sit amet, his omnium corpora cu, deserunt periculis pri ea. Ut ignota graeco nam. His ne brute mentitum mediocritatem, ut usu cetero vocent fulset, ut inani lobortis vis. Mundi dolor sensibus cum at. His populo albus eu, detraxit sententiae vim at. Quo ei errem viris ubique, id vide brute est.

Start On: 9-Jul-21 08:00

Finish On: 31-Aug-21 18:00

Location(s): LGW-ASIDE-BLD-20728
London Gatwick Airport, Airfield, Buildings, CIP Build

Add:

Location Details: Nobis choro feugiat nam id. Ea nec illum evertitur torquos

Person-in-Charge: Wile Coyote, ISTEEST Change

Work Package: None

Purchase Order Number:

Equipment to be worked on: Ea nec illum evertitur torquatos. Pro an consulatu gubergren.

Tools: Ei nominavi complectitur duo. Eu eum habeo accommodare. Eu per noster feugait accusam, ne delectus gubergren ius. Aeterno civibus oportere te cum, at pro omnesque suavitate salutatus.

Created On: 8-Jul-21 12:12 by Edna E Mode (Revision 1)

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval



PTD - permit details

The PTD has a specific method tab, and all fields must be completed

Ensure all details are completed on the 'Method' tab

The screenshot shows the P2W permit system interface. The top navigation bar includes the P2W logo, the permit ID 'Permit: LGW-PTD-79284 (Initiated)', and the user 'Logged in as Edna E Mode (Logout)'. The main navigation menu contains 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. A search bar is located on the left. The left sidebar shows 'Reports', 'Shared Documents', and 'Recent Items' with a list of permit IDs: LGW-PTD-79284, LGW-SC-75282, LGW-SIHW-75281T, LGW-CROFF-79275, and LGW-CROFF-79280. The main content area has a toolbar with 'Change', 'Submit', and 'Reject' buttons. Below the toolbar is a tabbed interface with 'Scope of Work', 'Method', 'People (1.0)', 'Attachments (None)', 'Workflow (1)', 'Relations (0.0)', and 'Inspections/Audits/CCRs (None)'. The 'Method' tab is selected. A callout box with a pink border and lines pointing to the 'Method' tab and the confirmation statement contains the text 'Ensure all details are completed on the 'Method' tab'. The confirmation statement reads: 'I confirm that the area above, below or adjacent to the point of penetration has been surveyed, and the risk of debris being dispersed into these areas has been fully assessed, and mitigating controls applied:'. Below this statement are three input fields: 'Please enter the name of the area that has been surveyed:', 'Please enter the total depth of the penetration in mm:', and 'Please enter the width of the penetration in mm:'. Each input field has a corresponding empty text box.



PTD - PiC & work party

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to that of the PiC

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



PTD - adding a sponsor

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name

Permit: LGW-PTD-79284 (Initiated) | Logged in as Edna E Mode (Logout)

Search ...

Reports

Shared Documents

Recent Items

LGW-PTD-79284

LGW-SC-79286

LGW-SC-79285

LGW-SC-79263

LGW-SC-79282

Scope of Work | Method | People (1.0) | Attachments (None) | Workflow (1) | Relations (0.0) | Inspections/Audits/CCRs (None)

Expected Work Party: []

Working Party: []

Filled On: 8-Jul-21 11:00

Contacts:

Title: Sponsor | Guest: | Contact: John Sponsor

Pick Person

The search text matches the following people. Please select one or press Cancel.

John Sponsor 1 (Gatwick Airport Ltd)

John Sponsor 2 (Gatwick Airport Ltd)

Contacts:

Title: Sponsor | Guest: | Contact: John Sponsor 1 | Add Contact

No contacts

Contact	Guest	Name	Contact Number	Email Address
	<input checked="" type="checkbox"/>	John Sponsor 1, Gatwick Airport Ltd		



PTD - attachments

As part of the permit to dig/drill submission, the following documentation must also be uploaded via the Attachments tab

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)	
<input type="checkbox"/>	Emergency Plan	User	TEST_EmergencyPlan.pdf	Edna E Mode	12-Jul-21 16:26	Emergency plan to support PTD application	82.0Kb



PTD - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

2. Click the 'Select' icon to view an entry in more detail if it is available

3. Details of sign off can be viewed. NOTE: There may be multiple tabs

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
	Activate	Innei Shum	Issuing	SCPTD - EDM Office	12-Jul-21 16:34	ok	<input checked="" type="checkbox"/>
	PP-V-P	Innei Shum			12-Jul-21 16:34	Payment Point for Verification of Qualifying Permit raised directly	<input checked="" type="checkbox"/>
	Approve	Innei Shum	Authorisation	SCPTD - AP (ADE)	12-Jul-21 16:34	ok	<input checked="" type="checkbox"/>
	Submit	Edna E Mode					<input checked="" type="checkbox"/>
	Created	Edna E Mode					<input checked="" type="checkbox"/>

Print sign-off using template: (Default Template)

Declaration

I hereby approve this Permit to Dig:

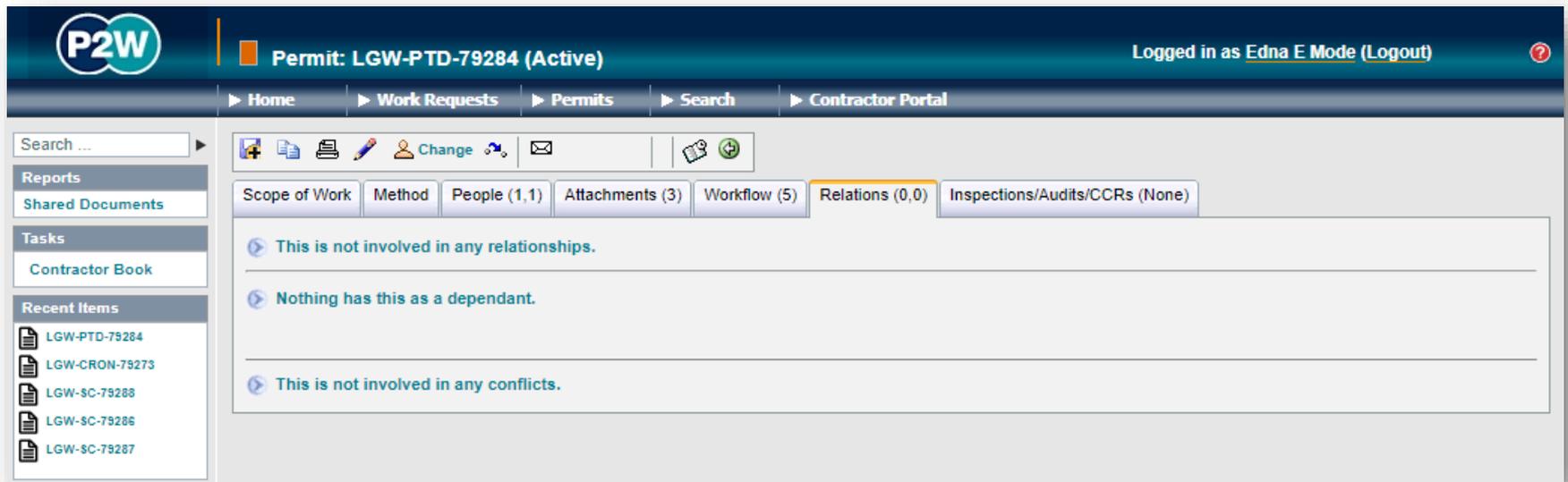
Date and Time Permit to Dig Permit Approved: 12-Jul-2021 16:34

Senior Authorised Persons comments (This will be printed on the permit):



PTD - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W software interface for a permit. The top navigation bar includes the P2W logo, the permit ID 'Permit: LGW-PTD-79284 (Active)', and the user 'Logged in as Edna E Mode (Logout)'. Below the navigation bar are tabs for Home, Work Requests, Permits, Search, and Contractor Portal. A search bar is located on the left. The main content area shows a toolbar with icons for adding, deleting, and changing items. Below the toolbar are tabs for Scope of Work, Method, People (1,1), Attachments (3), Workflow (5), Relations (0,0), and Inspections/Audits/CCRs (None). The 'Relations (0,0)' tab is selected, showing three messages: 'This is not involved in any relationships.', 'Nothing has this as a dependant.', and 'This is not involved in any conflicts.'



PTD - submit a permit

Once all details have been completed and relevant documentation uploaded, the permit can be submitted. The system will undertake a few checks when the submission button is clicked, at which point you may get some on-screen warnings. These warning messages provide more detail on what information may be incorrect or missing.

In this example, the permit is missing a Project Sponsor on the people tab.

The screenshot displays the P2W system interface for a permit titled "Permit: LGW-PTD-79290 (Initiated)". The user is logged in as Edna E Mode. The interface includes a navigation menu with "Home", "Work Requests", "Permits", "Search", and "Contractor Portal". A toolbar contains icons for "Change", "Submit", and "Reject". Below the toolbar, there are tabs for "Scope of Work", "Method", "People (1,1)", "Attachments (3)", "Workflow (1)", "Relations (0,0)", and "Inspections/Audits/CCRs (None)".

A warning dialog box is open, titled "To proceed with the Submission you must acknowledge these warnings with a comment." The dialog lists two warnings:

- Service Clearance (SC) permits are no longer mandatory for PTD applications. Please refer to the PTD application process for more details. Permits need to be related to PTD applications.
- Required document(s) have not been attached: Method Statement, Risk Assessment

The dialog also includes a "Comment:" field with the text "Combined RAMS" and "Proceed" and "Cancel" buttons.

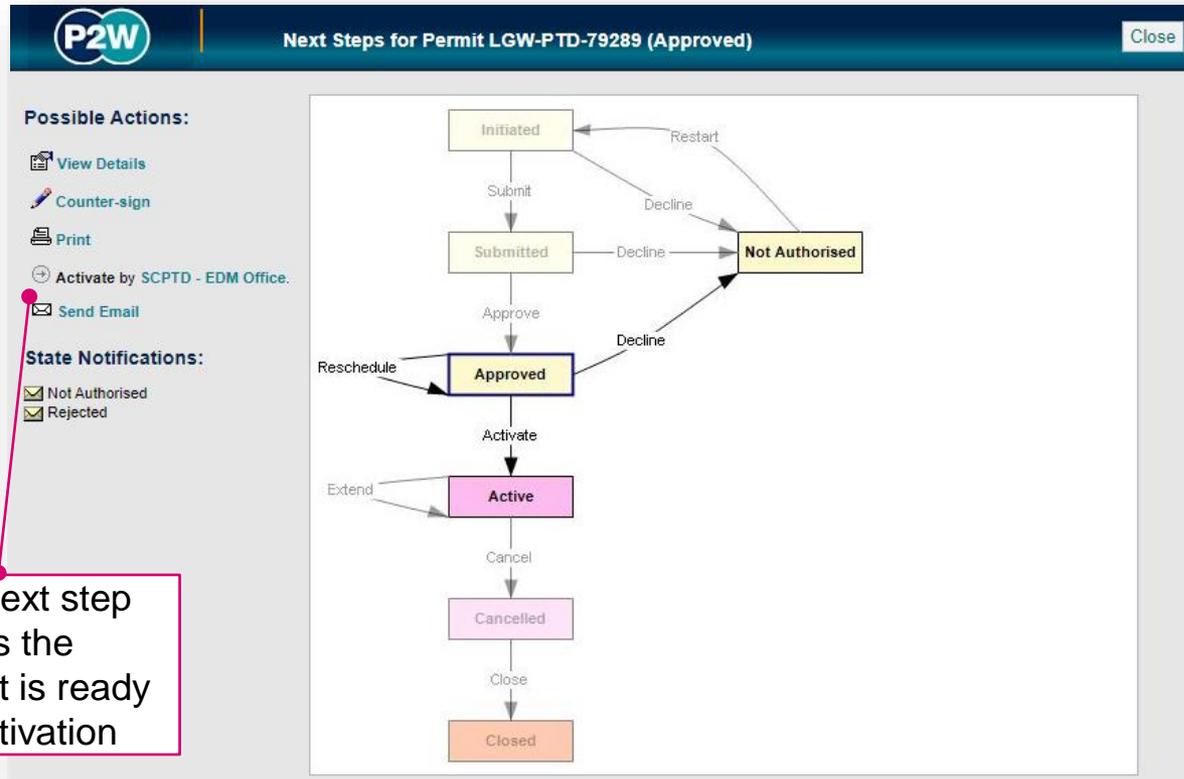
Two callout boxes with pink borders and arrows point to specific elements:

1. Click the 'Submit' icon (pointing to the Submit icon in the toolbar)
2. Rectify any issues raised in warnings before proceeding (pointing to the warning messages and the comment field)



PTD - activate a permit

Once the PTD has been approved, it will still need to be activated. If you are unsure if you have completed the previous steps, use the 'Next Steps' icon to check. Call the relevant Gatwick team to activate the PTD.



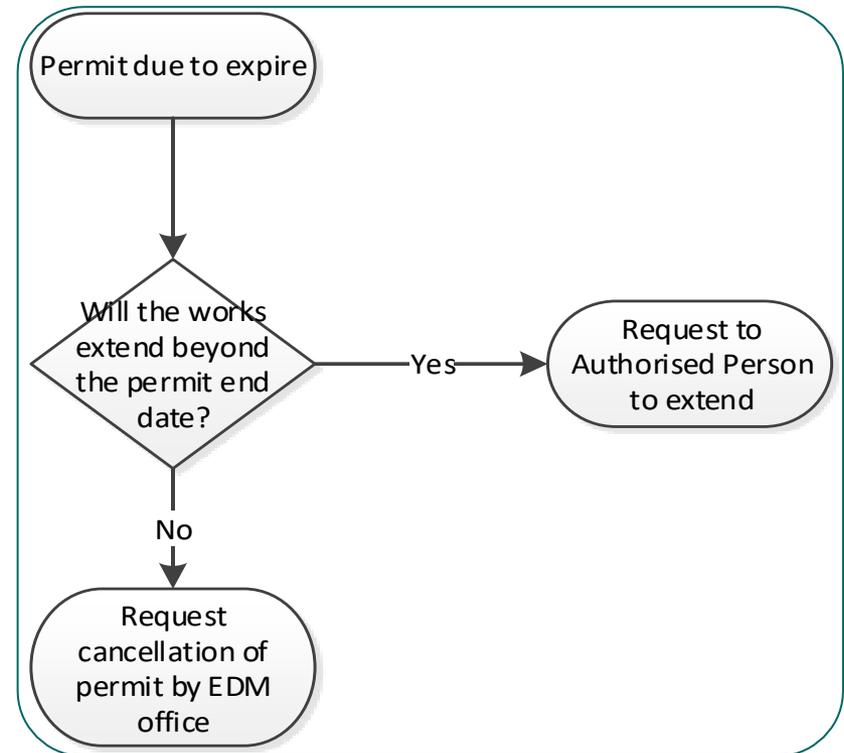
The next step shows the permit is ready for activation



PTD - cancel or extend a permit

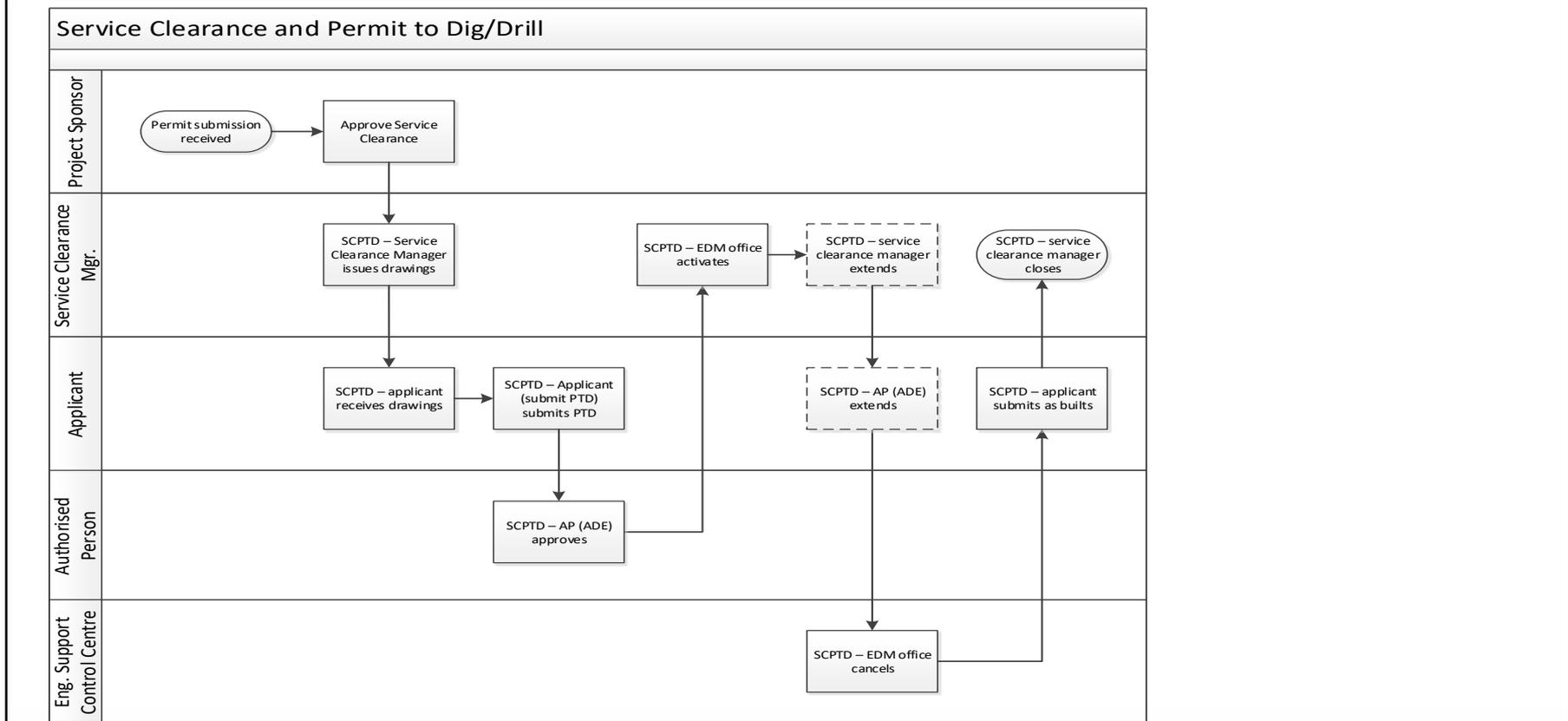
A PTD must run for the duration of your works. If you feel the works may overrun beyond the submitted finish date, an extension can be requested to the authorised person prior to the permit expiring.

Alternatively if works have been completed, the PTD can be cancelled by calling the Engineering Control Centre (ECC)



Service Clearance & Permit to Dig/Drill (SCPTD)

Overview	Required for any ground penetration e.g. excavation, drilling, piling, including external works and the penetration of any ground-bearing floor in a building e.g. ground floor or basement floor
Training required	None
Code in P2W	SCPTD



SCPTD - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Service Clearance permit type from the drop down menu.

3. Click search icon to choose location

4. Use the picker to select the location for the permit

P2W Home | Logged in as Edna E Mode (Logout)

Home | Work Requests | Permits | Search | Contractor Portal

Search ...

Reports

Shared Documents

Recent Items

- LGW-CRON-75277
- LGW-CRON-75273
- LGW-SC-79263
- LGW-CSL-75269
- LGW-CSL-75271

You last logged into P2W on 29 June

Process Permits | Apply

Process Repeats

Receive Drawings

Submit Permit to Dig

Approve

Print Acknowledgement

Activate

Recently Accessed Work Requests:

Work Request Number	Last Accessed
LGW-WR-46754	22-Jun-21 16:12
LGW-WR-45736	29-Nov-18 11:49
LGW-WR-45737	29-Nov-18 11:28

Recently Accessed Permits:

Permit Number
LGW-CRON-79263
LGW-CRON-79263
LGW-SC-79263

P2W | Logged in as Edna E Mode (Logout)

Home | Work Requests | Permits | Search | Contractor Portal

Search ...

Type of Permit: (Select Type)

Area: [Search Icon]

Company: (Select Type)

Show Only Representatives:

Person In Charge:

- Airfield Works
- Baggage Environment Notification of Works
- Confined Space (High/Medium)
- Confined Space (Low)
- Cranes (Off-Airport)
- Cranes (On-Airport)
- Hot Works
- Hot Works (Airside-Outside)
- Life Safety Systems - Fire Alarm Isolations
- Limitation of Access Electrical
- Permit to Dig/Drill
- Service Clearance
- Service Clearance and Permit to Dig/Drill

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

P2W | Pick Area | Close

Show Register Entries | Show Schematics

Tree | Grid

- London Gatwick Airport (LGW)
- Airfield (LGW-ASIDE-20573)
- North Terminal (LGW-BLD-20700)
- South Terminal (LGW-BLD-20206)
- Other Buildings (LGW-BLD)
- Car Parks (LGW-L-SIDE-CPKRS)
- Landside External Pumping Stations (LGW-L-SIDE-EXTPMPST)
- Landside External Substations (LGW-L-SIDE-EXTSUB)
- Roads and Forecourts (LGW-L-SIDE-ROAD)
- Structures (LGW-L-SIDE-STRUCT)
- Off site (Off site)



SCPTD– person in charge (PiC)

1. Click here if you are the named Person in Charge (PiC) on the permit *

P2W Raise New Permit Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports
Shared Documents

Recent Items
LGW-PTD-79289
LGW-PTD-79290
LGW-PTD-79284
LGW-SC-79287
LGW-SC-79288

Type of Permit: Service Clearance and Permit to Dig/Drill Area: LGW-LSIDE-BLD-20719
London Gatwick Airport, Other Buildings, Northgate Building (3), [icon] [icon]

Company: ISTEST [search icon]

Show Only Representatives:

Person In Charge: [input field]

[Search] [Raise with Yourself in Charge] [Raise with Any Representative in Charge] [Clear]

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



SCPTD - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

2. Confirm the search criteria in the pop up window and click search

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

The screenshot displays the P2W permit system interface. At the top, it shows the user is logged in as Edna E Mode. The main navigation bar includes 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. The current permit is 'Service Clearance and Permit to Dig/Drill' in the 'Area: LGW-LSIDE-BLD-20719' (London Gatwick Airport, Other Buildings, Northgate Building (3)). The 'Company' field contains 'ISTEST'. A search icon is visible next to the company name. A 'Recent Items' list on the left shows previous permits. A 'Pick All Company' pop-up window is open, showing a search for 'ISTEST' with 23 matches. A second 'Pick All Company' window shows a search for 'test' with 23 matches, listing various companies like Ascom Network Testing Ltd, Celtest Ltd, and CIRCUIT ELECTRIC. A third 'Pick All Company' window shows a search for 'ISTEST' with 1 match, listing 'ISTEST' with contact number 01254 123456.



SCPTD - searching for PiC by name

The image displays three sequential screenshots of the P2W 'Raise New Permit' web application interface, illustrating the steps to search for a Person In Charge (PiC) by name.

Step 1: The user enters the name 'Wile Coyote' in the 'Person In Charge' field. A callout box states: "1. Enter the name of the PiC and click search".

Step 2: The search results are displayed, showing a list of matches. The first match is selected. A callout box states: "2. Select the required PiC from the returned results (this could be a list or a single company) by clicking on the arrow icon".

Step 3: The selected PiC is highlighted, and the 'Raise new Service Clearance and Permit to Dig/Drill Permit with Wile Coyote in charge at London Gatwick Airport, Other Buildings, Northgate Building' option is enabled. A callout box states: "3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step".



SCPTD – scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'New Service Clearance and Permit to Dig/Drill' interface. The 'Scope of Work' section is highlighted with seven numbered callouts:

1. Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%'
2. Enter more detailed description of the scope of works to be undertaken
3. Remember to adjust the start and finish date and times
4. Additional locations can be added if required, or enter free text in the 'Location Details' field if the location is very specific
5. This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab
6. Complete this field to allow easy reference back to PO numbers used for your works
7. Free text fields to provide further information

The form fields shown include: Description, Scope of Work, Start On (14-Jul-21), Finish On (30-Sep-21), Location(s) (LGW-LSIDE-BLD-20719), Location Details, Person-in-Charge (Wile Coyote, ISTEST), Work Package (None), Purchase Order Number (659878945), Equipment to be worked on, and Tools. The user 'Edna E Mode' is logged out.

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations



SCPTD - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit: LGW-SCPTD-79291 (Initiated) Permit number and status

Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports
Shared Documents
Recent Items

- LGW-SCPTD-79251
- LGW-PTD-79289
- LGW-PTD-79290
- LGW-PTD-79284
- LGW-SC-79287

Scope of Work People (1,2) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Description: Lorem ipsum dolor sit amet.

Scope of Work: Lorem ipsum dolor sit amet, sea no lation eligendi offendit, mel tractatos conceptam ei, idque delectus scaevola vix ut. No cum iuaret voluptatibus, nam no sonet impedit intellegat. Cum nisi mollis nostrud no. Vix in eius legendos interesset, vel postea nosler impernet et, cum at oratio nosler electram. Vel ut possim oportere.

Start On: 14-Jul-21 06:00

Finish On: 30-Sep-21 18:00

Location(s): LGW-LSIDE-BLD-20719
London Gatwick Airport, Other Buildings, Northg

Add:

Location Details:

Person-in-Charge: Wile Coyote, ISTEEST Change

Work Package: None

Purchase Order Number: 659878945

Equipment to be worked on: Alienum corpora an duo, vim ei stet omittam dissentias

Tools: Causae denique blandit at vim, nam dolorem adipisci torquatos at. Qui ne maiorum evertitur. Choro legere instructor duo ut, saperet dolores eos at.

Created On: 13-Jul-21 10:33 by Edna E Mode (Revision 1)

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval



SCPTD – permit details

The SC part of the SCPTD does not have a method tab for submission, but rather, drawings of the location of the works need to be uploaded to support the SCPTD application.

The PTD part of this permit will require additional information, but you will be prompted for the necessary information later on in the permit process.



SCPTD - PiC & work party

The screenshot displays the P2W (Permit to Work) system interface. The main header shows the permit ID 'Permit: LGW-SCPTD-79291 (Initiated)' and the user 'Edna E Mode'. The interface is divided into several sections: 'Scope of Work' (People, Attachments, Workflow, Relations, Inspections/Audits/CCRs), 'Expected Work Party', 'Working Party', 'Contacts', and 'Pick Worker'. The 'Pick Worker' section is highlighted, showing 'Worker Details' with fields for 'Job Title' (Worker), 'Company' (ISTEST), and 'Worker' (Yosemite). A search icon is visible next to the worker name field. Four numbered callouts provide instructions: 1. Points to the 'Person in Charge' field in the 'Working Party' section. 2. Points to the 'Add Worker' link in the 'Working Party' section. 3. Points to the 'Company' field in the 'Worker Details' section. 4. Points to the search icon in the 'Worker Details' section.

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to that of the PiC

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



SCPTD - adding a sponsor

1. Click the 'Edit' icon to enter the name of the Project Sponsor

2. Enter the name of your Project Sponsor and click the 'Search' icon

3. If there are multiple matches, select the sponsor name you require

4. The correct sponsor will appear in the contact box. Click the green tick to save the Project Sponsor entry.

5. Note that the Covering Sponsor field is not required to be completed unless your Project Sponsor is on leave and unable to approve

Permit: LGW-SCPTD-79291 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Change Submit Reject

Reports

Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Guest	Occupant	Filled By	Filled On
✗	Wile Coyote, ISTEEST	Edna E Mode	13-Jul-21 10:33
✗	Yosemite Sam, ISTEEST	Edna E Mode	13-Jul-21 11:07

Contacts:

Contact	Guest Name	Contact Number	Email Address	Job Title
✗	(No-one)			
✓	Project Sponsor		John Sponsor	

Pick Person

The search text matches the following people. Please select

John Sponsor 1 (Gatwick Airport Ltd)

John Sponsor 2 (Gatwick Airport Ltd)

Contact	Guest Name	Contact Number	Email Address	Job Title
✗	(No-one)			
✓	Project Sponsor		John Sponsor 1	
		01293 123456	johnsponsor@gatwickairport.	Project Handover Manager



SCPTD - attachments

As part of the SCPTD submission, a drawing of the location of works must be uploaded via the Attachments tab along with other supporting documentation. This will allow the Gatwick Graphical Data Team (GDT) to issue the drawings showing the relevant services in the area you intend to work in.

1. Types of supporting documentation expected

2. Use the drop down list to select type of attachment. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)	
<input type="checkbox"/>	Drawing	User	TEST_Drawing.pdf	Edna E Mode	13-Jul-21 11:22	Drawing of area to be worked in	82.0Kb



SCPTD - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

2. Click the 'Select' icon to view an entry in more detail if it is available

3. Details of sign off can be viewed.
NOTE: There may be multiple tabs

Select	Action	Signatory	Transition	Role	Performed	Comment	Approved
+	Submit 'As Built' Drawings	Edna E Mode	Closure	SCPTD			✓
+	Cancel	Innei Shum	Finishing	SCPTD	15:16		✓
+	Extend	Innei Shum	Extension	SCPTD - AP (ADE)	13-Jul-21 15:14	ok	✓
+	Extend	Innei Shum	Extension	SCPTD - Service Clearance Manager	13-Jul-21		✓
+	Activate	Innei Shum	Issuing	SCPTD - EL			✓
	PP-V-P	Innei Shum			15:00	Payment of permit fee formation of secondary permit raised directly	✓

Declaration

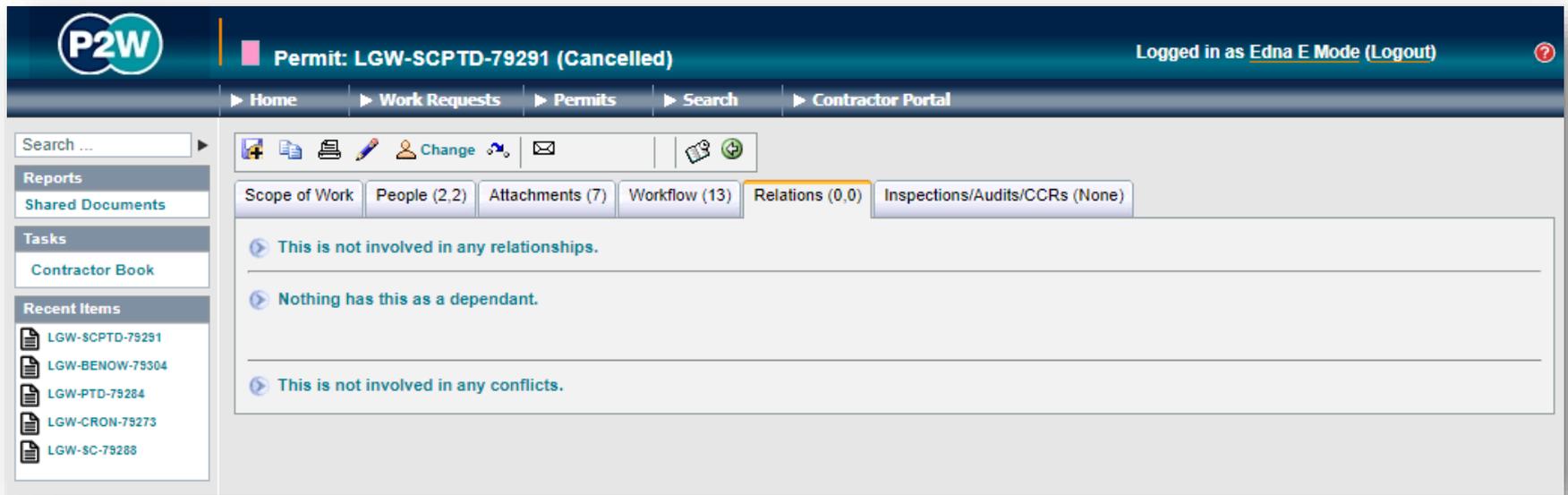
Does the work completed under this permit requires As-Built Information (including drawings and documents) to be produced?: Yes

Where 'As Built Information' is required, I have attached it to this permit in AutoCad (.dwg) format, in accordance with GAL CAD Standards: Yes



SCPTD - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W software interface for a permit titled "Permit: LGW-SCPTD-79291 (Cancelled)". The user is logged in as "Edna E Mode (Logout)". The navigation menu includes "Home", "Work Requests", "Permits", "Search", and "Contractor Portal". The left sidebar contains sections for "Search...", "Reports", "Shared Documents", "Tasks", "Contractor Book", and "Recent Items" with a list of permit IDs: LGW-SCPTD-79291, LGW-BENOW-79304, LGW-PTD-79284, LGW-CRON-79273, and LGW-SC-79288. The main content area shows a toolbar with icons for adding, deleting, and changing, and a set of tabs: "Scope of Work", "People (2,2)", "Attachments (7)", "Workflow (13)", "Relations (0,0)", and "Inspections/Audits/CCRs (None)". The "Relations (0,0)" tab is active, displaying three messages: "This is not involved in any relationships.", "Nothing has this as a dependant.", and "This is not involved in any conflicts."



SCPTD - submitting a permit for SC

As the SCPTD is a combination of the service clearance and permit to dig/drill, there will be two submissions, one for the service clearance part and one for the permit to dig/drill part; these submissions are built into the process, so always remember to check the 'Next steps' if you are unsure what stage the permit is at.

Once all details have been completed and relevant documentation uploaded, the initial submission to obtain service clearance can take place. The system will undertake a few checks when the submission button is clicked, at which point you may get some on-screen warnings. These warning messages provide more detail on what information may be incorrect or missing.

1. Click the 'Submit' icon

2. Rectify any issues raised in warnings before proceeding

To proceed with the Submission you must acknowledge these warnings with a comment.

- Required document(s) have not been attached: 'As Fitted' Drawings, Method Statement, Risk Assessment.

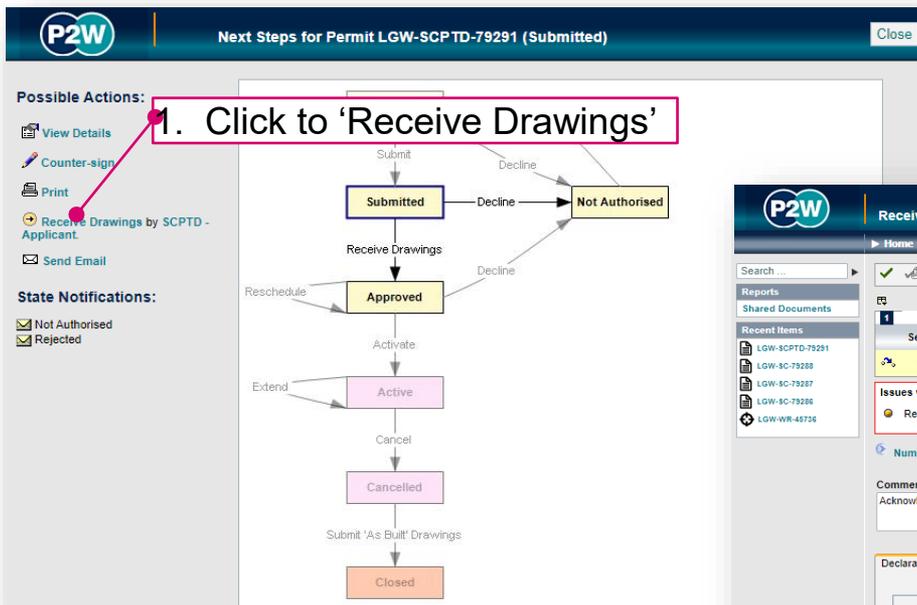
Comment:
RAMS are uploaded as a combined document

Proceed Cancel



SCPTD - receive drawings

Following approval, GDT will issue and upload a redline drawing of the services in the specified area. This will be uploaded to the SCPTD application and viewable in the attachments tab. Before the SCPTD can progress to the next stage of submission, the drawings must first be 'received' via the system. Browse to your SCPTD and click the next stops icon.



2. Acknowledge any warnings, complete the 'Declaration' and click the green tick to confirm

Select	Number	Info	Noun	Status	Last Action	Type	Description	Location	Start	Finish	Person in Charge	Sign-off Role
<input checked="" type="checkbox"/>	LGW-SCPTD-79291		Permit	Submitted	Issue Drawing	Service Clearance and Permit to Dig/Drill	Lorem ipsum dolor sit amet.	Northgate Building	14-Jul-21 21:08:00	30-Sep-21 21:18:00	Wile Coyote	SCPTD - Applicant

Issues with the selected Permit:

- Required document(s) have not been attached: 'As Filled' Drawings, Method Statement, Risk Assessment.

Number of sign-offs remaining to complete this transition = 2.

Comment:
Acknowledged

Declaration

(i) I confirm receipt of the Service Clearance drawings
(ii) I have examined and understand the comments detailed in the 'Service Clearance Manager's Requirements' section of the permit.
(iii) I understand that a 'Work Commencement Period' exists for 28 days from the date that the Service Clearance drawings are issued by the Service Clearance Manager and that a requirement of this Service Clearance is that the work described in this permit shall start before the expiry date of this Period' (as indicated in the 'Work Commencement Period' section of the permit). I also understand that this permit is subject to cancellation if the work does not start by the expiry date of the Work Commencement Period.

Please tick the checkbox to accept the declaration:

Date and Time Documents Received: 13-Jul-21 13:58



SCPTD - submitting a permit for PTD

Once the service clearance drawings have been received, the permit to dig/drill part of the application can be submitted. Use the next steps icon to access the submission step

1. Click to submit PTD following receipt of drawings

2. Read, acknowledge and if necessary, action any warning messages

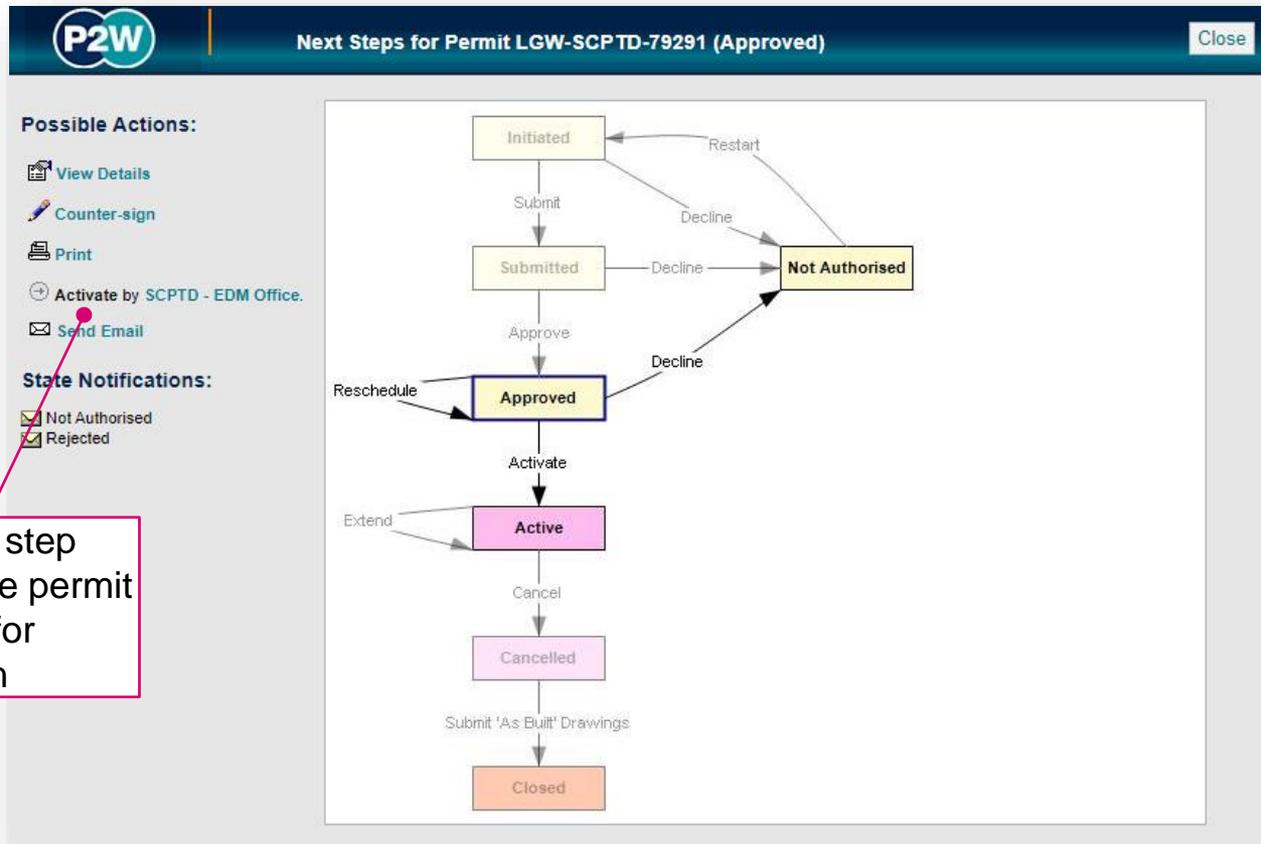
3. Ensure both the 'Excavation Details' and 'Declaration' tabs are completed.

4. Click the green tick to submit the PTD part of the permit



SCPTD - activate a permit

Once the PTD part of the SCPTD has been approved, it will need to be activated. If you are unsure if you have completed the previous steps, use the 'Next Steps' icon to check. Call the relevant Gatwick team to activate the PTD.



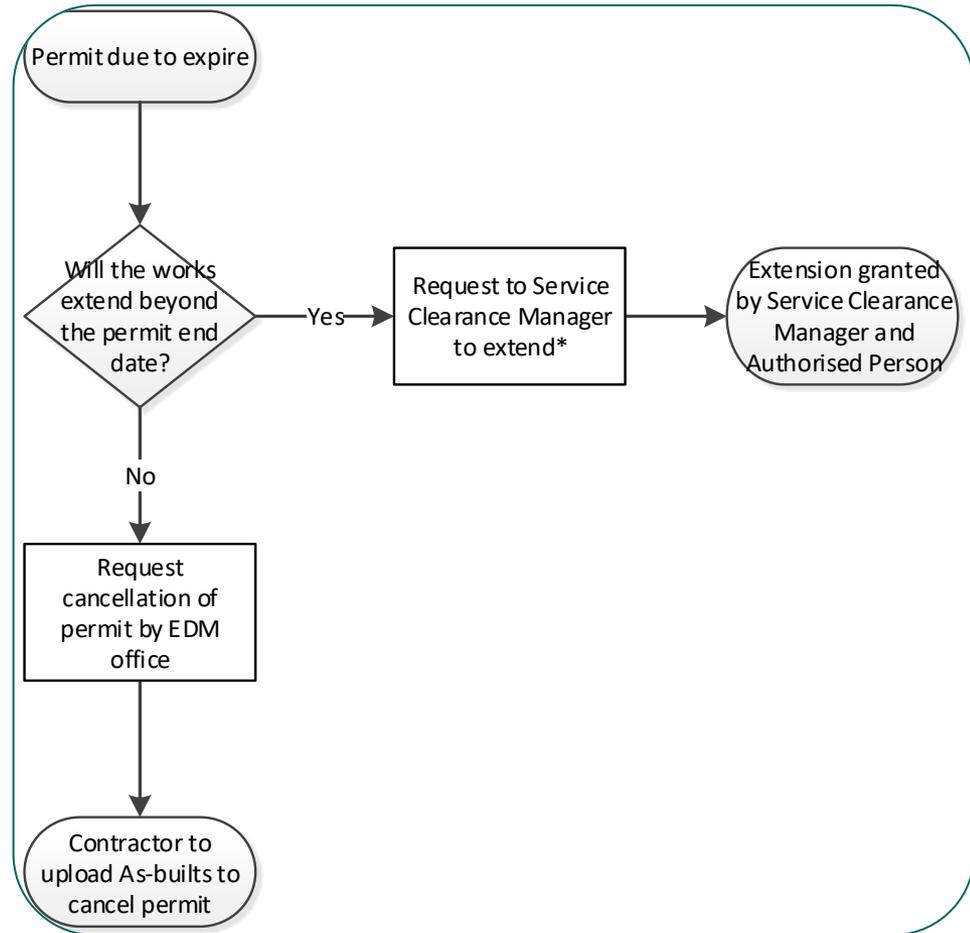
The next step shows the permit is ready for activation



SCPTD - cancel or extend a permit

A SCPTD must run for the duration of your works. If you feel the works may overrun beyond the submitted finish date, an extension can be requested to GDT and the authorised person prior to the permit expiring.

Alternatively if works have been completed, the SCPTD has a two part cancellation. Firstly call the Engineering Control Centre (ECC) to inform them you wish to cancel the SCPTD. Following the ECC cancellation, the contractor must now cancel by uploading any As-builts.



SCPTD – submitting As-builts

Once the SCPTD has been cancelled by the ECC, the SCPTD has to be cancelled by the contractor too. If As-builts need to be submitted, upload these via the attachment tabs before cancellation.

1. Ensure the ECC has cancelled the SCPTD

2. If submitting As-builts, ensure these are uploaded and saved to the SCPTD via the Attachments tab then click the 'Next Steps' icon

3. Click 'Submit As-builts'

4. Add comments if needed, complete the declaration and click the green tick to confirm full cancellation of the SCPTD

The screenshot displays the P2W software interface for permit management. The main window shows a permit titled 'Permit: LGW-SCPTD-79291 (Cancelled)'. Below the header, there are navigation tabs for 'Home', 'Work Requests', 'Permits', and 'Contractor Portal'. A search bar and various tool icons are visible. The main content area shows a table of attachments with columns for 'Type', 'Source', 'Item', 'Attached By', and 'Attached On'. The table lists several attachments, including drawings and 'As Filled' Drawings, all attached by 'Edna E Mode' on July 21, 2013. A 'Next Steps' window is open, showing a flowchart of the permit process. The flowchart starts with 'Initiated', leading to 'Submitted', then 'Approved', 'Active', and 'Cancelled'. A 'Submit As Built Drawings' step leads to 'Closed'. A 'Possible Actions' menu is visible, with 'Submit As Built Drawings by SCPTD - Applicant' highlighted. A 'Submit As Built Drawings (Filtered)' window is also open, showing a table with columns for 'Location', 'Start', and 'Finish'. The table lists 'Northgate Building' with a start date of '14-Jul-21' and a finish date of '31-Oct-21'. A 'Comment' field and a 'Declaration' section are visible at the bottom of the window. The declaration section contains a question: 'Does the work completed under this permit requires As-Built Information (including drawings and documents) to be produced?' with a 'Yes' radio button selected. Below this is a statement: 'Where 'As-Built Information' is required, I have attached it to this permit in AutoCad (.dwg) format, in accordance with GAL CAD Standards:' with an unchecked checkbox.



Life Safety System (LSS) permits

Overview	Maintenance or works on any of the life safety systems which may include, but not exclusive to, fire alarms, fire hydrants, dry risers, sprinklers
Training required	LSS nominated representative, LSS Skilled Person, LSS Isolations nominated representative*
Code(s) in P2W	LSS-FAI, LSS-FHDR, LSS

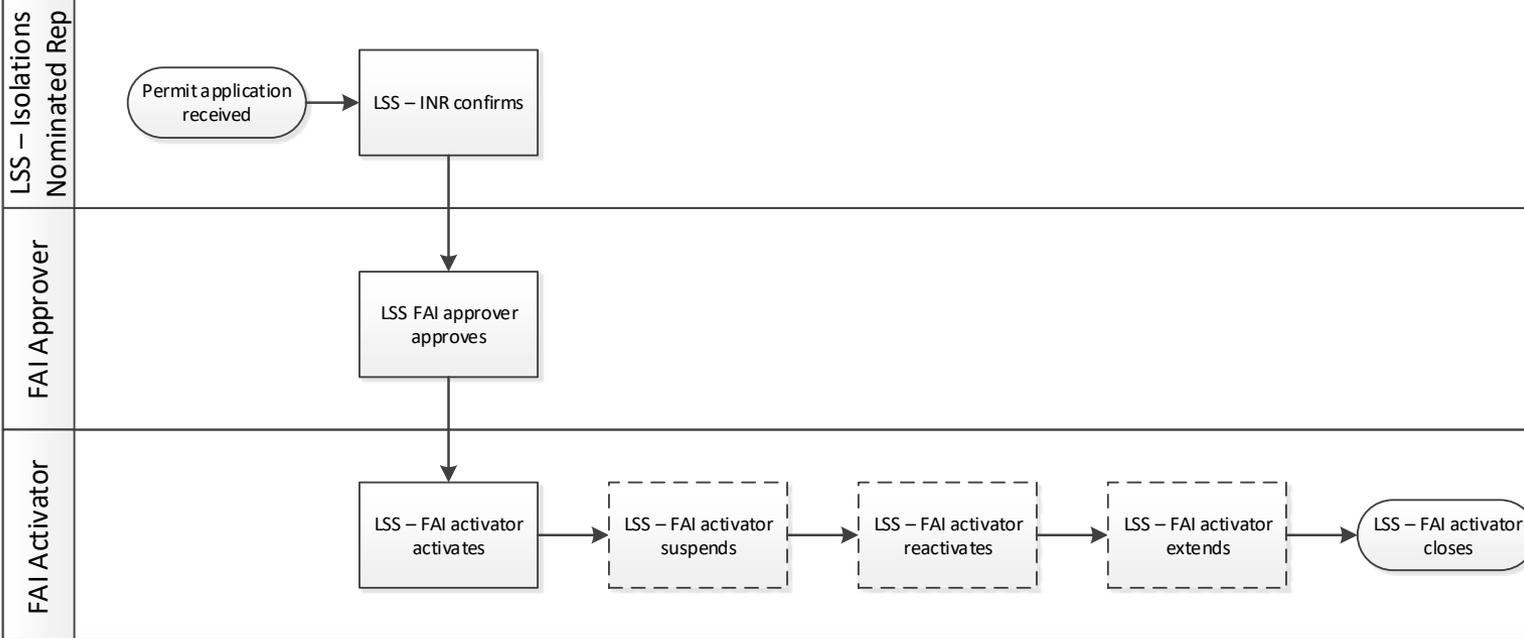
* Contact the LSS team directly to arrange training for LSS permits



Life Safety Systems - Fire Alarm Isolation (LSS-FAI)

Overview	Any maintenance or works that may create smoke or dust or have potential to trigger the fire alarm system will require a fire alarm isolation
Training required	LSS Isolations Nominated representative (Contact the LSS team directly to arrange training for LSS permits)
Code(s) in P2W	LSS-FAI

LSS – Fire Alarm Isolations



LSS-FAI - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the LSS - FAI permit type from the drop down menu

3. Click search icon to choose location

4. Select location of works

Work Request Number	Last Accessed
LGW-WR-55815	24-May-21 09:22
LGW-WR-53956	24-May-21 09:22
LGW-WR-53947	26-May-20 13:50
LGW-WR-45736	29-Nov-18 11:49
LGW-WR-45737	29-Nov-18 11:28

Type of Permit: (Select Type)

- Company: (Select Type)
- Representatives: (Select Type)
- In Charge: Airfield Works
- Baggage Environment Notification of Works
- Confined Space (High/Medium)
- Confined Space (Low)
- Cranes (Off-Airport)
- Cranes (On-Airport)
- Hot Works
- Hot Works (Airside-Outside)
- Life Safety Systems - Fire Alarm Isolations

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge

Pick Area

Tree

- London Gatwick Airport (LGW)
- Land Areas (LGW-LANDAREA)
- Airfield (LGW-A-SIDE-20573)
- Airside Roads (LGW-A-SIDE-20573-ROAD)
- Aprons (LGW-A-SIDE-20573-APRON)
- ASR Location 001 (LGW-A-SIDE-20056)
- Buildings (LGW-A-SIDE-BLD)
- AGL Workshops (LGW-A-SIDE-BLD-20451)
- Airfield Operations Safety Unit (AOSU) (LGW-A-SIDE-BLD-20487)
- Airside Operations Building (AOB) (LGW-A-SIDE-BLD-2B169)
- Level 00 - Ground Floor (LGW-A-SIDE-BLD-2B169-L00)
- Level 10 - First Floor (LGW-A-SIDE-BLD-2B169-L10)
- Level 20 - Second Floor (LGW-A-SIDE-BLD-2B169-L20)
- ANS Receiver (LGW-A-SIDE-BLD-20029)



LSS-FAI - person in charge (PiC)

The screenshot shows the P2W 'Raise New Permit' interface. The top navigation bar includes 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. The user is logged in as 'Edna E Mode'. The main form area contains the following fields and options:

- Type of Permit:** Life Safety Systems - Fire Alarm Isolations
- Area:** LGW-LSIDE-BLD-20719
- Company:** [Searchable text field]
- Show Only Representatives:** [checkbox]
- Person In Charge:** [Text field]
- Search:** [button]
- Options:** Raise with Yourself in Charge, Raise with Any Representative in Charge, Clear

Callout boxes are connected to the interface as follows:

- Box 1 points to the 'Search' button.
- Box 2 points to the 'Company' search field and its search icon.
- Box 3 points to the 'Person In Charge' field.
- Box 4 points to the 'Raise with Yourself in Charge' option.

1. Click here if you are the named Person in Charge (PiC) on the permit *

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



LSS-FAI - Searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

2. Confirm the search criteria in the pop up window and click search

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

The screenshot displays the LSS-FAI system interface. At the top right, it shows 'Logged in as Edna E Mode (Logout)'. The main navigation bar includes 'Permits', 'Search', and 'Contractor Portal'. The search area contains a search bar with 'ISTEST' entered, a dropdown menu for 'Type of Permit' set to 'Life Safety Systems - Fire Alarm Isolations', and an 'Area' field with 'LGW-LSIDE-BLD-20719'. A search icon is visible next to the search bar. A pop-up window titled 'Pick All Company' is open, showing a search bar with 'ISTEST' and a 'Search' button. Below this, a table of search results is displayed with columns for 'Select', 'Company', 'Contact Number', 'Services', and 'Rating'. The first result is 'ISTEST' with contact number '01254 123456'. A second pop-up window shows the search results for 'ISTEST' with 'Matches=1' and the same table of results.

Permits Search Contractor Portal

Logged in as Edna E Mode (Logout)

Search ...

Reports
Shared Documents

Recent Items
LGW-SCPTD-79291
LGW-SC-79288
LGW-PTD-79289
LGW-PTD-79290
LGW-PTD-79284

Type of Permit: Life Safety Systems - Fire Alarm Isolations Area: LGW-LSIDE-BLD-20719
London Gatwick Airport, Other Buildings, Northgate Building (3),

Company: ISTEST

Show Only Representatives:

Person In Charge

Search
Raise with Yourself in Charge
Raise with Any Representative in Charge
Clear

P2W Pick All Company Close

Name: ISTEST Search

P2W Pick All Company Close

Name: test Search

5 10 15 20 30 50 All Matches=23

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	Ascom Network Testing Ltd			
<input type="checkbox"/>	Celtest Ltd			
<input type="checkbox"/>	CIRCUIT ELECTRICAL TESTING			
<input type="checkbox"/>	Construction Testing Solutions Ltd t/a CET Infrastructure			
<input type="checkbox"/>	Dynatest International			
<input type="checkbox"/>	ELECTRICAL TESTERS LIMITED			
<input type="checkbox"/>	Electrical Testing Ltd			
<input type="checkbox"/>	Geo Site and Testing Services			
<input type="checkbox"/>	Happen test P2W			
<input type="checkbox"/>	Hawkesworth Appliance Testing			
<input type="checkbox"/>	intratest Limited			
<input type="checkbox"/>	Introland Testing Limited			
<input type="checkbox"/>	ISTEST			
<input type="checkbox"/>	James Fisher Testing Services Ltd			
<input type="checkbox"/>	Litestructures Projects Ltd			

P2W Pick All Company Close

Name: ISTEST Search

5 10 15 20 30 50 All Matches=1

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	ISTEST	01254 123456		



LSS-FAI - searching for PiC by name

The image displays three sequential screenshots of the P2W 'Raise New Permit' web application, illustrating the process of searching for a Person In Charge (PiC) by name.

1. Enter the name of the PiC and click search

The first screenshot shows the 'Person In Charge' field with the name 'Yosemite Sam' entered. A red box highlights the search button and the search results dropdown menu, which includes options like 'Search', 'Raise with Yourself in Charge', 'Raise with Any Representative in Charge', and 'Clear'. A red arrow points from the search button to the dropdown menu.

2. Select the required PiC from the returned results by clicking on the arrow icon

The second screenshot shows the search results table. The table has columns for 'Select', 'Name', and 'Rating'. Two results are listed:

Select	Name	Rating
	Yosemite Sam, test, ITEST (0123456789)	
	Yosemite Sam, Tester, ACME (01234 567 891)	

A red box highlights the arrow icon in the 'Select' column of the first row, with a red arrow pointing to it.

3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step

The third screenshot shows the 'Raise a new Permit' button at the bottom of the results table, which is now enabled and highlighted in yellow. A red box highlights this button, with a red arrow pointing to it.



LSS-FAI – scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'Scope of Work' form in the LSS-FAI system. The form includes the following fields and callouts:

- 1. Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%'** (points to the Description field)
- 2. Enter more detailed description of the scope of works to be undertaken** (points to the Scope of Work field)
- 3. Remember to adjust the start and finish date and times** (points to the Start On and Finish On date and time pickers)
- 4. Additional locations can be added if required *, or enter free text if the location is very specific** (points to the Location(s) field)
- 5. This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab** (points to the Person-in-Charge field)
- 6. Complete this field to allow easy reference back to PO numbers used for your works** (points to the Purchase Order Number field)
- 7. Free text fields for you to provide further information** (points to the Equipment to be worked on field)

The form also displays the following information:

- Location(s): LGW-LSIDE-BLD-20719
- Location Details: Eu qui animal tritani
- Person-in-Charge: Yosemite Sam, ITEST
- Work Package: None
- Equipment to be worked on: Eu qui animal tritani, nam id caero minimum mediocrem
- Tools: Possit instructor mediocritatem sit an, ea cum populo causae partem consequat sea, te nostrud pertinacia honestatis qui, Eu his perdinacia
- Created On: 19-Jul-21 13:43 by Edna E Mode (Revision 1)

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations

7. Free text fields for you to provide further information



LSS-FAI - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit number and status

Permit: LGW-LSSFAI-79294 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports Shared Documents

Recent Items

- LGW-LSSFAI-79294
- LGW-SCPTD-79251
- LGW-SC-79288
- LGW-PTD-79289
- LGW-PTD-79290

Scope of Work Method People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Description: Lorem ipsum dolor sit amet errem perfecto salutandi an pri

Scope of Work: . homero facilisi imperdiet in mea, ad usu iusto maluisset. Vis at ullum percipit antiopam. Mei noster definitiones no, eu nec euismod torquatos mnesarchum, ius no timeam propriae. Te lobortis atomorum senserit sit, rebum scaevola ea his. Delenit sensibus et eum, ei probo nostro sit. Ad fastidii consetetur has, ex mazim facete volutpat nec. Labitur denique iracundia eu mel,

Start On: 20-Jul-21 08:00

Finish On: 20-Sep-21 08:00

Location(s): LGW-LSIDE-BLD-20719
London Gatwick Airport, C...

Add:

Location Details: Eu qui animal tritani

Person-in-Charge: Yosemite Sam, ISTEEST Change

Work Package: None

Purchase Order Number: 6500000954

Equipment to be worked on: Eu qui animal tritani, nam id cetero minimum mediocrem

Tools: . Possit instructor mediocritatem sit an, ea cum populo causae partiendo, at eam modo utamur tamquam. In summo equidem consequat sea, te nostrud pertinacia honestatis qui. Eu his pertinacia appellantur, ne mollis admodum deleniti vis. Usu cu

Created On: 19-Jul-21 13:43 by Edna E Mode (Revision 1)

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval



LSS-FAI - permit details

The 'Method' tab must be completed when applying for a FAI for your works.

P2W Permit: LGW-LSSFAI-79295 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search... Change Submit Reject

Reports Shared Documents Recent Items

Scope of Work **Method** People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspect

LSS Contact Details
Life Safety Team 01293 50 4417
Please make sure that your request for fire alarm isolation is submitted a minimum of 72 hrs, 3 days before you require the permit. To activate/suspend/cancel the permit, must be the person in charge named on the permit application.

EDM Contact Details
EDM 01293 50 3610

Reason for request: Vix vide facete in. Brute omnes altera eos ea. Eu sit autem nusquam, no vix summo tacimates prodesset, omnes tempor ancillae nam an. Aliquip vivende consequat ne cum, mel ludus inimicus ne. Sit id falli fastidii, sed ne hinc minimum delentii. Eu unum probo phaedrum ius, mel quis choro postea no.

Is this work likely to cause airborne particles that may contaminate smoke heads?: Yes No

If yes, you will need to follow smoke head capping protocol

Contingency plan, whilst detectors are isolated: Inani fabulas sententiae eos eu. In vel postea appetere vulputate. Mandamus accommodare ad cum, id mel dico timeam facilisi, mel ne porro consulatu. Sumo error alterum pro ut, id bonorum pententium voluptaria nam. Duo esse numquam facilisis at. Nam natum nemore eirmod ex.

Reason for fitting/not fitting smoke caps on detectors: Vis simul utamur facilisi ei, erant suscipit quo cu. Mei maluisset liberavisse te, adhuc corpora invidunt te his. Ei mea vitae deserunt aliquando, vim lorem albus officii eu.

To be completed by the Life Safety Systems Team

Comments: Cu platonem interesset vel, ei usu eirmod animal oportere. Tollit prodesset no mei, ut facilis scaevola per. Esse dicta moderatius eu mei, sea ea etiam audiam volumus. Quidam omittam ea est.

Identified by (name):

ST Panel or NT Location & Level	Zone/Loop	Head
ST Link	FAS/PAN/D03/21/02/	22,23
ST Link	FAS/PAN/D03/21/03/	52

Sort

Grey highlighted fields are mandatory; the permit cannot be submitted if these fields are not completed



LSS-FAI - PiC & work party

The screenshot shows the P2W permit management interface. The top navigation bar includes 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. The user is logged in as 'Edna E Mode'. The main content area is titled 'Permit: LGW-LSSFAI-79295 (Initiated)'. Below this, there are tabs for 'Scope of Work', 'Method', 'People (1,0)', 'Attachments (None)', 'Workflow (1)', and 'Relations (0)'. The 'Working Party' section is active, showing a table with columns for 'Job Title', 'Guest', 'Occupant', 'Filled By', and 'Filled On'. The table contains one entry: 'Person-in-charge' with 'Edna E Mode, ITEST' as the occupant and 'Edna E Mode' as the filled by. There is an 'Add Worker' link below the table. The 'Contacts' section below shows a 'Title' field and a 'Guest' checkbox which is checked.

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to the person raising the permit.

The 'Pick Worker' pop-up window is shown. It has a 'Close' button in the top right. Below the P2W logo, there are 'Add' and 'Add & Stay' buttons. The 'Worker Details' section includes a 'Job Title' dropdown set to 'Worker' and a 'Company' field set to 'ISTEST'. The 'Worker' field contains 'user211' and has a search icon to its right. Below the search field, there are two radio button options: 'Use Company Representative' (selected) and 'Use Global Representative'.

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



LSS-FAI - adding a sponsor

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name

Permit: LGW-LSSFAI-79295 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Change Submit Reject

Reports Shared Documents

Scope of Work Method People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Recent Items

- LGW-LSSFAI-79295
- LGW-LSSFAI-79295
- LGW-SCPTD-79288
- LGW-SC-79288
- LGW-PTD-79289

19-Jul-21 14:59

Contacts:

Title: Sponsor Guest Contact: John Sponsor + Add Contact

Pick Person

The search text matches the following people. Please select one or press Cancel.

- John Sponsor 1 (Gatwick Airport Ltd)
- John Sponsor 2 (Gatwick Airport Ltd)

Contacts:

Title: Sponsor Guest Contact: John Sponsor 1 + Add Contact

Contacts:

Title: Guest Contact:

Contact	Guest	Name	Contact Number	Email Address	Job Title
Sponsor	<input checked="" type="checkbox"/>	John Sponsor 1, Gatwick Airport Ltd			



LSS-FAI - attachments

Task specific Risk Assessments and Method Statements (RAMS) may need to be uploaded for the Life Safety Systems team to review along with drawings clearly indicating the area required for isolation; these (and any other relevant documentation) should be uploaded via the 'Attachments' tab.

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Risk Assessment	TEST_RA1.pdf	Edna E Mode	19-Jul-21 16:20		83.0Kb
<input type="checkbox"/>	Drawing	TEST_Drawing.pdf	Edna E Mode	19-Jul-21 16:20		82.0Kb



LSS-FAI - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

2. Click the 'Select' icon to view an entry in more detail

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
	Approve	Innei Shum	Authorisation	Life Safety Systems - FAI approver	17-Aug-21 12:26	OK	<input checked="" type="checkbox"/>
	Confirm	Yosemite Sam	Authorisation	Life Safety Systems - Isolations Nominated Rep	17-Aug-21 12:24	Acknowledged	<input checked="" type="checkbox"/>
	Submit	Edna E Mode			17-Aug-21 11:27	Noted	<input checked="" type="checkbox"/>
	Created	Edna E Mode			19-Jul-21 14:59		<input checked="" type="checkbox"/>

Print sign-off using template: (Default Template) v

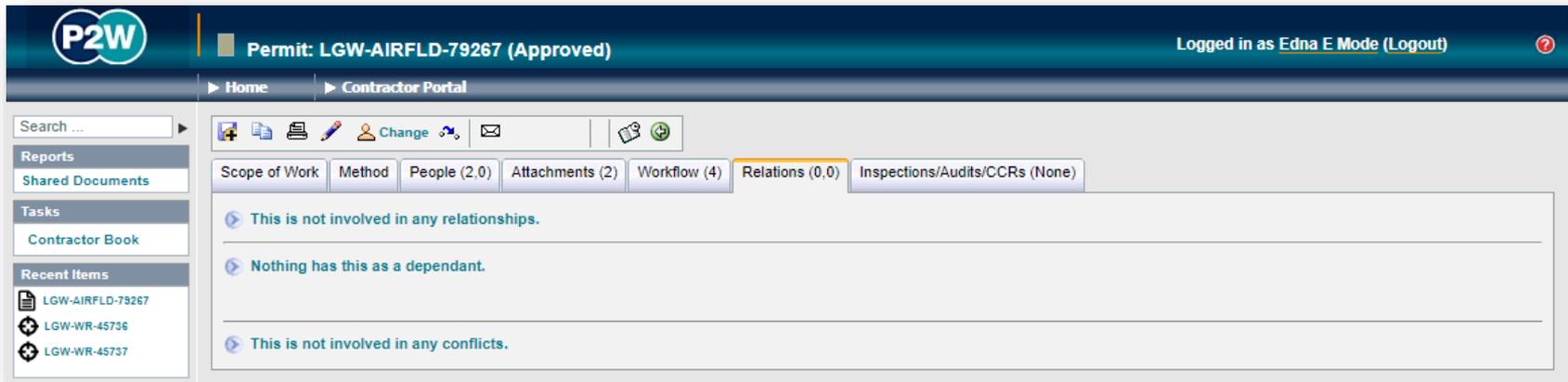
Please confirm the following:

- I have read and understood the current Standard Operating Procedure (SOP) for fire safety systems and agree to comply with all of the procedures set out in it:
- I have checked all relevant sections of this application and agree with its content. I understand that as an Isolations Nominated Rep, I am taking responsibility for this isolation application and understand that I am responsible for ensuring that all relevant procedures as laid out in the SOP are followed:
- I shall review the working area with the LSS team using the fire alarm system Graphic User Interface (GUI), and a site visit, if required, to ensure that all areas and devices are identified. I will be responsible for determining the exclusion area:
- Prior to commencing work, I will contact the LSS team (EDM out of hours), to verify that devices listed on the completed Fire Alarm Isolation Request application are appropriately isolated and to confirm that fire watch in the area has commenced:
- Once work is complete, you confirm you will contact the Life Safety Systems Team (EDM out of hours), to confirm that works is complete and that a fire watch has been undertaken:



LSS-FAI - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W Contractor Portal interface. At the top, the P2W logo is on the left, and the user is logged in as Edna E Mode. The main header shows the permit ID: LGW-AIRFLD-79267 (Approved). Below the header, there are navigation tabs for Home and Contractor Portal. A search bar is located on the left side. The main content area features a toolbar with icons for adding, deleting, and changing items. Below the toolbar, there are several tabs: Scope of Work, Method, People (2,0), Attachments (2), Workflow (4), Relations (0,0), and Inspections/Audits/CCRs (None). The Relations tab is currently selected and highlighted. The content of the Relations tab shows three messages: "This is not involved in any relationships.", "Nothing has this as a dependant.", and "This is not involved in any conflicts."



LSS-FAI - submit a permit

Once all details are completed for the permit, it can then be submitted by clicking the 'submit' button. On submission, the system will undertake a check to ensure that the necessary fields have been completed; if these fields are incomplete, on-screen warnings will be displayed.

1. Click the 'Submit' button when the permit is ready for submission

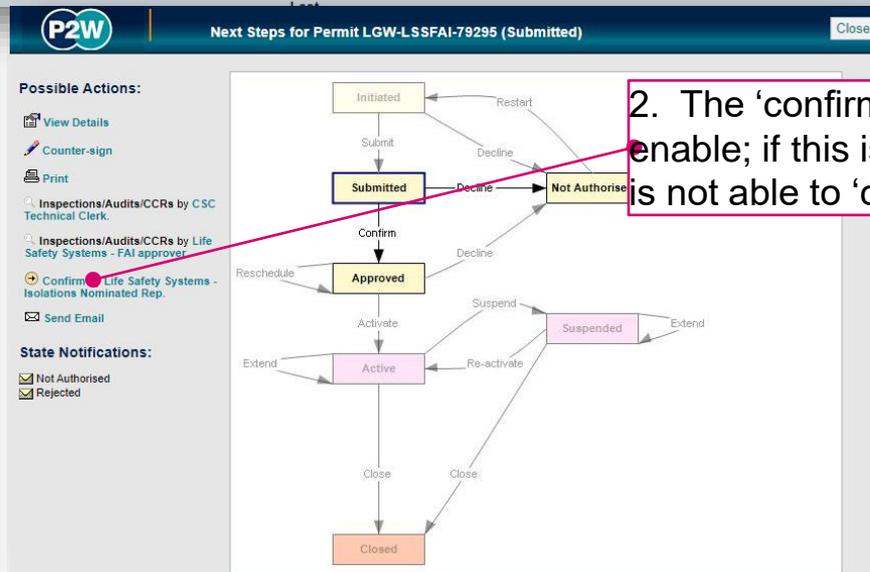
2. On-screen warnings will identify any missing information or potential issues with the permit.



LSS-FAI - confirm a permit

Following submission of the FAI, the next step is to 'confirm' the permit. The step is carried out by the Life Safety Systems Isolations Nominated Rep and will typically be a member of your company who has undertaken and completed the LSS – INR training.

1. The 'Confirm' option can be accessed by the menu, or by clicking the 'Next Steps' icon from within the permit



LSS-FAI - how to confirm a permit

The Life Safety Systems Isolations Nominated Rep must acknowledge any the declaration at the 'confirm' stage.

1. Acknowledge any warnings with comments in the box below

Select	Number	Info	Noun	Status	Last Action	Type	Description	Location	Start	Finish	Person in Charge	Sign-off Role
	LGW-LSSFAI-79295		Permit	Submitted	Submit	Life Safety Systems - Fire Alarm Isolations	Lorem ipsum dolor sit amet	Northgate Building	17-Aug-21 08:00	31-Oct-21 08:00	Edna E Mode	Life Safety Systems - Isolations Nominated Rep

Issues with the selected Permit:

- Yosemite Sam does not have the competencies required by the Life Safety Systems - Isolations Nominated Rep role to do this sign-off. Isolations Nominated Representative - LSS (Missing), LSS - Isolations Skilled Person (Missing).
- This is scheduled to start more than 2 hours in the past.
- Edna E Mode is already booked with the following at this time: LGW-PTD-79290, LGW-SC-79286, LGW-AIRFLD-79267, LGW-PTD-79289, LGW-SC-79285, LGW-SC-79287.

Number of sign-offs remaining to complete this transition = 1.

Comment:

2. Complete the 'confirmation' questions

Please confirm the following:

- I have read and understood the current Standard Operating Procedure (SOP) for fire safety systems and agree to comply with all of the procedures set out in it: Yes
- I have checked all relevant sections of this application and agree with its content. I understand that as an Isolations Nominated Rep, I am taking responsibility for this isolation application and understand that I am responsible for ensuring that all relevant procedures as laid out in the SOP are followed: Yes
- I shall review the working area with the LSS team using the fire alarm system Graphic User Interface (GUI), and a site visit, if required, to ensure that all areas and devices are identified. I will be responsible for determining the exclusion area: Yes
- Prior to commencing work, I will contact the LSS team (EDM out of hours), to verify that devices listed on the completed Fire Alarm Isolation Request application are appropriately isolated and to confirm that fire watch in the area has commenced: Yes
- Once work is complete and that a fire watch has been undertaken: Yes

3. Confirm (or decline) the permit



LSS-FAI - activate a permit

Once a permit has been approved by the relevant Gatwick personnel, the permit can be activated when works are to commence. Always check to see who should be activating your permit

The screenshot displays the P2W system interface for a permit titled 'Permit: LGW-LSSFAI-79295 (Approved)'. The permit status is 'Approved'. The interface includes a search bar, navigation tabs (Home, Work Requests, Permits, Search, Contractor Portal), and a sidebar with reports and tasks. The main content area shows permit details such as Description, Scope of Work, Start On (17-Aug-21), Finish On (31-Oct-21), Location(s) (LGW-LSIDE-BLD-20719), and Person-in-Charge (Edna E Mode, ITEST). A 'Possible Actions' list includes 'Activate by LSS - FAI Activator'. A 'Next Steps for Permit LGW-LSSFAI-79295 (Approved)' flowchart is shown on the right, illustrating the permit lifecycle from Initiated to Closed.

1. Check the status of permit has been fully approved

2. Click the 'next steps' icon to check the permit is ready for activation

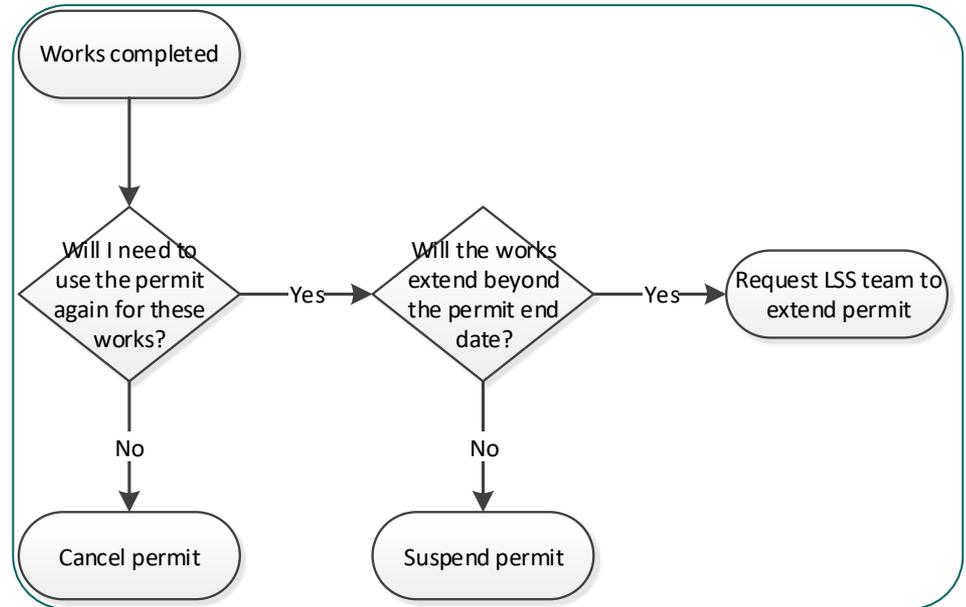
3. The 'Activate' option will show as the next available step once fully approved. When you are ready to start work, call the appropriate party to activate



LSS-FAI - suspend/cancel/extend a permit

On completion of your works, your FAI permit can be either cancelled or suspended depending on what stage you are at with the works. The flow diagram will help you ascertain whether you need to suspend, cancel or extend your permit at the end of your works for the day.

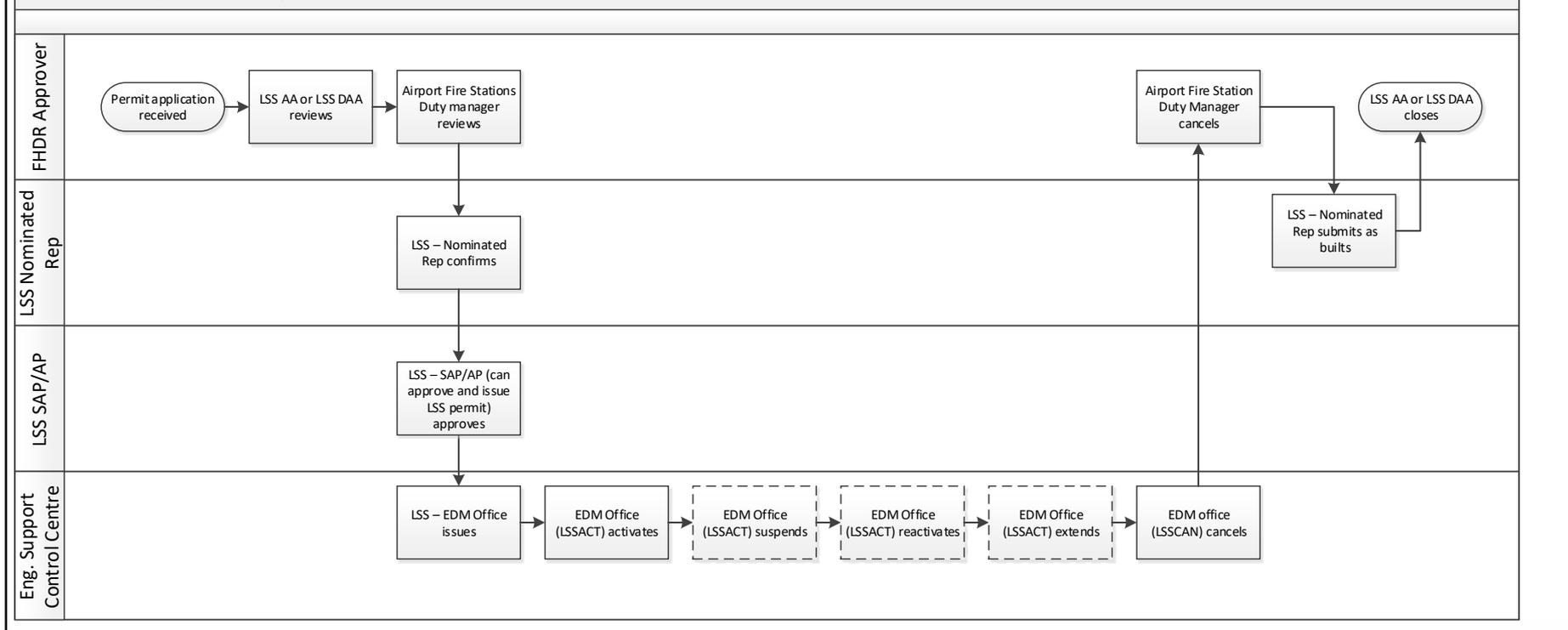
Note that if you choose to suspend your permit, it must be reactivated on recommencement of works.



Life Safety Systems - Fire Hydrant, Dry Riser (LSS-FHDR)

Overview	Any maintenance or works specifically for fire hydrants and dry risers
Training required	LSS Nominated representative (Contact the LSS team directly to arrange training for LSS permits)
Code(s) in P2W	LSS-FHDR

LSS – Fire Hydrants, Dry Risers (FHDR)



LSS-FHDR - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the LSS - Fire Hydrants Dry Risers permit type from the drop down menu

3. Click search icon to choose location

4. Select location of works

Work Request Number	Last Accessed
LGW-WR-55815	24-May-21 09:22
LGW-WR-53956	24-May-21 09:22
LGW-WR-53947	26-May-20 13:50
LGW-WR-45736	29-Nov-18 11:49
LGW-WR-45737	29-Nov-18 11:28

Type of Permit
(Select Type)
Airfield Works
Baggage Environment Notification of Works
Confined Space (High/Medium)
Confined Space (Low)
Cranes (Off-Airport)
Cranes (On-Airport)
Hot Works
Hot Works (Airside-Outside)
Life Safety Systems - Fire Alarm Isolations
Life Safety Systems - Fire Hydrants, Dry Risers
Life Safety Systems - Other Systems

Location
Concorde 2000 South (LGW-BLD-20321)
Concorde North (LGW-BLD-20320)
Customs Dog Compound (LGW-L.SIDE-BLD-20542)
Destinations (LGW-L.SIDE-BLD-20205)
Edgeworth Cottage (LGW-L.SIDE-BLD-20431)
Engineering Stores (LGW-L.SIDE-BLD-20280)
First Point Building (LGW-L.SIDE-BLD-41201)
Fuel Farm Security Post (LGW-BLD-XXXXX)
Hangar Lane Security Post (LGW-BLD-22023)
ITTS Link Bridge (ST) (LGW-L.SIDE-BLD-20721)
Jubilee House (LGW-BLD-20720)
Long Term Car Park Admin Building (North) (LGW-L.SIDE-BLD-20603)
Long Term Car Park Admin Building (South) (LGW-L.SIDE-BLD-20353)
Longbridge House (LGW-L.SIDE-BLD-20710)
MacDonald's (ST) (LGW-L.SIDE-BLD-20252)
MT Base (LGW-L.SIDE-BLD-20312)



LSS-FHDR - person in charge (PiC)

1. Click here if you are the named Person in Charge (PiC) on the permit *

Search ...

Reports

Shared Documents

Recent Items

- LGW-LS SFAI-79295
- LGW-LS SFAI-79294
- LGW-SCPTD-79291
- LGW-SC-75288
- LGW-PTD-79285

Type of Permit: Life Safety Systems - Fire Hydrants, Dry Risers

Area: LGW-LSIDE-BLD-20205-L6

Company: [Search Icon]

Show Only Representatives:

Person In Charge: [Search Icon]

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



LSS-FHDR - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

Search ...

Reports

Shared Documents

Recent Items

- LGW-LSSFAI-79295
- LGW-LSSFAI-79294
- LGW-SCPTD-79291
- LGW-SC-79288
- LGW-PTD-79289

Raise New Permit

Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Type of Permit: Life Safety Systems - Fire Hydrants, Dry Risers

Area: LGW-LSIDE-BLD-20205-L6

Company: ISTEST

Show Only Representatives:

Person In Charge:

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

2. Confirm the search criteria in the pop up window and click search

P2W Pick All Company Close

Name: ISTEST

Search

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

P2W Pick All Company Close

Name: test

Search

Matches=23

Select	Company	Contact Number	Services	Rating
1	Ascom Network Testing Ltd			
	Celtest Ltd			
	CIRCUIT ELECTRICAL TESTING			
	Construction Testing Solutions Ltd t/a CET Infrastructure.			
	Dynatest International			
	ELECTRICAL TESTERS LIMITED			
	Electrical Testing Ltd			
	Geo Site and Testing Services			
	Happen test P2W			
	Hawkesworth Appliance Testing			
	intratest Limited			
	Introland Testing Limited			
	ISTEST			
	James Fisher Testing Services Ltd			
	Litestructures Projects Ltd			



LSS-FHDR - searching for PiC by name

The image displays three sequential screenshots of the P2W 'Raise New Permit' web application, illustrating the steps to search for a Person In Charge (PiC) by name.

Step 1: The first screenshot shows the 'Raise New Permit' form. The 'Type of Permit' is set to 'Life Safety Systems - Fire Alarm Isolations' and the 'Area' is 'LGW-LSIDE-BLD-20719'. The 'Person In Charge' field contains 'Yosemite Sam'. A search button is visible on the right side of the form.

Step 2: The second screenshot shows the search results. The 'Person In Charge' field now contains 'yosemite sam'. Below the form, a table displays the search results:

Select	Name	Rating
<input type="radio"/>	Yosemite Sam, test, ITEST (0123456789)	
<input type="radio"/>	Yosemite Sam, Tester, ACME (01234 567 891)	

Step 3: The third screenshot shows the 'Raise new Life Safety Systems - Fire Hydrants, Dry Risers Permit with Yosemite Sam in charge at London Gatwick Airport, Other Buildings, Destinations, 6th Floor' option selected. The 'Person In Charge' field remains 'yosemite sam'.

1. Enter the name of the PiC and click search

2. Select the required PiC from the returned results by clicking on the arrow icon

3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step



LSS-FHDR – scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'Scope of Work' form in the P2W system. The form includes the following fields and callouts:

- 1.** Points to the **Description** field, which contains placeholder text: "Lorem ipsum dolor sit amet, detracto adipiscing id qui."
- 2.** Points to the **Scope of Work** field, which contains placeholder text: "Suas dicat deseruisse eu has, ne ea movet antipam, eum no aeterno onograece dolorem vocibus no mea. An integre definiebas quo."
- 3.** Points to the **Start On** and **Finish On** date and time pickers. Start On is set to 18-Aug-21 08:00 and Finish On is set to 30-Sep-21 18:00.
- 4.** Points to the **Location(s)** field, which contains "LGW-LSIDE-BLD-20205-L6" and a search icon.
- 5.** Points to the **Location Details** field, which contains placeholder text: "facete viderer reformidans no eos."
- 6.** Points to the **Person-in-Charge** field, which contains "Yosemite Sam, ISTEEST" and a "Change" button.
- 7.** Points to the **Tools** field, which contains placeholder text: "Mandamus explicari vel eu, scriploreem philosophia cu has. Et mea sapientem vi"

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations

7. Free text fields for you to provide further information



LSS-FHDR - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

The screenshot shows the P2W web application interface for permit management. The header includes the P2W logo, the permit title "Permit: LGW-LSS-FHDR-79296 (Initiated)", and the user information "Logged in as Edna E Mode (Logout)". A navigation bar contains links for Home, Work Requests, Permits, Search, and Contractor Portal. A sidebar on the left lists Reports, Shared Documents, and Recent Items, with the latter showing a list of permit IDs.

Two callout boxes highlight key features:

- A box labeled "Permit number and status" points to the permit title in the header.
- A box labeled "Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval" points to the "Method" tab in the "Scope of Work" section.

The main form area displays the following details:

- Description:** Lorem ipsum dolor sit amet, detracto adipiscing id qui.
- Scope of Work:** Suas dicat deseruisse eu has, ne sea movet antiopam, eum no aeterno oportere efficiendi. Te aliquam delicata urbanitas eum, graese dolorem vocibus no mea. An integre definiebas quo,
- Start On:** 18-Aug-21 08:00
- Finish On:** 30-Sep-21 18:00
- Location(s):** LGW-LSIDE-BLD-20205-L6
London Gatwick Airport, Other
- Location Details:** facete viderer reformidans no eos
- Person-in-Charge:** Yosemite Sam, ITEST
- Work Package:** None
- Purchase Order Number:** 650000789
- Equipment to be worked on:** quaestio facilis philosophia ex eum. Usu vidit possit vulputate ad, probatus recusabo te vel. Id mundi fierent vel. Eam ad ridens vive
- Tools:** Mandamus explicari vel eu, scriptorem philosophia cu has. Et mea sapientem vulputate,



LSS-FHDR - permit details

The 'Method' tab consists of multiple tabs which must all be completed

1. All information must be submitted for all tabs

2. Grey highlighted fields are mandatory; the permit cannot be submitted if these fields are not completed

The screenshot shows the P2W interface for permit LGW-LSS-FHDR-79296. The 'Method' tab is active, containing sub-tabs for Information, Documentation, Loss Prevention Certification Board, and Fire Insurers. The 'Information' sub-tab is expanded, showing fields for Method Statement, Risk Assessment, Contingency Plan, and Valve Isolation Schedule, each with a 'Number' field. The 'Loss Prevention Certification Board' sub-tab is also expanded, showing a 'Registration No.' field. The 'Fire Insurers' sub-tab is expanded, showing a notification requirement section with fields for 'Name of person informed' and 'Date and time person informed'. Two callout boxes provide instructions: the first points to the sub-tab headers, and the second points to grey highlighted fields in the 'Information' sub-tab.



LSS-FHDR – PiC & work party

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to the person raising the permit.

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



LSS-FHDR – adding a Sponsor

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name

Contacts:
Title: Guest Contact:

Pick Person
The search text matches the following people. Please select one or press Cancel.
 John Sponsor 1 (Gatwick Airport Ltd)
 John Sponsor 2 (Gatwick Airport Ltd)

Contacts:
Title: Guest Contact:

Contacts:
Title: Guest Contact:

Contact	Guest	Name	Contact Number	Email Address	Job Title
<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	John Sponsor 1, Gatwick Airport Ltd			<input type="button" value="Delete"/>



LSS-FHDR - attachments

Task specific Risk Assessments and Method Statements (RAMS) will need to be uploaded for the Life Safety Systems team to review along with any other relevant documentation. These should be uploaded via the 'Attachments' tab.

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Method Statement	User TEST_MS1.pdf	Edna E Mode	23-Aug-21 16:31		82.0Kb
<input type="checkbox"/>	Risk Assessment	User TEST_RA1.pdf	Edna E Mode	23-Aug-21 16:31		83.0Kb



LSS-FHDR - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
	Review	Innei Shum	Authorisation	Airport Fire Station Duty Manager	23-Aug-21 16:38	authorised	✓
	Review	Innei Shum	Authorisation	LSS AA or LSS DAA	23-Aug-21 16:38	ok	✓
	Submit	Edna E Mode			23-Aug-21 16:36	Acknowledged	✓
	Created	Edna E Mode			17-Aug-21 16:14		✓

2. Click the 'Select' icon to view an entry in more detail

Print sign-off using template: (Default Template)

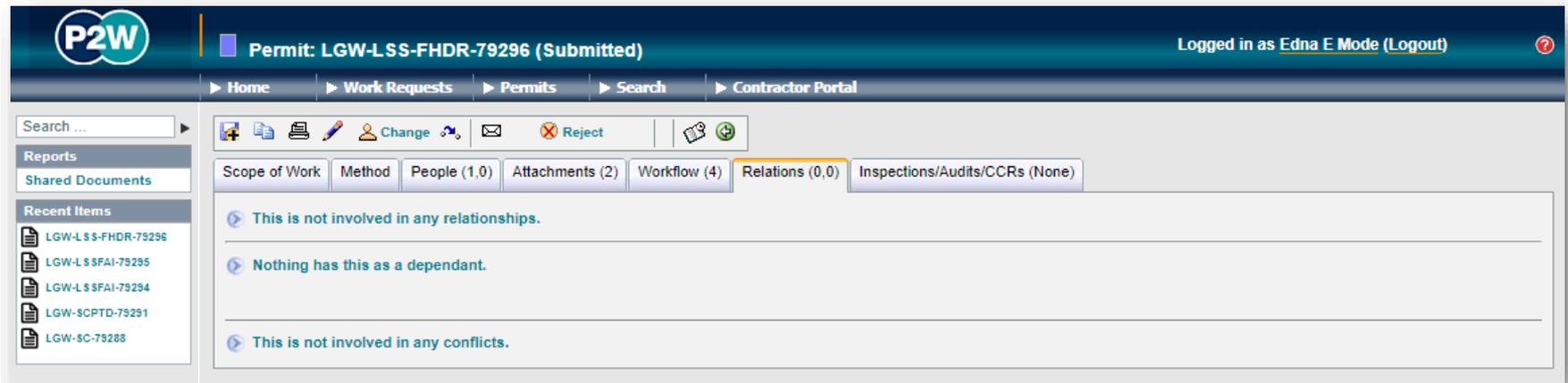
Declaration

On behalf of the Airport Fire Service. I authorise this permit to proceed: Yes



LSS-FHDR - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W Permit Management System interface. The top navigation bar includes the P2W logo, the permit ID 'Permit: LGW-LSS-FHDR-79296 (Submitted)', and the user 'Edna E Mode (Logout)'. The main content area shows a list of tabs: 'Scope of Work', 'Method', 'People (1,0)', 'Attachments (2)', 'Workflow (4)', 'Relations (0,0)', and 'Inspections/Audits/CCRs (None)'. The 'Relations' tab is selected, showing three messages: 'This is not involved in any relationships.', 'Nothing has this as a dependant.', and 'This is not involved in any conflicts.'



LSS-FHDR - submit a permit

Once all details are completed for the permit, it can then be submitted by clicking the 'submit' button. On submission, the system will undertake a check to ensure that the necessary fields have been completed; if these fields are incomplete, on-screen warnings will be displayed.

The screenshot displays the P2W permit submission interface. The top navigation bar includes 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor'. The main content area shows permit details for 'Permit: LGW-LSS-FHDR-79296 (Initiated)'. A warning dialog box is overlaid on the screen, containing the following text:

1. Click the 'Submit' button when the permit is ready for submission

2. On-screen warnings will identify any missing information or potential issues with the permit.

The dialog box also includes a 'Comment:' field and 'Proceed' and 'Cancel' buttons. Below the dialog box, a table shows the submission history:

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
<input type="checkbox"/>	Created	Edna E Mode			17-Aug-21 16:14		✓



LSS-FHDR - confirm a permit

Following submission of the FHDR permit, and review by the relevant Gatwick personnel, the permit then has to be 'confirmed'. The 'confirm' step is carried out by the Life Safety Systems Nominated Rep and will typically be a member of your company who has undertaken and completed the LSS – NR training.

The screenshot displays the P2W Home interface. A dropdown menu is open under the 'Permits' tab, showing options: Apply, Receive Drawings, Submit Permit to Dig, Confirm, Approve, Print Acknowledgement, and Activate. A red box highlights the 'Confirm' option with the text: "1. Access the 'confirm' option via the menu".

Below the menu, a table lists work requests. A red box points to the 'Confirm' icon in the table row for permit LGW-LSS-FHDR-79296 with the text: "2. Click the 'next steps' icon." The table data is as follows:

Select	Number	Info	Noun	Status	Last Action	Type	Desc
	LGW-LSS-FHDR-79296		Permit	Submitted	Review	Life Safety Systems - Fire Hydrants, Dry Risers	Loren amet, adipsis

On the right, a 'Next Steps for Permit LGW-LSS-FHDR-79296 (Submitted)' flowchart is shown. A red box points to the 'Confirm' step in the flowchart with the text: "3. The 'confirm' option should be enable; if this is greyed out then the user is not able to 'confirm' the permit." The flowchart includes states: Initiated, Submitted, Approved, Active, Suspended, Cancelled, and Closed, with various transitions between them.



LSS-FHDR - how to confirm a permit

The Life Safety Systems Nominated Rep must acknowledge any declarations at the 'confirm' stage.

1. Acknowledge any warnings with comments in the box below

Select	Number	Info	Noun	Status	Last Action	Type	Description	Location	Start	Finish	Person in Charge	Sign-off Role
	LGW-LSS-FHDR-79296	Permit	Submitted	Review	Life Safety Systems - Fire Hydrants, Dry Risers	Lorem ipsum dolor sit amet, detracto adipiscing...	6th Floor	18-Aug-21 08:00	30-Sep-21 18:00	Yosemite Sam	LSS - Nominated Rep	

Issues with the selected Permit:

- Edna E Mode does not have the competencies required by the LSS - Nominated Rep role to do this sign-off: Nominated Representative - LSS (Missing).
- This is scheduled to start more than 2 hours in the past.
- Yosemite Sam is already booked with the following at this time: LGW-LSSFAI-79294.

2. Complete the 'confirmation' questions

Number of sign-offs remaining to complete this transition = 1

Comment:

3. Confirm (or decline) the permit

Declaration

A GAN has been issued: Yes No N/A

GAN Number:

I hereby confirm that the period of work is as detailed above:



LSS-FHDR - activate a permit

Once a permit has been approved by the relevant Gatwick personnel, the permit will need to be issued and activated when works are to commence. Always check to see who should be activating your permit.

The screenshot shows the P2W permit management interface. The main window displays details for permit LGW-LSS-FHDR-79296, which is in an 'Approved' status. The permit details include a description, scope of work, start and finish dates, location, and person-in-charge. A 'Next Steps' window is open, showing a workflow diagram with states: Initiated, Submitted, Approved, Active, Suspended, Cancelled, and Closed. The 'Active' state is highlighted in pink, indicating the next step in the process. A 'Rejected' state is also shown in orange. The workflow diagram includes transitions such as 'Submit', 'Review', 'Issue', 'Suspend', 'Re-activate', 'Cancel', and 'Restart'. A 'Rejected' state is shown in orange, and a 'Not Authorised' state is shown in yellow. The 'Active' state is highlighted in pink, and the 'Suspended' state is shown in light pink. The 'Cancelled' state is shown in light purple, and the 'Closed' state is shown in orange. The 'Next Steps' window also lists 'Possible Actions' such as 'View Details', 'Counter-sign', 'Print', 'Reject', 'Issue by LSS - EDM Office', and 'Send Email'. The 'State Notifications' section shows 'Not Authorised' and 'Rejected' as active states.

1. Check the status of permit has been fully approved

2. Click the 'next steps' icon to check the permit is ready for activation

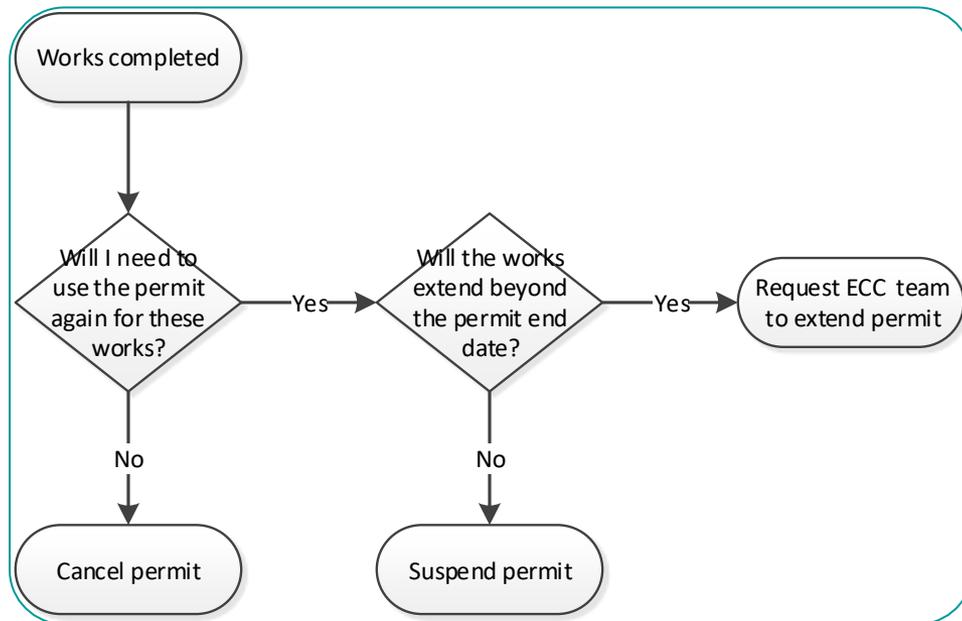
3. The 'activate' option will show as the next available step once fully approved. In this instance, the permit must be 'issued' as part of the activation process. When you are ready to start work, call the appropriate party to activate



LSS-FHDR - suspend/cancel/extend a permit

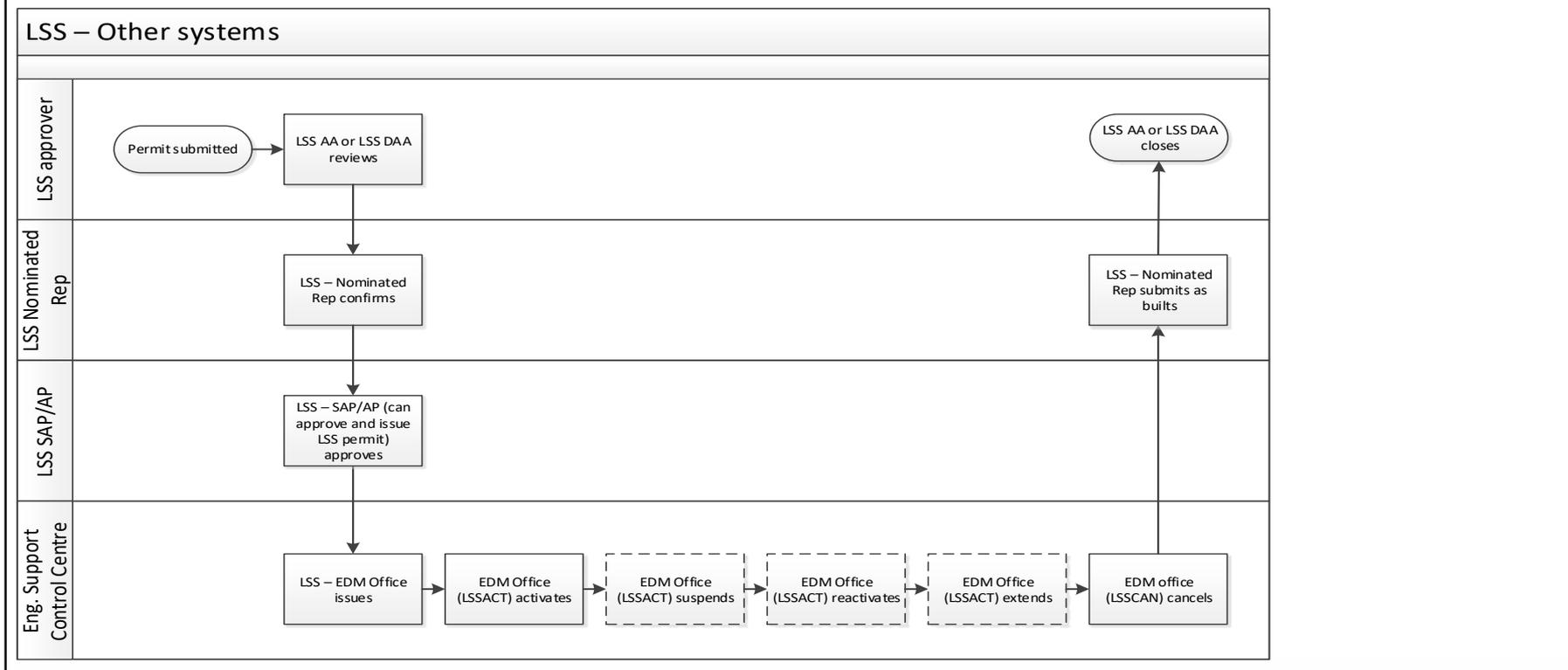
On completion of your works, your FHDR permit can be either cancelled or suspended depending on what stage you are at with the works. The flow diagram will help you ascertain whether you need to suspend, cancel or extend your permit at the end of your works for the day.

Note that if you choose to suspend your permit, it must be reactivated on recommencement of works.



Life Safety Systems – other systems (LSS)

Overview	Any maintenance or works that may create smoke or dust or have potential to trigger the fire alarm system will require a fire alarm isolation
Training required	LSS Skilled Person (Contact the LSS team directly to arrange training for LSS permits)
Code(s) in P2W	LSS



LSS - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the LSS – Other Systems permit type from the drop down menu

3. Click search icon to choose location

4. Select location of works

Work Request Number	Last Accessed
LGW-WR-46754	22-Jun-21 16:12
LGW-WR-45736	29-Nov-18 11:49
LGW-WR-45737	29-Nov-18 11:28

Permit Number
LGW-LSS-FHDI
LGW-LSSFAI-7
LGW-LSSFAI-7
LGW-SCPTD-7

(Select Type)
Airfield Works
Baggage Environment Notification of Works
Confined Space (High/Medium)
Confined Space (Low)
Cranes (Off-Airport)
Cranes (On-Airport)
Hot Works
Hot Works (Airside-Outside)
Life Safety Systems - Fire Alarm Isolation
Life Safety Systems - Fire Hydrants, Dry
Life Safety Systems - Other Systems

Concorde 2000 South (LGW-BLD-20321)
Concorde North (LGW-BLD-20320)
Customs Dog Compound (LGW-L.SIDE-BLD-20542)
Destinations (LGW-L.SIDE-BLD-20205)
Edgeworth Cottage (LGW-L.SIDE-BLD-20431)
Engineering Stores (LGW-L.SIDE-BLD-20280)
First Point Building (LGW-L.SIDE-BLD-41201)
Fuel Farm Security Post (LGW-BLD-XXXXX)
Hangar Lane Security Post (LGW-BLD-22023)
ITTS Link Bridge (ST) (LGW-L.SIDE-BLD-20721)
Jubilee House (LGW-BLD-20720)
Long Term Car Park Admin Building (North) (LGW-L.SIDE-BLD-20603)
Long Term Car Park Admin Building (South) (LGW-L.SIDE-BLD-20353)
Longbridge House (LGW-L.SIDE-BLD-20710)
MacDonald's (ST) (LGW-L.SIDE-BLD-20252)
MT Base (LGW-L.SIDE-BLD-20312)



LSS - person in charge (PiC)

1. Click here if you are the named Person in Charge (PiC) on the permit *

Search ...

Reports

Shared Documents

Recent Items

- LGW-L S FHDR-79296
- LGW-L S FFAI-79295
- LGW-L S FFAI-79294
- LGW-SCPTD-79291
- LGW-SC-79288

Type of Permit: Life Safety Systems - Other Systems

Area: LGW-LSIDE-BLD-20205-L8

Company: [Search Icon]

Show Only Representatives:

Person In Charge: [Search Icon]

Search

Raise with Yourself in Charge

Raise with Any Representative in Charge

Clear

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



LSS - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

mit Logged in as [Edna E Mode](#) (Logout)

Work Requests ▶ Permits ▶ Search ▶ Contractor Portal

Permit: Life Safety Systems - Other Systems Area: LGW-LSIDE-BLD-20205-L8
London Gatwick Airport, Other Buildings, Destinations, 8th Floor (3), 71, 4

Company: **ISTEST** Search

Show Only Representatives: Person In Charge:

Shared Documents
Recent Items
LGW-L S S-FHDR-75296
LGW-L S SFAI-75295
LGW-L S SFAI-75294
LGW-SCPTD-75291
LGW-SC-75288

Search
Raise with Yourself in Charge
Raise with Any Representative in Charge
Clear

P2W Pick All Company Close

2. Confirm the search criteria in the pop up window and click search

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

P2W Pick All Company Close

Name: test Search

Matches=23

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	Ascom Network Testing Ltd	+4412529074		
<input type="checkbox"/>	Celtest Ltd	07786404568		
<input type="checkbox"/>	CIRCUIT ELECTRICAL TESTING	01422413035		
<input type="checkbox"/>	Construction Testing Solutions Ltd t/a CET Infrastructure.	07958971188		
<input type="checkbox"/>	Dynatest International	00457025335		
<input type="checkbox"/>	ELECTRICAL TESTERS LIMITED	01604 820221		
<input type="checkbox"/>	Electrical Testing Ltd	01493 751851		
<input type="checkbox"/>	Geo Site and Testing Services	1554784040		
<input type="checkbox"/>	Happen test P2W	01732748077		
<input type="checkbox"/>	Hawkesworth Appliance Testing	01845 524491		
<input type="checkbox"/>	intratest Limited	07795 903851		
<input type="checkbox"/>	Introland Testing Limited	01322 350081		
<input type="checkbox"/>	ISTEST			
<input type="checkbox"/>	James Fisher Testing Services Ltd	07425 329821		
<input type="checkbox"/>	Litestructures Projects Ltd	07920 810981		

P2W Pick All Company Close

Name: **ISTEST** Search

Matches=1

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	ISTEST	01254 123456		



LSS - searching for PiC by name

1. Enter the name of the PiC and click search

Search ...

Reports

Shared Documents

Recent Items

- LGW-L S S-FHDR-79296
- LGW-L S SFAI-79295
- LGW-L S SFAI-79294
- LGW-SCPTD-79291
- LGW-SC-79288

Type of Permit: Life Safety Systems - Other Systems

Area: LGW-LSIDE-BLD-20205-L8

Company:

Show Only Representatives:

Person In Charge: Yosemite Sam

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

2. Select the required PiC from the returned results by clicking on the arrow icon

2. Select the required PiC from the returned results by clicking on the arrow icon

Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports

Shared Documents

Recent Items

- LGW-L S S-FHDR-79296
- LGW-L S SFAI-79295
- LGW-L S SFAI-79294
- LGW-SCPTD-79291
- LGW-SC-79288

Type of Permit: Life Safety Systems - Other Systems

Area: LGW-LSIDE-BLD-20205-L8

Company:

Show Only Representatives:

Person In Charge: Yosemite Sam

5 10 15 20 30 50 All Matches=2

Select	Name	Rating
	Yosemite Sam, test, ISTEEST (0123456789)	
	Yosemite Sam, Tester, ACME (01234 567 891)	

Raise a new Permit

3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step

3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step

Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports

Shared Documents

Recent Items

- LGW-L S S-FHDR-79296
- LGW-L S SFAI-79295
- LGW-L S SFAI-79294
- LGW-SCPTD-79291
- LGW-SC-79288

Type of Permit: Life Safety Systems - Other Systems

Area: LGW-LSIDE-BLD-20205-L8

Company:

Show Only Representatives:

Person In Charge: Yosemite Sam

5 10 15 20 30 50 All

Select	Name	Rating
	Yosemite Sam, test, ISTEEST (0123456789)	
	Yosemite Sam, Tester, ACME (01234 567 891)	

Raise new Life Safety Systems - Other Systems Permit with Yosemite Sam in charge at London Gatwick Airport, Other Buildings, Destinations, 8th Floor



LSS – scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'Scope of Work' detail page in the P2W system. The page is titled 'New Life Safety Systems - Other Systems' and includes a navigation menu with 'Home', 'Work Requests', 'Permits', and 'Search'. The main content area is divided into several sections:

- Description:** A text field containing placeholder text: "Malis consul debitis et nam, et vis ornatus pertinax".
- Scope of Work:** A text field containing placeholder text: "Lorem ipsum dolor sit amet, ex justo recusabo convenire usu. Videri latine sadiossing ei pri, vitae utinam corrupit sea id. Meriti sanctus at inani disputando reprehendunt, pri purto assentior et".
- Start On:** A date and time selector showing "25-Aug-21 08:00".
- Finish On:** A date and time selector showing "30-Sep-21 18:00".
- Location(s):** A dropdown menu showing "LGW-LSIDE-BLD-20205-L8" and a search icon. Below it, the text "London Gatwick Airport, Other Buildings, Destinations, 8th Floor" is visible.
- Add:** A text input field for additional locations.
- Location Details:** A text field containing placeholder text: "Nisi nequegur disputationi ne pri. Debitis facilis euripidis id sed. Ad".
- Person-in-Charge:** A dropdown menu showing "Yosemite Sam, ITEST" and a "Change" button.
- Work Package:** A dropdown menu showing "None".
- Purchase Order Number:** A text field containing "650004562".
- Equipment to be worked on:** A text field containing placeholder text: "Consul saperet mea te".
- Tools:** A text field containing placeholder text: "Ne dicat virtute nec, n mei mazim antioam".

Numbered callouts 1-7 point to the following fields:

1. Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%'
2. Enter more detailed description of the scope of works to be undertaken
3. Remember to adjust the start and finish date and times
4. Additional locations can be added if required *, or enter free text if the location is very specific
5. This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab
6. Complete this field to allow easy reference back to PO numbers used for your works
7. Free text fields for you to provide further information

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations



LSS - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit number and status

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval



LSS - permit details – method tab (1)

The 'Method' tab consists of multiple tabs which must all be completed

1. All information must be submitted for all tabs

2. Grey highlighted fields are mandatory; the permit cannot be submitted if these fields are not completed

Select Type of System:

- Fire Alarm System/PAVA
- Fire Hose Reel
- Deluge System
- Ansul System
- Smoke Extracts - Mechanical
- Smoke Extracts - Natural Vent
- Stair Vents
- Sprinklers
- Emergency Lighting
- Fire - Interfaced Systems & Equipment
- Fire Walls
- Fire Dampers
- Fire Shutters
- Smoke Curtains
- Fire Doors
- Stairwell Pressurisation

If you need to raise a permit for works on Fire Hydrants or Dry Risers, you will need to raise a Life Safety System - Fire Hydrants, Dry Risers permit.

Please confirm, you have considered the need for change control: Yes

If change control is required, you confirm you will apply for this: Yes



LSS - permit details – method tab (2)

Ensure all tabs within the permit's 'method' tab are completed where required.

The image displays three overlapping screenshots of a software interface, likely for permit management, showing the 'method' tab. The top screenshot shows the 'Documentation' sub-tab with the following fields:

- Method Statement: Yes No
- Number:
- Risk Assessment: Yes No
- Number:
- Contingency Plan: Yes No
- Number:
- Valve Isolation Schedule: Yes No N/A
- Number:
- Other Documents:

The middle screenshot shows the 'Loss Prevention Certification Board' sub-tab with the following field:

- Loss Prevention Certification Board Registration No.:

The bottom screenshot shows the 'Fire Insurers' sub-tab with the following fields:

- Is notification required?: Yes No
- Name of person informed:
- Date and time person informed:



LSS - PiC & work party

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to the person raising the permit.

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



LSS - adding a Sponsor

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name

P2W Permit: LGW-LSS-79297 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Change Submit Reject

Reports

Shared Documents

Scope of Work Method People (1.0) Attachments (None) Workflow (1) Relations (0.0) Inspections/Audits/CCPs (None)

Recent Documents

LGW-SCPTD-79291

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name

Contacts:

Title: Sponsor Guest Contact: John Sponsor

No contacts specified.

Pick Person

The search text matches the following people. Please select one or press Cancel.

John Sponsor 1 (Gatwick Airport Ltd)

John Sponsor 2 (Gatwick Airport Ltd)

Contacts:

Title: Sponsor Guest Contact: John Sponsor 1 Add Contact

No contacts specified.

Contacts:

Title: Guest Contact: Add C

Contact	Guest	Name	Contact Number	Email Address	Job Title
	<input checked="" type="checkbox"/>	John Sponsor 1, Gatwick Airport Ltd			



LSS - attachments

Task specific Risk Assessments and Method Statements (RAMS) will need to be uploaded for the Life Safety Systems team to review along with any other relevant documentation. These should be uploaded via the 'Attachments' tab.

1. Use the drop down list to select the type of attachment to be uploaded e.g. Risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Risk Assessment	TEST_RA1.pdf	Edna E Mode	6-Sep-21 12:26	Quidam utroque cum at, nec inductum rationibus moderatus in	83.0Kb
<input type="checkbox"/>	Method Statement	TEST_MS1.pdf	Edna E Mode	6-Sep-21 12:26	Et tempor blandit abhorreant pro	



LSS - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

2. Click the 'Select' icon to view an entry in more detail

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
	Issue	Innei Shum	Issuing	LSS - EDM Office	15-Sep-21 11:54	ok	✓
	PP-V-P	Innei Shum			15-Sep-21 11:53	Payment Point for Verification of Qualifying Permit raised directly	✓
	Approve	Innei Shum	Authorisation	LSS - SAP/AP (Can approve and issue LSS Permit)	15-Sep-21 11:53	ok	✓
	Confirm	Edna E Mode	Authorisation	LSS - Nominated Rep	15-Sep-21 11:32	OK	✓
	Review	Innei Shum	Authorisation	LSS AA or LSS DAA	15-Sep-21 10:26	ok	✓
	Submit	Edna E Mode			6-Sep-21 12:30	OK	✓
	Created	Edna E Mode			24-Aug-21 16:32		✓

Print sign-off using template: (Default Template)

Declaration

I hereby give consent for this permit to proceed: Yes



LSS - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.

The screenshot displays the P2W Permit Management System interface. The top navigation bar includes the P2W logo, the permit ID 'Permit: LGW-LSS-79297 (Approved)', and the user 'Logged in as Innei Shum (Logout)'. The main menu contains 'Home', 'Work Requests', 'Permits', 'Front Desk', 'Search', 'Admin', 'Contractor Portal', and 'Configure'. A secondary toolbar offers actions like 'Change', 'Reject', and 'Rollback'. The central area features tabs for 'Scope of Work', 'Method', 'People (1,0)', 'Attachments (2)', 'Workflow (7)', 'Relations (0,0)', and 'Inspections/Audits/CCRs (None)'. The 'Relations' tab is active, showing three status messages: 'This is not involved in any relationships.', 'Add Relationship: [input field]', and 'Nothing has this as a dependant.'. A 'Recent Items' sidebar on the left lists several permit IDs, with 'LGW-LSS-79297' at the top.



LSS - submit a permit

Once all details are completed for the permit, it can then be submitted by clicking the 'submit' button. On submission, the system will undertake a check to ensure that the necessary fields have been completed; if these fields are incomplete, on-screen warnings will be displayed.

1. Click the 'Submit' button when the permit is ready for submission

2. On-screen warnings will identify any missing information or potential issues with the permit. Ensure these are acknowledge before proceeding

P2W Permit: LGW-LSS-79297 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports

Shared Documents

Recent Items

- LGW-LSS-79297
- LGW-LSS-FHDR-79296
- LGW-LSS-FAI-79295
- LGW-LSS-FAI-79294
- LGW-SCPTD-79291

Change Submit Reject

Scope of Work Method People (1,0) Attachments (2) Workflow (1) Relations (0,0)

Description: Malis consul debitis ei nam, et vis ornatus pertinax

Scope of Work: Lorem ipsum dolor sit amet, ex justo recusabo convenire usu. Viderer efficiendi referrentur mei id, cu mei utinam dissentiet. Dolor latine sadipscing ei pri. vitae utinam corruptum sea id. Mel ei sanctus insolens, vel erat facete blandit et. Sed illum facer scripta ei, qui at inani disputando reprehendunt, pri purto assentior et.

Start On: 25-Aug-21 10:08:00

Finish On: 30-Sep-21 18:18:00

P2W Permit: LGW-LSS-79297 (Initiated)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports

Shared Documents

Recent Items

- Eq LGW-LSS-79297
- LGW-LSS-FHDR-79296
- LGW-LSS-FAI-79295
- LGW-LSS-FAI-79294
- LGW-SCPTD-79291

To proceed with the Submission you must acknowledge these warnings with a comment.

- This is scheduled to start more than 2 hours in the past.

Comment:

Proceed Cancel

Scope of Work Method People (1,0) Attachments (2) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
<input type="checkbox"/>	Created	Edna E Mode			24-Aug-21 16:32		<input checked="" type="checkbox"/>



LSS - confirm a permit

Following submission of the LSS permit, and review by the relevant Gatwick personnel, the permit then has to be 'confirmed'. The 'confirm' step is carried out by the Life Safety Systems Nominated Rep and will typically be a member of your company who has undertaken and completed the LSS – NR training.

1. Access the 'confirm' option via the menu

2. Click the 'next steps' icon.

3. The 'confirm' option should be enable; if this is greyed out then the user is not able to 'confirm' the permit.

Next Steps for Permit LGW-LSS-79297 (Submitted)

```
graph TD
    Initiated -- Submit --> Submitted
    Submitted -- Decline --> NotAuthorised[Not Authorised]
    Submitted -- Confirm --> Approved
    Approved -- Decline --> NotAuthorised
    Approved -- Reschedule --> Initiated
    Approved -- Issue --> Active
    Active -- Extend --> Active
    Active -- Cancel --> Cancelled
    Active -- Re-activate --> Active
    Active -- Suspend --> Suspended
    Suspended -- Extend --> Suspended
    Suspended -- Re-activate --> Active
    Suspended -- Cancel --> Cancelled
    Cancelled -- Submit 'As Built' Drawings --> Closed
    Rejected -- Restart --> Initiated
    Rejected -- Decline --> NotAuthorised
```

Select	Number	Info	Noun	Status	Last Action	Type	De
	LGW-LSS-79297		Permit	Submitted	Review	Life Safety Systems - Other Systems	pe



LSS - how to confirm a permit

The Life Safety Systems Nominated Rep must acknowledge any declarations at the 'confirm' stage.

P2W Confirm a Permit (Filtered) Logged in as Edna E Mode (Logout)

Home Work Requests Permits

Search ...

Reports
Shared Documents

Recent Items
LGW-LSS-75257
LGW-CROFF-75259
LGW-CROFF-75258
LGW-LSS-FHDR-75256
LGW-LSSFAI-75255

Select	Number	Info	Noun	Status	Last Action	Type	Description	Location	Start	Finish	Person in Charge	Sign-off Role
	LGW-LSS-79297		Permit	Submitted	Review	Life Safety Systems - Other Systems	Malis consul debitis ei nam, et vis ornatus per...	8th Floor	25-Aug-21 08:00	30-Sep-21 18:00	Yosemite Sam	LSS - Nominated Rep

Issues with the selected Permit:

- Edna E Mode does not have the competencies required by the LSS - Nominated Rep role to do this sign-off: Nominated Representative - LSS (Missing).
- This is scheduled to start more than 2 hours in the past.
- Yosemite Sam is already booked with the following at this time: LGW-LSS-FHDR-79296, LGW-LSSFAI-79294.

Number of sign-offs remaining to complete this transition = 1.

Comment:

2. Complete the 'confirmation' questions

Declaration

A GAN has been issued: Yes No N/A

GAN Number:

I hereby confirm that the period of work is as detailed above:

3. Confirm (or decline) the permit



LSS - activate a permit

Once a permit has been approved by the relevant Gatwick personnel, the permit will need to be issued and activated when works are to commence. Always check to see who should be activating your permit

The screenshot displays the P2W software interface for permit management. The main window shows details for permit LGW-LSS-79297 (Approved). The permit is in the 'Approved' state, with a start date of 25-Aug-21 and a finish date of 30-Sep-21. The person-in-charge is Yosemite Sam, ISTEST. The 'Next Steps' window is open, showing a flowchart of the permit lifecycle. The flowchart starts with 'Initiated', leading to 'Submitted', then 'Approved', 'Active', 'Cancelled', and 'Closed'. There are also paths for 'Rejected', 'Not Authorised', and 'Suspended' states. The 'Activate' option is highlighted as the next step.

1. Check the status of permit has been fully approved

2. Click the 'next steps' icon to check the permit is ready for activation

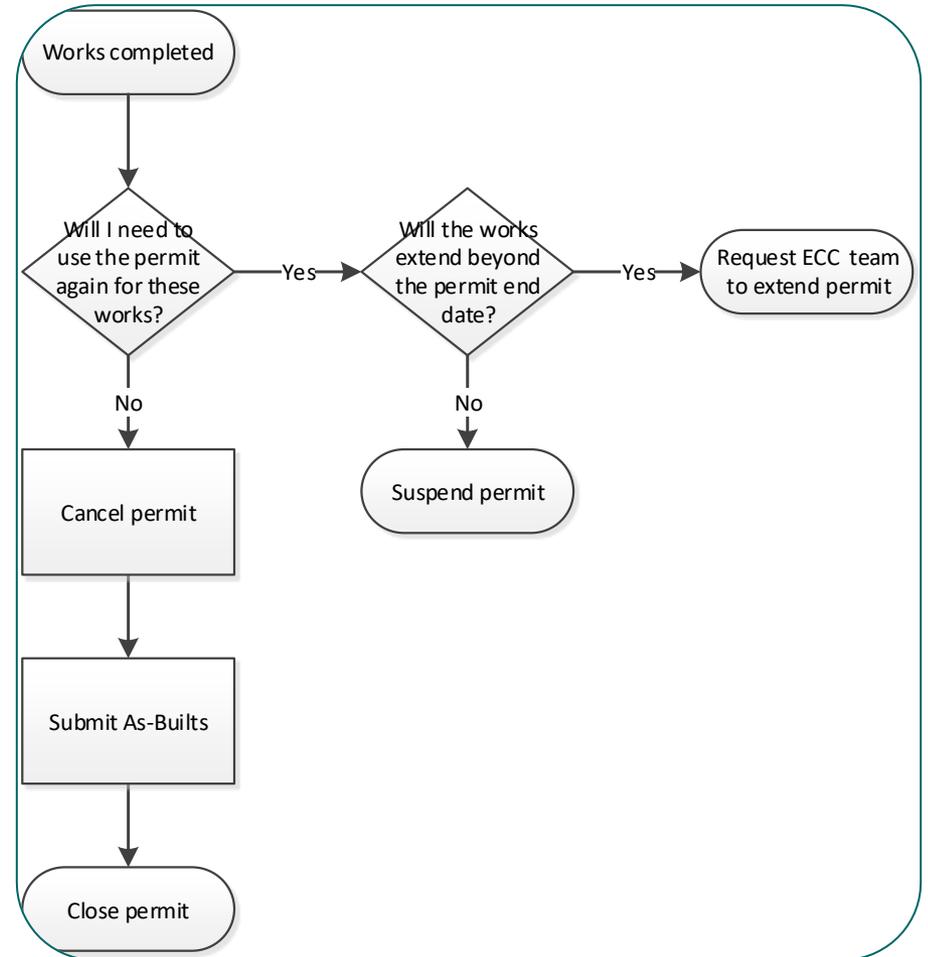
3. The 'Activate' option will show as the next available step once fully approved. When you are ready to start work, call the appropriate party to activate



LSS - suspend/cancel/extend a permit

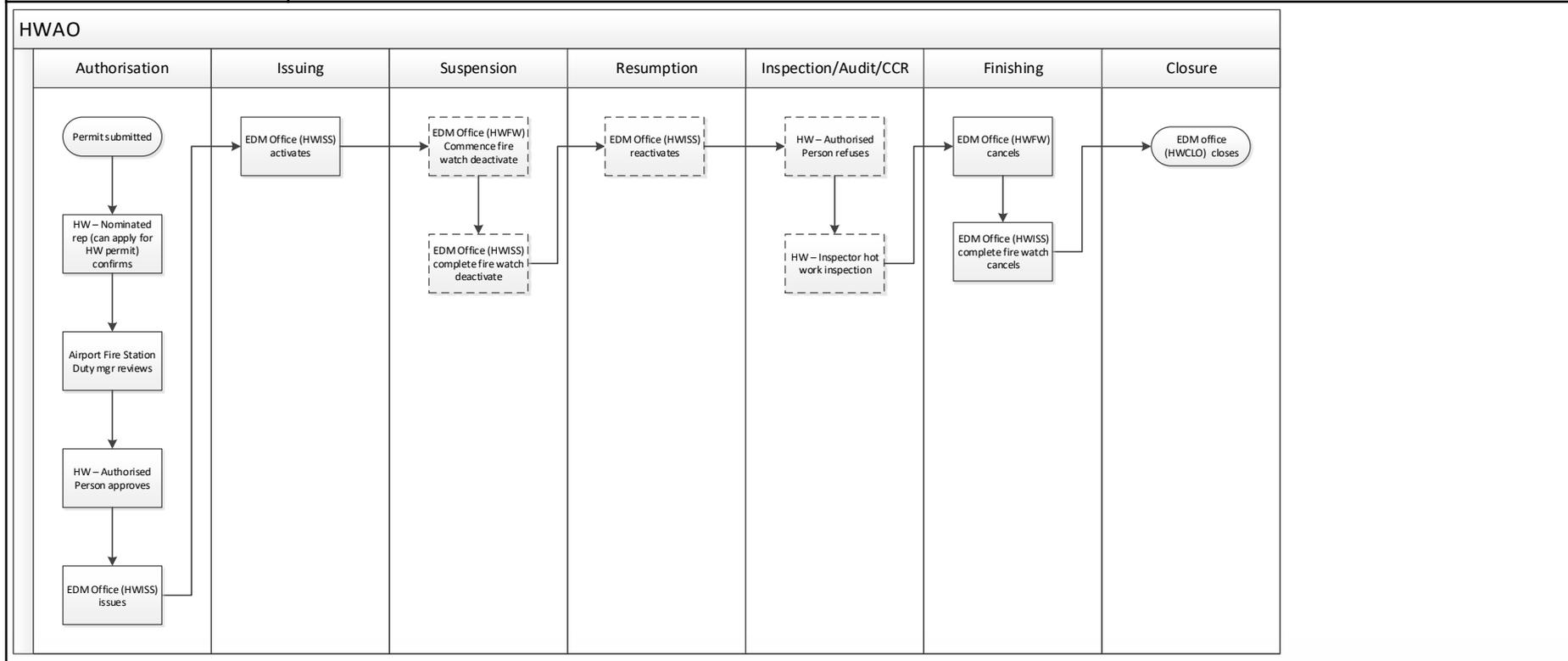
On completion of your works, your LSS permit can be either cancelled or suspended, depending on what stage you are at with the works. The flow diagram will help you ascertain whether you need to suspend, cancel or extend your permit at the end of your works for the day.

Note that if you choose to suspend your permit, it must be reactivated on recommencement of works.



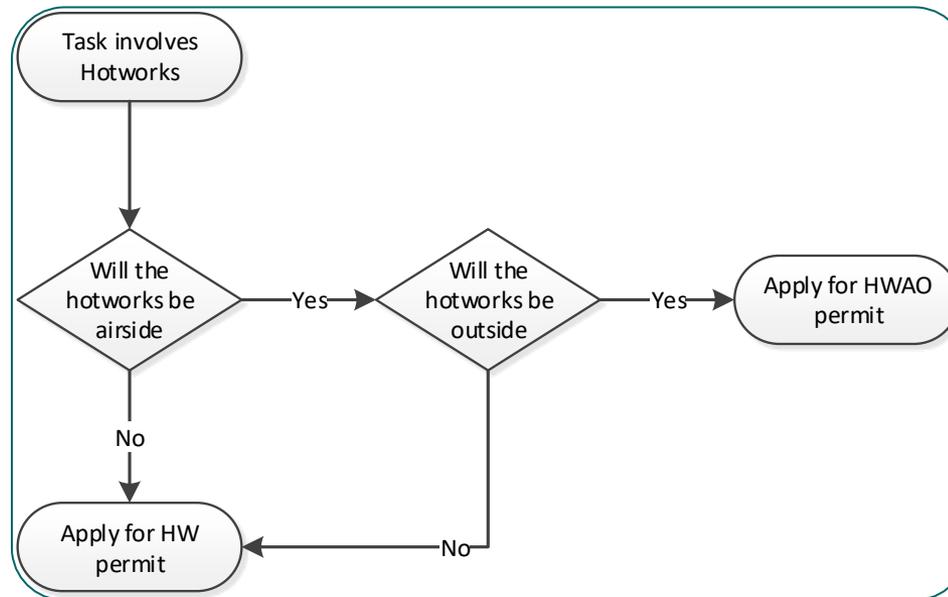
Hot Work permits (HW/HWAO)

Overview	For any activities that generate sparks, flames, smoke, and any activity which generates heat deemed sufficient to present a risk. Depending on the nature of the hot works and the location, you may be required to apply for a specific type of Hot Work permit
Training required	Hot works Nominated Rep, Hot works AP, Hot works Skilled Person
Code(s) in P2W	HW, HWAO



HW or HWAO permit

There are two types of Hot works permits available, the location of the works will determine which type is required. To ascertain whether you need to apply for a HW or HWAO permit for your works, please see the flowchart below.



HW - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Hot works permit type from the drop down menu. This is a standard Hot works permit

3. Click search icon to choose location

4. Select location of works

Work Request Number	Last Accessed
LGW-WR-55815	24-May-21 09:22
LGW-WR-53956	24-May-21 09:22
LGW-WR-53947	26-May-20 13:50
LGW-WR-45736	29-Nov-18 11:49
LGW-WR-45737	29-Nov-18 11:28

Recently Accessed Work Requests:

Work Request Number Last Accessed

LGW-WR-55815 24-May-21 09:22

LGW-WR-53956 24-May-21 09:22

LGW-WR-53947 26-May-20 13:50

LGW-WR-45736 29-Nov-18 11:49

LGW-WR-45737 29-Nov-18 11:28

Type of Permit: (Select Type)

Company: (Select Type)

Show Only Representatives: Person In Charge:

- Airfield Works
- Baggage Environment Notification of Works
- Confined Space (High/Medium)
- Confined Space (Low)
- Cranes (Off-Airport)
- Cranes (On-Airport)
- Hot Works
- Hot Works (Airside-Outside)
- Life Safety Systems - Fire Alarm Isolations

Pick Area

- London Gatwick Airport (LGW)
- Land Areas (LGW-LANDAREA)
- Airfield (LGW-ASIDE-20573)
- Airside Roads (LGW-ASIDE-20573-ROAD)
- Aprons (LGW-ASIDE-20573-APRON)
- ASR Location 001 (LGW-ASIDE-20055)
- Buildings (LGW-ASIDE-BLD)
- AGL Workshops (LGW-ASIDE-BLD-20451)
- Airfield Operations Safety Unit (AOSU) (LGW-ASIDE-BLD-20497)
- Airside Operations Building (AOB) (LGW-ASIDE-BLD-2B169)
- Level 00 - Ground Floor (LGW-ASIDE-BLD-2B169-L00)
- Level 10 - First Floor (LGW-ASIDE-BLD-2B169-L10)
- Level 20 - Second Floor (LGW-ASIDE-BLD-2B169-L20)
- ANS Receiver (LGW-ASIDE-BLD-20029)



HWAO - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Hot Works (Airside/Outside) permit type from the drop down menu.

3. Click search icon to choose location

4. Select location of works

Work Request Number	Last Accessed	Permit Number	Last Accessed
LGW-WR-46754	22-Jun-21 16:12	LGW-HW-79301	25-Oct-21 14:05
LGW-WR-45736	29-Nov-18 11:49	LGW-LSS-79297	15-Sep-21 14:40
LGW-WR-45737	29-Nov-18 11:28	LGW-LSS-FHDR-79296	15-Sep-21 14:37
		LGW-CROFF-79299	07-Sep-21 15:34
		LGW-CROFF-79298	07-Sep-21 15:29

Permit: (Select Type)
Area: [Search]

- Baggage Environment Notification of Works
- Confined Space (High/Medium)
- Confined Space (Low)
- Cranes (Off-Airport)
- Cranes (On-Airport)
- Hot Works
- Hot Works (Airside-Outside)**

P2W-5 Pre-Production (Window)

Pick Area

- London Gatwick Airport (LGW)
- Land Areas (LGW-LANDAREA)
- Airfield (LGW-ASIDE-20573)
- Airside Roads (LGW-ASIDE-20573-ROAD)
- Aprons (LGW-ASIDE-20573-APRON)
- ASR Location 001 (LGW-ASIDE-20056)
- Buildings (LGW-ASIDE-BLD)
- AGL Workshops (LGW-ASIDE-BLD-20451)
- Airfield Operations Safety Unit (AOSU) (LGW-ASIDE-BLD-20497)
- Airside Operations Building (AOB) (LGW-ASIDE-BLD-2B169)
- Level 00 - Ground Floor (LGW-ASIDE-BLD-2B169-L00)
- Level 10 - First Floor (LGW-ASIDE-BLD-2B169-L10)
- Level 20 - Second Floor (LGW-ASIDE-BLD-2B169-L20)



HW/HWAO – person in charge (PiC)

1. Click here if you are the named Person in Charge (PiC) on the permit *

The screenshot shows the 'Raise New Permit' interface. The 'Type of Permit' is 'Hot Works'. The 'Area' is 'LGW-LSIDE-BLD-20719'. The 'Company' field is empty. The 'Person In Charge' field is empty. A dropdown menu is open on the right, showing options: 'Search', 'Raise with Yourself in Charge', 'Raise with Any Representative in Charge', and 'Clear'. Red lines connect callout boxes to specific fields and the dropdown menu.

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



HW/HWAO - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports
Shared Documents

Recent Items
LGW-LS-75297
LGW-LS-FHDR-75296
LGW-CROFF-75295
LGW-CROFF-75298
LGW-LS-SFAI-75295

Type of Permit: Hot Works Area: LGW-LSIDE-BLD-20719
London Gatwick Airport, Other Buildings, Northgate Building (3)

Company: ISTEST

Show Only Representatives:

P2W Pick All Company Close

Name: ISTEST Search

- Search
- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

2. Confirm the search criteria in the pop up window and click search

P2W Pick All Company Close

Name: test Search

Matches=23

Select	Company	Contact Number	Services	Rating
<input type="checkbox"/>	Ascom Network Testing Ltd			
<input type="checkbox"/>	Calltest Ltd			
<input type="checkbox"/>	CIRCUIT ELECTRICAL TESTING			
<input type="checkbox"/>	Construction Testing Solutions Ltd t/a CET Infrastructure.			
<input type="checkbox"/>	Dynatest International			
<input type="checkbox"/>	ELECTRICAL TESTERS LIMITED			
<input type="checkbox"/>	Electrical Testing Ltd			
<input type="checkbox"/>	Geo Site and Testing Services			
<input type="checkbox"/>	Happen test P2W			
<input type="checkbox"/>	Hawkesworth Appliance Testing			
<input type="checkbox"/>	intratest Limited			
<input type="checkbox"/>	Introland Testing Limited			
<input type="checkbox"/>	ISTEST			
<input type="checkbox"/>	James Fisher Testing Services Ltd			
<input type="checkbox"/>	Litestructures Projects Ltd			

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

P2W Pick All Company Close

Name: ISTEST Search

Matches=1

Select	Company	Contact Number	Services	Rating
<input checked="" type="checkbox"/>	ISTEST	01254 123456		



HW/HWAO - searching for PiC by name

The image displays three sequential screenshots of the P2W 'Raise New Permit' web application, illustrating the steps to search for a Person In Charge (PiC) by name.

Step 1: The user enters the name 'Yosemite Sam' in the 'Person In Charge' field. A callout box states: "1. Enter the name of the PiC and click search".

Step 2: The search results are displayed, showing two matches. A callout box states: "2. Select the required PiC from the returned results by clicking on the arrow icon".

Step 3: The 'Raise new Hot Works Permit with Yosemite Sam in charge at London Gatwick Airport, Other Buildings, Northgate Building' option is selected. A callout box states: "3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step".

The interface includes a search bar, a sidebar with navigation options (Home, Work Requests, Permits, Search, Contractor Portal), and a main form area with fields for 'Type of Permit', 'Area', 'Company', 'Person In Charge', and 'Show Only Representatives'. The search results table shows the following data:

Select	Name	Rating
	Yosemite Sam, test, ISTEEST (0123456789)	
	Yosemite Sam, Tester, ACME (01234 567 891)	



HW/HWAO – scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'New Hot Works' interface with the 'Scope of Work' form. The form includes the following fields and callouts:

- 1.** Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%' (points to the 'Description' field).
- 2.** Enter more detailed description of the scope of works to be undertaken (points to the 'Scope of Work' field).
- 3.** Remember to adjust the start and finish date and times (points to the 'Start On' and 'Finish On' date and time pickers).
- 4.** Additional locations can be added if required, or enter free text if the location is very specific (points to the 'Location(s)' field).
- 5.** This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab (points to the 'Person-in-Charge' field).
- 6.** Complete this field to allow easy reference back to PO numbers used for your works (points to the 'Purchase Order Number' field).
- 7.** Free text fields for you to provide further information (points to the 'Equipment to be worked on' and 'Tools' fields).

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations



HW/HWAO - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit number and status

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval

Search ...

Reports

Shared Documents

Recent Items

- LGW-HW-79301
- LGW-L S S-79297
- LGW-L S S-FHDR-79296
- LGW-CROFF-79295
- LGW-CROFF-79298

Home Work Requests Permits Search Contractor Portal

Change Submit Reject

Scope of Work Method People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Scope of Work: Ut vulputate nibh magna, eget consequat felis ultrices vel. Praesent suscipit lacus ac orci interdum eleifend. Curabitur mattis, lorem ut faucibus facilisis, orci orci efficitur sapien, faucibus suscipit elit enim at ex. Curabitur non urna vestibulum, tristique mi at, iaculis ligula. Donec non pharetra magna. Ut a magna vitae purus faucibus tempus. Suspendisse rhoncus lectus sit amet quam

Start On: 21-Sep-21 08:00

Finish On: 31-Oct-21 18:00

Location(s): LGW-LSIDE-BLD-20719
London Gatwick Airport, Gatwick

Add:

Location Details: Nulla feugiat eleifend velit, quis

Person-in-Charge: Yosemite Sam, ITEST Change

Work Package: None

Purchase Order Number: 650000087

Equipment to be worked on: Vivamus bibendum nibh non aliquam dignissim. Vivamus pharetra viverra velit eu tincidunt.

Tools: Ut commodo est eget eleifend ullamcorper. In ac felis diam. Proin venenatis eget erat eget pellentesque. Integer a rutrum nulla.

Created On: 20-Sep-21 16:23 by Edna E Mode (Revision 1)



HW/HWAO - permit details

The 'Method' consists of additional sub-tabs which must be completed when applying for a HW or HWAO permit.

1. All sub-tabs must be completed

2. All grey highlighted fields are compulsory



HW/HWAO - PiC & work party

The image shows a screenshot of the P2W software interface. The main window displays permit details for 'Permit: LGW-HW-79301 (Initiated)'. It includes a navigation menu with options like Home, Work Requests, Permits, Search, and Contract. The main content area shows 'Expected Work Party' and 'Working Party' sections. The 'Working Party' section has a table with columns for Job Title, Guest, Occupant, Filled By, and Filled On. A table row shows 'Person in Charge' with a red 'X' in the Guest column, 'Yosemite Sam, ITEST' in the Occupant column, and 'Edna E Mode' in the Filled By column. There is an 'Add Worker' link below the table. A 'Pick Worker' pop-up window is overlaid on the main window. It has a 'Close' button in the top right corner. Below the P2W logo, there are 'Add' and 'Add & Stay' buttons. The 'Worker Details' section includes a 'Job Title' dropdown menu set to 'Worker' and a 'Company' text input field containing 'ISTEST'. A search icon is to the right of the company field. Red lines connect text boxes to specific elements in the interface.

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to the person raising the permit.

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



HW/HWAO - adding a sponsor

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name

P2W Permit: LGW-HW-79301 (Initiated) Logged in as Edna E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports

Shared Documents

Recent Items

- LGW-HW-79301
- LGW-LS-79297
- LGW-LS-5-FHDR-79
- LGW-CROFF-79299
- LGW-CROFF-79298

Scope of Work Method People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

On -21 16:23

Contacts:

Title: Sponsor Guest Contact: John Sponsor

No contacts specified.

Pick Person

The search text matches the following people. Please select one or press Cancel.

- John Sponsor 1 (Gatwick Airport Ltd)
- John Sponsor 2 (Gatwick Airport Ltd)

Contacts:

Title: Sponsor Guest Contact: John Sponsor 1 Add Contact

No contacts specified.

Contacts:

Title: Guest Contact:

Contact	Guest	Name	Contact
	<input checked="" type="checkbox"/>	John Sponsor 1, Gatwick Airport Ltd	



HW/HWAO - attachments

Task specific Risk Assessments and Method Statements (RAMS) may need to be uploaded for the Life Safety Systems team to review along with drawings clearly indicating the area required for isolation; these (and any other relevant documentation) should be uploaded via the 'Attachments' tab.

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Risk Assessment	User TEST_RA1.pdf	Edna E Mode	4-Oct-21 15:38		83.0Kb
<input type="checkbox"/>	Drawing	User TEST_Drawing.pdf	Edna E Mode	4-Oct-21 15:38		82.0Kb



HW/HWAO - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

2. Click the 'Select' icon to view an entry in more detail

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
	PP-V-P	Innei Shum			4-Oct-21 16:10	Payment Point for Verification of Qualifying Permit raised directly	✓
→	Approve	Innei Shum	Authorisation	HW - Authorised Person	4-Oct-21 16:10	ok	✓
→	Confirm	Wile Coyote	Authorisation	HW - Nominated Rep (Can apply for HW Permit)	4-Oct-21 16:09	ok	✓
	Submit	Edna E Mode			4-Oct-21 15:58	ok	✓
	Re-try	Edna E Mode			4-Oct-21 15:58		✓
	PP-D-P	Innei Shum			4-Oct-21 15:57	Payment Point for Declining of Qualifying Permit, either raised from Work Request or raised directly, by the identified role for each type	✓
→	Declined	Innei Shum	Authorisation	HW - Authorised Person	4-Oct-21 15:57	Please provide work sponsor name	✗
→	Confirm	Edna E Mode	Authorisation	HW - Nominated Rep (Can apply for HW Permit)	4-Oct-21 15:54	ok	✓

Please confirm the following:

I have read and understood the current Standard Operating Procedure (SOP) for Hotworks and agree to comply with all of the procedures set out in it: Yes

I have checked all sections of this application and confirm that all of its content is correct. I understand that as a hotwork nominated representative, I am taking responsibility for this application and understand that I am responsible for ensuring that all relevant procedures as laid out in the SOP are followed by all persons undertaking this work: Yes

I understand, that by checking this box, my signature will be printed out on the permit, to sign in agreement with the Risk Assessment for this works: Yes



HW/HWAO - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W software interface for a permit. The top navigation bar includes the P2W logo, the permit ID 'Permit: LGW-HW-79301 (Submitted)', and the user 'Edna E Mode (Logout)'. The main content area shows the 'Relations' tab selected, with a count of '(0,0)'. Below the tabs, three messages are displayed: 'This is not involved in any relationships.', 'Nothing has this as a dependant.', and 'This is not involved in any conflicts.' The left sidebar contains a search bar and a list of recent items including 'LGW-HW-79301', 'LGW-LS-75297', 'LGW-LS-FHDR-75296', 'LGW-CROFF-75299', and 'LGW-CROFF-75298'.



HW/HWAO – submit a permit

Once all details are completed for the permit, it can then be submitted by clicking the 'submit' button. On submission, the system will undertake a check to ensure that the necessary fields have been completed; if these fields are incomplete, on-screen warnings will be displayed.

The screenshot displays the P2W Permit submission interface for permit LGW-HW-79301. The top navigation bar includes 'Home', 'Work Requests', 'Permits', 'Search', and 'Contractor Portal'. The user is logged in as Edna E Mode. The main content area shows the permit details, including a description, scope of work, start and finish dates, and location. A warning dialog is displayed, indicating that the permit is scheduled to start more than 2 hours in the past. The dialog prompts the user to acknowledge the warning with a comment. The 'Submit' button is highlighted in the top navigation bar, and the 'Proceed' button is highlighted in the warning dialog.

1. Click the 'Submit' button when the permit is ready for submission

2. On-screen warnings will identify any missing information or potential issues with the permit. Ensure warnings are acknowledged, or errors are corrected prior to submission



HW/HWAO – confirm a permit (1)

Following submission of the HW permit, the next step is to 'confirm' the permit. The step is carried out by the HW-Nominated Rep and will typically be a member of your company who has undertaken and completed the relevant training.

1. Access the 'confirm' option via the menu

2. Search using number and/or type to help narrow the search. Click Search

3. Click the 'next steps' icon.

Select	Number	Info	Noun	Status	Last Action	Type	Description	Location	Start	Finish	Person in Charge	Sign-off Role
	LGW-HW-79301		Permit	Submitted	Submit	Hot Works	Lorem ipsum dolor sit amet, consectetur adipisc...	Northgate Building	21-Sep-21 08:00	31-Oct-21 18:00	Yosemite Sam	HW - Nominated Rep (Can apply for HW Permit)



HW/HWAO – confirm a permit (2)

The HW - Nominated Rep must acknowledge any declarations at the 'confirm' stage.

1. Acknowledge any warnings with comments in the box below

Select	Number	Info	Noun	Status	Last Action	Type	Description	Location	Start	Finish	Person in Charge	Sign-off Role
<input checked="" type="checkbox"/>	LGW-HW-79301		Permit	Submitted	Submit	Hot Works	Lorem ipsum dolor sit amet, consectetur adipisc...	Northgate Building	21-Sep-21 08:00	31-Oct-21 18:00	Yosemite Sam	HW - Nominated Rep (Can apply for HW Permit)

Issues with the selected Permit:

- Edna E Mode does not have the competencies required by the HW - Nominated Rep (Can apply for HW Permit) role to do this sign-off. Nominated Representative - Hotworks (Missing).
- This is scheduled to start more than 2 hours in the past.
- Yosemite Sam is already booked with the following at this time: LGW-LSS-FHDR-79296, LGW-SCPTD-79291, LGW-SC-79282, LGW-LSS-79297.

Number of sign-offs remaining to complete this transition = 2.

Comment:

Please confirm the following:

I have read and understood the current Standard Operating Procedure (SOP) for Hotworks and agree to comply with all of the procedures set out in it: Yes

I have checked all sections of this application and confirm that all of its content is correct. I understand that as a hotwork nominated representative, I am taking responsibility for this application and understand that I am responsible for ensuring that all relevant procedures as laid out in the SOP are followed by all persons undertaking this work: Yes

I understand, that by checking this box, my signature will be printed out on the permit, to sign in agreement with the Risk Assessment for this works: Yes

3. Confirm (or decline) the permit



HW/HWAO - issue a permit

Once a permit has been approved by the relevant Gatwick personnel, the permit must then be issued so that it can be activated when works are to commence.

In order to have the HW permit issued, you must:

1. Contact the ECC to arrange a time for the AP to issue the HW permit; this can be up to 48hrs prior to works commencing
2. The HW permit will be issued at the site of works
3. All firefighting equipment must be present on site at the time of issue

The AP will issue the HW permit along with the fire watch period required for when works are finished.

NOTE: Please allow sufficient time for the AP to issue the permit as this can be subject to operational commitments.



HW/HWAO - activate a permit

A HW permit can only be activated after it has been issued by the Hot works AP.

When you are ready to start your hot work activities, call the ECC to activate your HW permit.

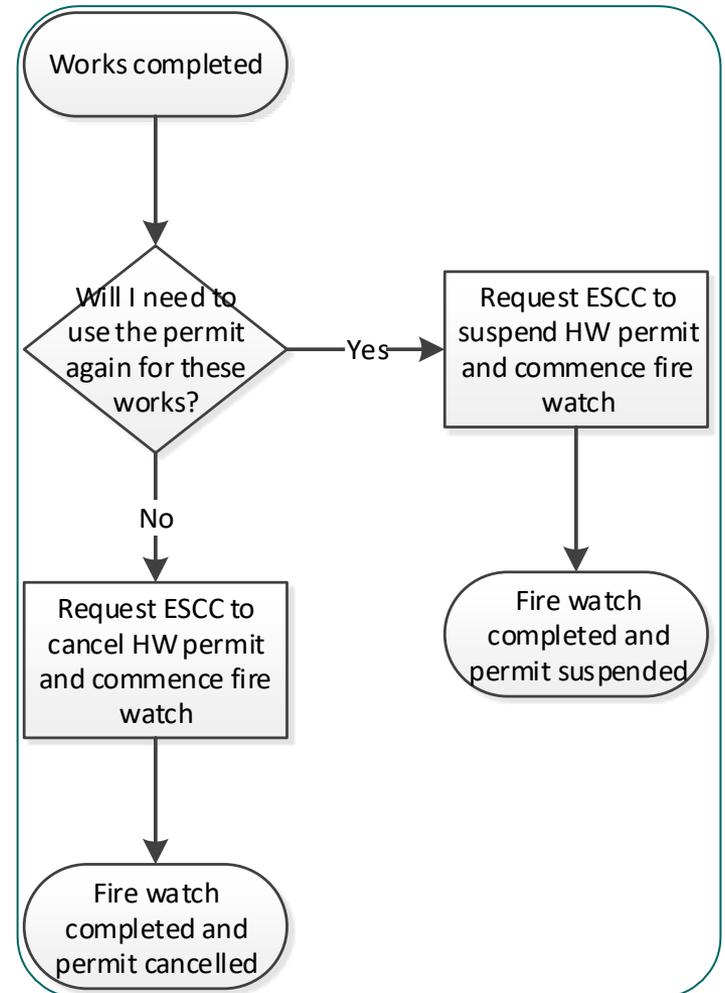
On completion of your works, the HW can be suspended (or cancelled), at which point you must call the ECC and inform them that your Fire Watch period (as assigned by the AP at time of issue) has commenced. Once the Fire Watch period has elapsed, you must contact the ECC to inform them that the Fire Watch is complete; at this point, the HW will be suspended (or cancelled)



HW/HWAO - suspend or cancel a permit

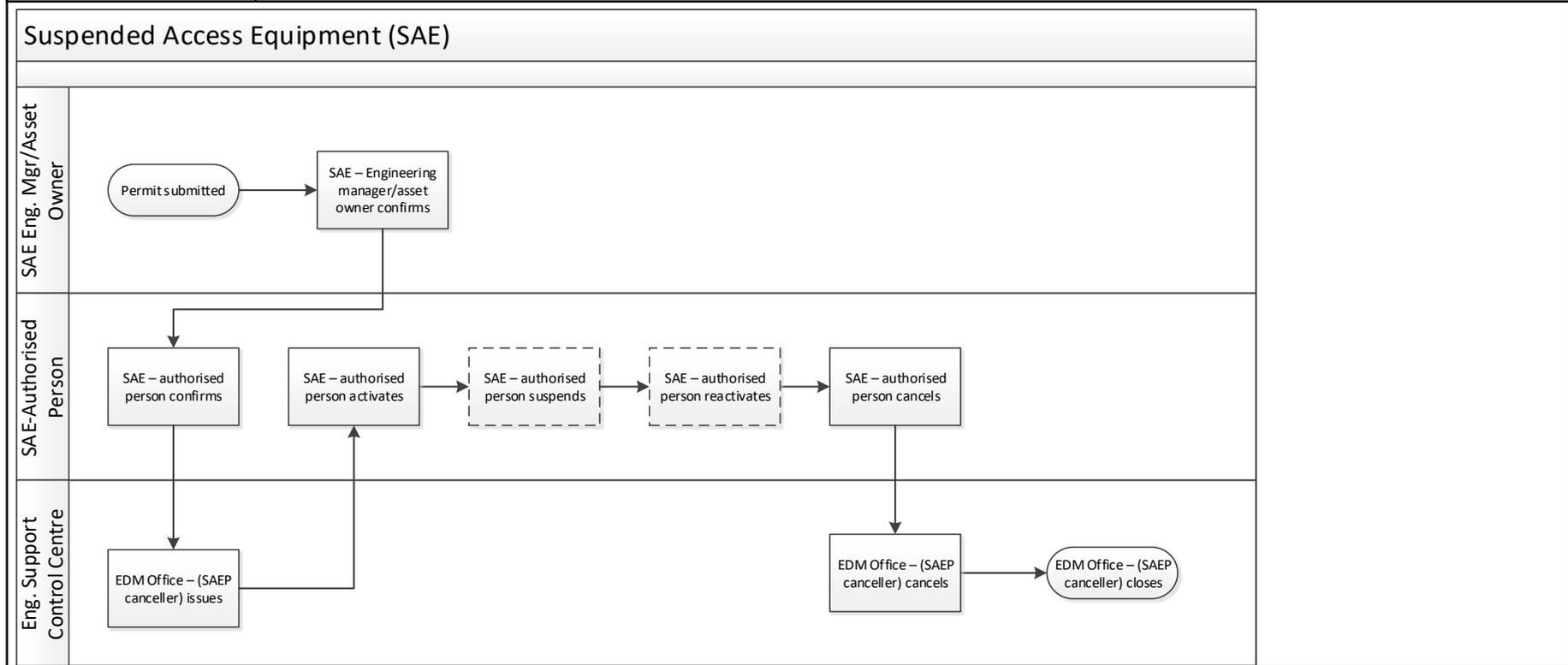
On completion of your works, your HW permit can be either cancelled or suspended depending on what stage you are at with the works. The flow diagram below will help you ascertain whether you need to suspend or cancel your permit at the end of your works.

Note that if you choose to suspend your permit, it must be reactivated on recommencement of works.



Suspended Access Equipment (SAE)

Overview	To be used when people or cradle equipment are suspended more than 2m above the ground using ropes or similar non-rigid attachments.
Training required	To be obtained by the contractor directly with accredited external training provider. This is the responsibility of the contractor
Code(s) in P2W	SAE



SAE - raise a new permit

1. Access the 'Raise New Permit' screen via the Contractor Portal -> Permits -> Process Permits -> Apply menu option

2. Select the Suspended Access Equipment permit type from the drop down menu

3. Click search icon to choose location

4. Select location of works

The screenshots show the P2W Home page with the navigation menu (Home, Work Requests, Permits, Search, Contractor Portal) and the 'Apply' option under 'Process Permits'. The 'Raise New Permit' form shows 'Type of Permit' set to 'Suspended Access Equipment (SOP)'. The 'Pick Area' dialog shows a list of locations, with 'Hangar Lane Security Post (LGW-BLD-22022)' selected.



SAE - person in charge (PiC)

Search ...

Reports

Shared Documents

Recent Items

- LGW-CROFF-79299
- LGW-HW-79301
- LGW-L S S-79297
- LGW-L S S-FHDR-79296
- LGW-CROFF-79298

Raise New Permit

Logged in as Ed E Mode (Logout)

Home Work Requests Permits Search Contractor Portal

Type of Permit: Suspended Access Equipment (SOP) Area: LGW-LSIDE-BLD-20205-L8

Company: [Search Icon]

Show Only Representatives:

Person In Charge: [Search Icon]

Search

- Raise with Yourself in Charge
- Raise with Any Representative in Charge
- Clear

1. Click here if you are the named Person in Charge (PiC) on the permit *

2. If raising a permit with a PiC from another company, use the Company search function by typing in the name and clicking on the search icon

3. Alternatively, search on the name of a person by entering the name and then clicking Search. **

4. If the PiC is unknown at this stage, click here to raise with a blank PiC.

* Note 1: PiC names can always be changed prior to submission

** Note 2: Always avoid performing broad searches as this can slow the system down



SAE - searching for PiC by company name

1. Enter the name of the company of the PiC for the permit and click the search icon

Search ...

Search

Contractor Portal

Logged in as Edna E Mode (Logout)

Type of Permit: Suspended Access Equipment (SOP)

Area: LGW-LSIDE-BLD-20205-L8

Company: ISTEST

Person In Charge:

Search

Raise with Yourself in Charge

Raise with Any Representative in Charge

Clear

Recent Items

- LGW-CROFF-75259
- LGW-HW-75301
- LGW-LS-75297
- LGW-LS-FHDR-75296
- LGW-CROFF-75258

P2W Pick All Company Close

2. Confirm the search criteria in the pop up window and click search

Name: ISTEST

Search

P2W Pick All Company Close

Name: test

Search

Matches=23

3. Select the required company from the returned results (this could be a list or a single company), this will in turn return a list of employees for the company.

Name: ISTEST

Search

Matches=1

Select	Company	Contact Number	Services	Rating
	ISTEST	01254 123456		

P2W Pick All Company Close



SAE - searching for PiC by name

The image displays three sequential screenshots of the P2W 'Raise New Permit' web application, illustrating the steps to search for a Person In Charge (PiC) by name.

Step 1: The first screenshot shows the 'Raise New Permit' form. The 'Type of Permit' is set to 'Suspended Access Equipment (SOP)' and the 'Area' is 'LGW-LSIDE-BLD-20205-L8'. The 'Person In Charge' field contains the name 'Yosemite Sam'. A pink box highlights the search bar and the search button, with the instruction: "1. Enter the name of the PiC and click search".

Step 2: The second screenshot shows the search results. The 'Person In Charge' field still contains 'Yosemite Sam'. Below the form, a table displays the search results:

Select	Name	Rating
	Yosemite Sam, test, ISTEEST (0123456789)	
	Yosemite Sam, Tester, ACME (01234 567 891)	

A pink box highlights the first result, with the instruction: "2. Select the required PiC from the returned results by clicking on the arrow icon".

Step 3: The third screenshot shows the 'Raise new Permit' button now enabled and highlighted with a pink box. The instruction is: "3. Once a PiC name is selected, the option to raise the permit will be enabled. Click the arrow icon to be taken to the next step".



SAE – scope of works screen

Once a PIC and location for the works have been selected, the main 'Scope of Work' detail page will become available for editing

The screenshot shows the 'New Suspended Access Equipment (SOP)' form in the P2W system. The form is titled 'Scope of Work' and contains several fields for data entry. Annotations with numbered callouts point to specific fields:

- 1. Enter a brief description of the works. Please avoid using the following characters in this field '&', '<', '>', '%'
- 2. Enter more detailed description of the scope of works to be undertaken
- 3. Remember to adjust the start and finish date and times
- 4. Additional locations can be added if required *, or enter free text if the location is very specific
- 5. This will be prepopulated with the PiC selected on the 'Raise New Permit' screen. The PiC can be changed here or on the 'People' tab
- 6. Complete this field to allow easy reference back to PO numbers used for your works
- 7. Free text fields for you to provide further information

The form fields include:

- Description: Lorem ipsum dolor sit amet,
- Scope of Work: vel modus voluptatibus eu, nam hinc clita no, vis graeci putant sensibus te. Ea vocer et. In nec posse erant alterum. Ne quaque facilis sea, id quis dictas interesset vim eam.
- Start On: 23-Nov-21 08:00
- Finish On: 30-Nov-21 18:00
- Location(s): LGW-LSIDE-BLD-20205-L8
London Gatwick Airport, Other Buildings, Destinations, 8th Floor (3),
- Add: [Free text field]
- Location Details: eu atqui omnium detraxit duo.
- Person-in-Charge: Yosemite Sam, ISTEEST
- Work Package: None
- Purchase Order Number: 650000875
- Equipment to be worked on: Sit at postea causae the phrastus
- Tools: Mei ne labore animal voluptatibus, utinam imperdiet has ei, cu nam eruditi iracundia!

* The scope of works refreshes in the background when adding multiple locations. Close the 'area picker' window to view selected locations

7. Free text fields for you to provide further information



SAE - new permit generation

Once the 'Scope of Work' tab has been populated, the permit should be saved so a number can be generated. This will be a unique system generated number. Additional tabs will be enabled to allow the completion of the permit.

Permit number and status

Logged in as [Edna E Mode](#) (Logout)

Home Work Requests Permits Search Contractor Portal

Search ...

Reports
Shared Documents

Recent Items
LGW-SAE-79302
LGW-CROFF-79295
LGW-HW-79301
LGW-LS-79297
LGW-LS-FHDR-79296

Scope of Work Method People (1,0) Attachments (None) Workflow (1) Relations (0,0) Inspections/Audits/CCRs (None)

Description: Lorem ipsum dolor sit amet,
Scope of Work: vel modus voluptatis eu, nam hinc clita no, vis graeci putant sensibus te. Ea vocent labitur duo. Debet solet at vix, enim duis cum et. In nec posse erant alterum. Ne quaeque facilis sea, id quis dictas interesset vim. Vix et harum impedit, id nihil ridens salutandi eam.
Start On: 23-Nov-21 08:00
Finish On: 30-Nov-21 18:00
Location(s): LGW-LSIDE-BLD-20205-L8
London Gatwick Airport, Other Buildings
Add:
Location Details: eu atqui omnium detraxit duo.
Person-in-Charge: Yosemite Sam, ITEST Change
Work Package: None
Purchase Order Number: 650000875
Equipment to be worked on: Sit at postea causae theophrastus
Tools: Mei ne labore animal voluptatibus, utinam imperdiet has ei, cu nam eruditi iracundia.

Additional tabs enabled. Details must be supplied within some of these tabs before the permit can be submitted for approval



SAE - permit details – method tab (1)

The 'Method' tab consists of multiple tabs which must all be completed

1. All information must be submitted for all tabs

2. Grey highlighted fields are mandatory; the permit cannot be submitted if these fields are not completed



SAE - permit details – method tab (2)

Ensure all tabs are completed

The image shows a screenshot of a software interface for SAE permit details, specifically the 'method tab'. The interface consists of several stacked panels, each with a set of tabs at the top. The tabs are: 'Type of work', 'Notifications', 'Additional Workers', 'Documentation Attached', and 'Emergency Contact Details'. The 'Additional Workers' tab is highlighted in orange in the top panel, and the 'Documentation Attached' tab is highlighted in orange in the middle panel. The 'Emergency Contact Details' tab is highlighted in orange in the bottom panel. The 'Additional Workers' tab in the top panel contains two grey-highlighted fields: 'Has Security Personnel been arranged?:' with radio buttons for 'Yes' and 'Not Required', and 'Has Airside Operations been informed?:' with radio buttons for 'Yes' and 'Not Applicable'. The 'Documentation Attached' tab in the middle panel contains a grey-highlighted field: 'Method Statement:' with radio buttons for 'Yes' and 'No', and a 'Reference Number:' input field. Below it is another grey-highlighted field: 'Risk Assessment:' with radio buttons for 'Yes' and 'No', and another 'Reference Number:' input field. The 'Emergency Contact Details' tab in the bottom panel contains two grey-highlighted fields: 'Emergency Contact Name:' and 'Emergency Contact Number:', both with input fields. A pink box with a white border contains the text: '1. Grey highlighted fields are mandatory; the permit cannot be submitted if these fields are not completed'. Four pink lines with circular endpoints point from this box to the four grey-highlighted fields mentioned above.

1. Grey highlighted fields are mandatory; the permit cannot be submitted if these fields are not completed



SAE - PiC & work party

The screenshot displays the P2W system interface for permit management. The main window shows the permit details for 'Permit: LGW-SAE-79302 (Initiated)'. The 'Expected Work Party' field is empty, and the 'Working Party' table lists 'Person in Charge' as 'Yosemite Sam, ISTEEST' with 'Edna E Mode' as the 'Filled By' on '22-Nov-21 15:40'. A 'Pick Worker' pop-up window is overlaid, showing 'Worker Details' with 'Job Title' set to 'Skilled Person' and 'Company' set to 'ISTEST'. The 'Worker' search field contains 'Wile' and a search icon is visible. A 'Recent Items' sidebar on the left lists several permit documents.

1. If a PiC was selected when the permit was first raised, this field will be prepopulated

2. To include additional work party members, click the 'Add Worker' link. This will open up a pop-up window (ensure pop-ups are not blocked on your browser)

3. When adding a new worker, the company will default to the person raising the permit.

4. Enter the name of the worker and click the search icon. If you are unsure, just click the search icon to bring up a full list of names for the company which you can select from. Be mindful that this can slow the system down significantly if the company has a large number of workers.

NOTE: Please ensure the companies of work party members are SafeContractor accredited



SAE - adding a Sponsor

1. Enter the title 'Sponsor'

2. Untick the 'Guest' checkbox

3. Enter the name of the Sponsor and click the 'Search' icon

4. If there are multiple matches, select the sponsor name you require

5. The correct sponsor will appear in the contact box. Next, click 'Add Contact'

6. This will now move the sponsor into the 'Contacts' table. Click the 'Edit this row' icon to make any edits to the sponsor's name

Contacts:
Title: Guest Contact:

Pick Person
The search text matches the following people. Please select one or press Cancel.
 John Sponsor 1 (Gatwick Airport Ltd)
 John Sponsor 2 (Gatwick Airport Ltd)

Contacts:
Title: Guest Contact:

Contact	Guest	Name	Contact Number	Email Address	Job Title
<input type="button" value="Edit this row"/>	<input checked="" type="checkbox"/>	John Sponsor 1, Gatwick Airport Ltd			<input type="button" value="Delete"/>



SAE - attachments

Task specific Risk Assessments and Method Statements (RAMS) will need to be uploaded for relevant team to review along with any other relevant documentation. These should be uploaded via the 'Attachments' tab.

1. Use the drop down list to select the type of attachment to be uploaded e.g. risk assessment

2. Click 'Choose File' to navigate to the location of the document to be uploaded

3. A brief comment can be added here to give the attachment more detail if required

4. Click 'Attach' to upload the document to the work request

5. Uploaded documents will be shown in the attachments table

Type	Source	Item	Attached By	Attached On	Comment	File Size (Kb)
<input type="checkbox"/>	Risk Assessment	User TEST_RA1.pdf	Edna E Mode	24-Nov-21 10:00	Ad mnesarchum dissentias mea, integre detraxit ei eum	83.0Kb
<input type="checkbox"/>	Method Statement	User TEST_MS1.pdf	Edna E Mode	24-Nov-21 10:00	Nec libris eleifend ne.	82.0Kb



SAE - workflow

This is a read only tab and provides a timeline of the various stages the permit has progressed through. Events are automatically date and time stamped, and this is always a good reference point to see what sign offs the permit has had.

1. Click the workflow tab to see the progress of the permit

Select	Action	Signatory	Transition	Role	Performed On	Comment	Approved
	Confirm	Wile Coyote	Authorisation	SAE - Authorised Person	26-Nov-21 11:47	OK	<input checked="" type="checkbox"/>
	PP-V-P	Innei Shum			26-Nov-21 11:32	Payment Point for Verification of Qualifying Permit raised directly	<input checked="" type="checkbox"/>
	Confirm	Innei Shum	Authorisation	SAE - Engineering Manager/Asset Owner	26-Nov-21 11:32	ok	<input checked="" type="checkbox"/>
	submit	Edna E Mode			24-Nov-21 10:02	Acknowledged	<input checked="" type="checkbox"/>
	created	Edna E Mode			22-Nov-21 16:04		<input checked="" type="checkbox"/>

2. Click the 'Select' icon to view an entry in more detail

Declaration

I have inspected the certification of any GAL equipment or fixing points to be used and confirm that its within date: Yes

All the required documentation is attached, counter signed where necessary and in order: Yes

I confirm i have reviewed this application, and i am happy for the permit to proceed: Yes

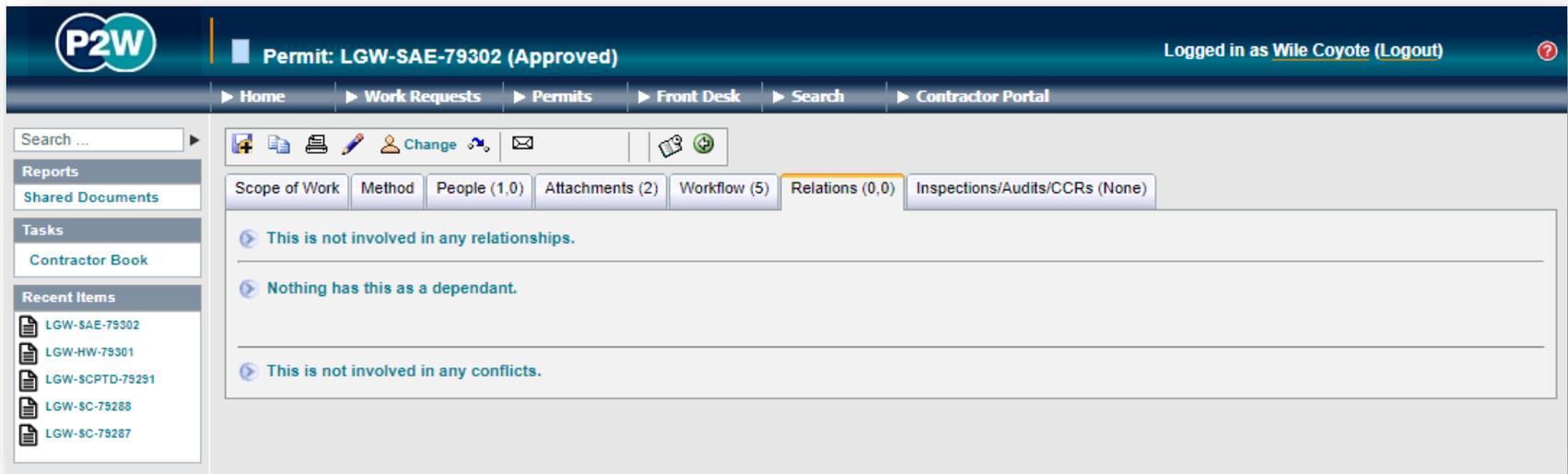
I confirm that as the AP for this application, i will be present on site on the day of works: Yes

I confirm that all relevant parties such as security, have been informed of this work prior to attending site: Yes



SAE - relations

This section will show related permits. Whilst this functionality is enabled, it is not widely used due to the dependency issues it can cause. It is only compulsory to relate specific permits, so unless the system prompts you, avoid using this option.



The screenshot displays the P2W system interface for permit LGW-SAE-79302 (Approved). The user is logged in as Wile Coyote. The interface includes a navigation menu with options like Home, Work Requests, Permits, Front Desk, Search, and Contractor Portal. A search bar is present, and a sidebar lists Reports, Shared Documents, Tasks, Contractor Book, and Recent Items. The main content area shows the 'Relations' tab selected, with a count of (0,0). The content area displays three messages: 'This is not involved in any relationships.', 'Nothing has this as a dependant.', and 'This is not involved in any conflicts.'



SAE - Submit a permit

Once all details are completed for the permit, it can then be submitted by clicking the 'submit' button. On submission, the system will undertake a check to ensure that the necessary fields have been completed; if these fields are incomplete, on-screen warnings will be displayed.

The screenshot displays the P2W permit submission interface for permit LGW-SAE-79303 (Initiated). The interface includes a navigation bar with 'Home', 'Work Requests', 'Permits', 'Front Desk', 'Search', and 'Contractor Portal'. A toolbar contains 'Change', 'Submit', and 'Reject' buttons. The main form area shows details for the permit, including Description, Scope of Work, Start On, Finish On, and Location(s). A warning message is displayed, stating: 'To proceed with the Submission you must acknowledge these warnings with a comment.' The warning lists 'Required document(s) have not been attached: Emergency Plan, Method Statement, Risk Assessment.' Below the warning is a text input field for a comment and buttons for 'Proceed' and 'Cancel'. Two callout boxes provide instructions: '1. Click the 'Submit' button when the permit is ready for submission' and '2. On-screen warnings will identify any missing information or potential issues with the permit. Ensure these warnings are acknowledged, and any issues rectified prior to submission'.

1. Click the 'Submit' button when the permit is ready for submission

2. On-screen warnings will identify any missing information or potential issues with the permit. Ensure these warnings are acknowledged, and any issues rectified prior to submission



SAE - confirm a permit

Following submission of the SAE permit, and review by the relevant Gatwick personnel, the permit then has to be 'confirmed'. The 'confirm' step is carried out by the Suspended Access Authorised Person (SAE-AP) and will typically be a member of your company who has undertaken and completed the relevant suspended access training.

1. Access the permit by clicking on the permit number

2. Click the 'next steps' icon.

3. The 'confirm' option should be enable; if this is greyed out then the user is not able to 'confirm' the permit.

The screenshot displays the P2W Home page with a navigation menu (Home, Work Requests, Permits, Front Desk, Search) and a user profile (Wile Coyote). A table of 'Recently Accessed Permits' lists LGW-SAE-79303 as the current permit. A secondary window shows the 'Permit: LGW-SAE-79303 (Submitted)' details, including a description and dates. A 'Next Steps' window on the right contains a flowchart with states: Initiated, Submitted, Approved, Active, Cancelled, Closed, Suspended, and Not Authorised. The flowchart shows transitions between these states, such as 'Submit' from Initiated to Submitted, and 'Confirm' from Submitted to Approved. The 'Confirm' button in the 'Possible Actions' list is highlighted.

Work Request Number	Last Accessed	Permit Number	Last Accessed
LGW-WR-45736	29-Nov-18 12:15	LGW-SAE-79303	26-Nov-21 14:44
LGW-WR-45739	29-Nov-18 12:09	LGW-SCPTD-79291	26-Nov-21 14:40

Permit: LGW-SAE-79303 (Submitted)

Description: Lorem ipsum dolor sit amet, vim cu sententiae reprimique

Scope of Work: Est at scripta minimum argumentum. Et cibo facete eos, te affert aliquid vis. Pro i

Start On: 27-Nov-21 08 : 00

Finish On: 31-Dec-21 18 : 00

Next Steps for Permit LGW-SAE-79303 (Submitted)

Possible Actions:

- View Details
- Counter-sign
- Print
- Confirm by SAE - Authorised Person
- Send Email

State Notifications:

- Not Authorised
- Rejected



SAE - how to confirm a permit

The SAE – AP must acknowledge any declarations at the 'confirm' stage.

The screenshot shows the 'Confirm a Permit' interface in the P2W system. The page title is 'Confirm a Permit (Filtered)' and the user is logged in as 'Wile Coyote'. The interface includes a search bar, navigation tabs for 'Home', 'Work Requests', and 'Permit', and a sidebar with 'Reports', 'Shared Documents', and 'Recent Items'. A table lists permits, with 'LGW-SAE-79303' selected. Below the table, there are sections for 'Issues with the selected Permit', a 'Comment' field, a 'Declaration' section with five checklist items, and a final confirmation step. Three numbered callouts are overlaid on the interface:

1. Acknowledge any warnings with comments in the box below
2. Complete the 'confirmation' questions
3. Confirm (or decline) the permit

Select	Number	Info	Noun	Status	Last Action	Type	Description	Location	Start	Finish	Person in Charge	Sign-off Role
	LGW-SAE-79303		Permit	Submitted	PP-V-P	Suspended Access Equipment (SOP)	Lorem ipsum dolor sit amet, vim cu sententiae r...	9th Floor Roof Level	27-Nov-21 08:00	31-Dec-21 18:00	Wile Coyote	SAE - Authorised Person

Issues with the selected Permit:

- The authoriser cannot be the person who raised it.
- Wile Coyote does not have the competencies required by the SAE - Authorised Person role to do this sign-off: Authorised Person (SAE) (Missing).
- Required document(s) have not been attached: Emergency Plan, Method Statement, Risk Assessment.

Number of sign-offs remaining to complete this transition = 0.

Comment:

Declaration

- I have inspected the certification of any GAL equipment or fixing points to be used and confirm that its within date:
- All the required documentation is attached, counter signed where necessary and in order:
- I confirm i have reviewed this application, and i am happy for the permit to proceed:
- I confirm that as the AP for this application, i will be present on site on the day of works:
- I confirm that all relevant parties such as security, have been informed of this work prior to attending site:



SAE - activate a permit

Once a permit has been approved by the relevant Gatwick personnel, the permit will need to be issued when works are to commence. Always check to see who should be activating your permit using the 'next steps' icon.

The image displays a screenshot of the P2W (Permit to Work) system interface. The main window shows a permit titled "Permit: LGW-SAE-79303 (Approved)". The permit details include a description, scope of work, start and finish dates, location, and person-in-charge. A "Next Steps" window is overlaid on the right, showing a flowchart of the permit lifecycle. The flowchart starts with "Initiated", leading to "Submitted", then "Approved", "Active", "Cancelled", and "Closed". There are also paths for "Not Authorised" and "Suspended". The "Active" state is highlighted in pink, indicating the current status of the permit. A red box highlights the "Issue" option in the "Possible Actions" list, which is the next step to activate the permit.

1. Check the status of permit has been fully approved

2. Click the 'next steps' icon to check the permit is ready for issuing

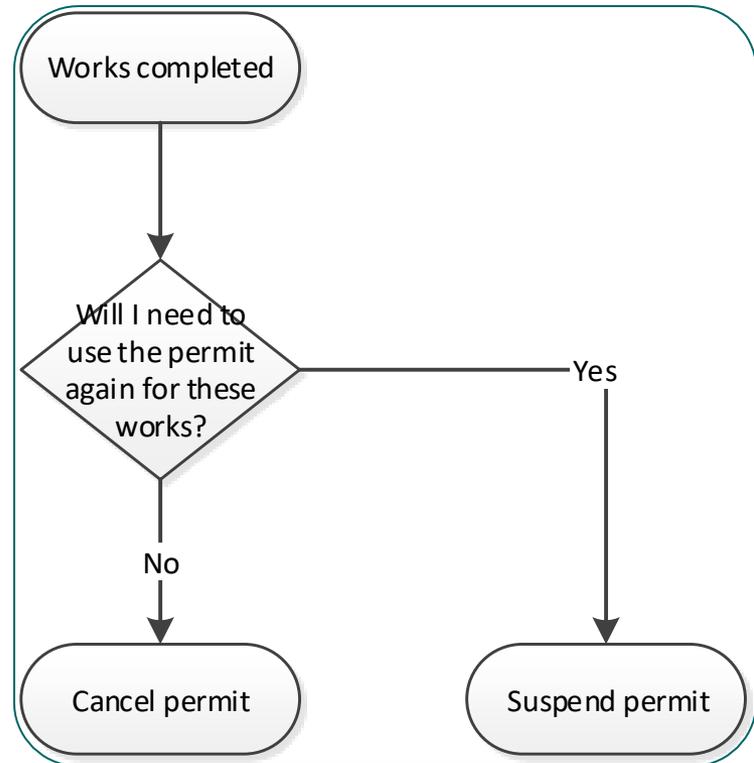
3. The 'Issue' option will show as the next available step once fully approved. When you are ready to start work, call the appropriate party to issue the permit



SAE - suspend/cancel/extend a permit

On completion of your works, your SAE permit can be either cancelled or suspended, depending on what stage you are at with the works. The flow diagram will help you ascertain whether you need to suspend or cancel your permit at the end of your works for the day.

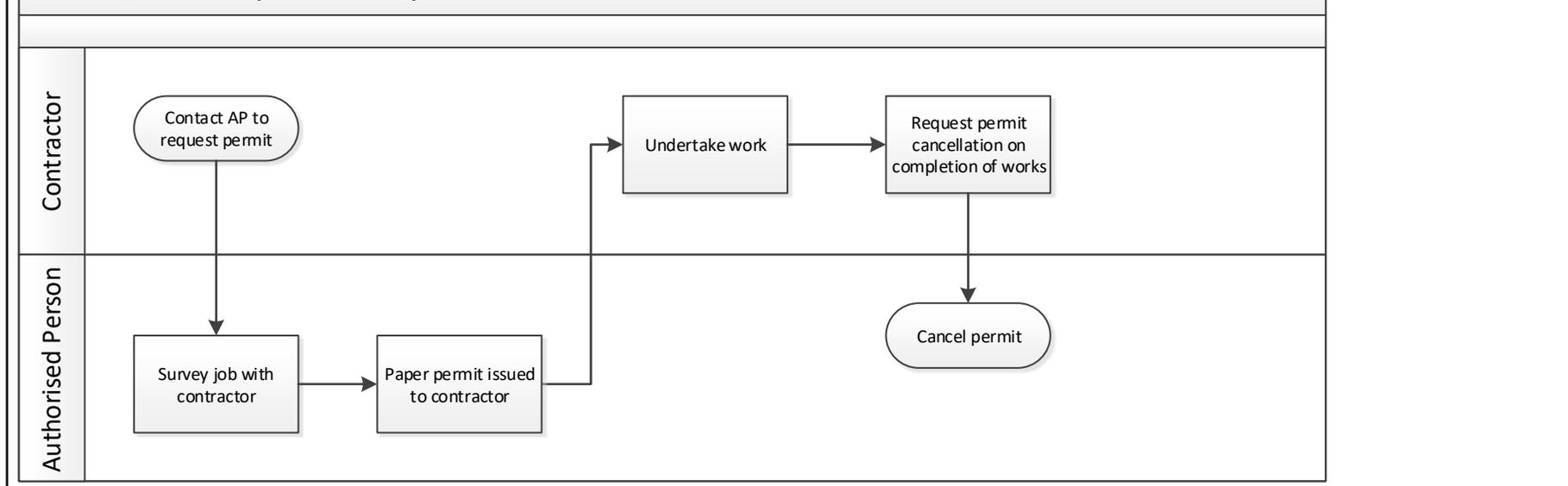
Note that if you choose to suspend your permit, it must be reactivated on recommencement of works.



Pressure Systems (HTHW/MTHW)

Overview	To be used by all persons working on or near pressure systems at Gatwick Airport that operate above 100°C. The system includes all parts or fabric, including pipe work, valves, drains, vents, brackets, signage, labelling, etc. NOTE: These permits are not currently submitted via the permit to work system.
Training required	Skilled Person for Pressure Systems to be obtained from a 3 rd party external provider
Code(s) in P2W	HTHW/MTHW

HTHW/MTHW pressure system



Electrical permits

Electrical permits are not covered in this guide. Types of permits for electrical works include:

- LVCI – LV Certificate of Isolation
- LEE – Sanction for work on or new Live Electrical Equipment
- REI – Request for Electrical Isolation (technically not a permit)
- LOA – Limitation of Access Electrical

If you intend to undertake electrical works, please contact the Contractor Support Centre (csc@gatwickairport.com) in the first instance to ascertain what training and permits are best suited to your works.



Appendices



Appendix A – types of crane permits required

Activity Note – all descriptions below are for work on airport property unless specified otherwise. Airport property includes both airside and landside locations.	Permit Type
Cranes (tower/crawler/mobile etc)	CRON
Delivery Lift - An operation which involves the lifting of a load off of a delivery vehicle to ground level, or vice versa, where no part of the lifting equipment or load exceeds a height of 10 m at any point in the operation and the lift is at least 3 m away from the security boundary and physically segregated from the public.	None
Hi-ab loading/unloading onto/off another vehicle	CRON
Use of a hi-ab as a crane e.g. for steelwork erection or installing lamp columns	CRON
Hi-ab loading/unloading where the jib exceeds 10m above ground level	CRON
Tall equipment including piling rigs, large MEWPs, long reach excavator	CROFF
Cranes (tower/crawler/mobile etc) no on airport property – See GAD/F:23/21 for full details	CROFF
Tall equipment including piling rigs, large MEWPs, long reach excavators not on airport property – See GAD/F:23/21 for full details	CROFF



Appendix B – types of training available

Training	Booked via	Type	Notes
Online Hot works Nominated Rep	AIRDAT	eLearning	Required for Hot work permit submissions
Online ESR Instructed Person	AIRDAT	eLearning	Required for gaining access into a switchroom
ESR Skilled Person pre-requisite training	AIRDAT	eLearning	The first step in ESR Skilled Person appointment
ESR Skilled Person interview	AIRDAT	In Person	Mandatory interview for ESR Skilled Person appointment
Life Safety System (LSS) <ul style="list-style-type: none"> • LSS-Nominated Rep • LSS-Isolations Nominated Rep • LSS-Skilled Person 	LSS Team	In Person	Contact the LSS team directly to arrange training for LSS permits

