



University of Essex



Online Permit Portal

Permit Applicant User Guide

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Document Change Form

This 'Online Permit Portal User Guide' is a controlled document and shall be updated as required and reviewed annually or when other significant changes are needed.

Revision	Date	Amendment	Amended By
A	08.03.23	Initial Version	J Rensink Daniel Connal Partnership (Prepared in consultation with the University of Essex)
B	10.05.24	Revisions made as per 2024 system update	Daniel Hunt Technical Assistant UoE Estates Management

Introduction

The University of Essex Permit to Work (PTW) and Permit to Access (PTA) system is in place to manage all high-risk activities and control access into restricted areas. This applies across all our campus's located at

- Colchester Campus, Wivenhoe Park, Colchester CO4 3SQ
- Southend Campus, 36 Queens Rd, Southend-on-Sea SS1 1BF
- Loughton Campus, Hatfields, Rectory Lane, Loughton IG10 3RY

It is primarily run by the Estate Management team with authorised signatories from other Departments throughout the University. The purpose of the Permit to Work system is to maintain a safe working environment within the University and it is mandatory across all elements of the estate.

The University of Essex utilises the Pisys 360 Permit to Work System ('PTW') which is a web-based system for creating and managing Permits to Work and Permits to Access across all of our Campuses, for all types of hazardous work. The implementation of the E-Permit system is in accordance with the expectations set out within HSG250.

This guide has been developed for the purpose of assisting any person applying for a permit.

Separate reference should be made to arrangements, instructions, and guidance on the management of contractors which are available on the University's Health and Safety web pages. All contractors and associated sub-contractors must abide by these procedures.

<https://www.essex.ac.uk/staff/health-and-safety-support/contractor-health-and-safety>

For the purposes of works at Colchester Campus, persons should watch the Universities Site Induction found at the link below, or alternatively viewed within the Helpdesk at Estate Management.

<https://www.youtube.com/watch?v=x30eK84c2Uc>

Separate inductions are completed at our Southend and Loughton Campus's which shall be provided to interested parties by those responsible for the works

The University of Essex has a dedicated inbox for E-Permit queries, epermit@essex.ac.uk, and should be used for all queries regarding the system.

Login or Register as a New User

Setting your Password

Pisys PTW Permit System Login Details



This is an automated email sent by Pisys Permit to Work System

Dear

Welcome to Pisys PTW Permit System.
Your account is ready to use.

Your Username is :
Please click on the following link to set your password <http://ptw.pisys.co.uk//Home/>
This link can only be used once, and it will expire in 24 hours.

If you have any questions, please contact your System Administrator.
Click here <http://ptw.pisys.co.uk/Account/Login/289591> to login to Permit system.

Please do not reply to this email.

This is an automatic email sent by Pisys PTW Permit to Work System.

You are receiving this email because you have an account on the Pisys Permit System, and/ or you are involved with the permit referred to in this email.



Pisys Limited, Pisys House, Grandholm Crescent, Aberdeen, AB22 8AA

Login Page

Link: <https://ptw.pisys.co.uk/Account/Login/289591>

If you have a username and password, then enter them in the appropriate fields



University of Essex

Forgotten your Username or Password

If a user **forgets their username**, they can find it in the “Welcome to Permit to work” email or if they do not have it at hand by contacting epermit@essex.ac.uk

If a user **forgets their password**, they can recover it by clicking on the “Forgot Password” link and follow the instructions on screen. Once completed an email with a link to reset the password will be sent out. Alternatively, the email to reset your password can be requested by contacting epermit@essex.ac.uk

Permit Application Process

On the home page, click on Create permit

Home Permits Contractors Layouts Management Admin

Home

Create Permit

Select the Campus to which the permit shall apply to

Select the Permit Settings

Site & Permit Version

Select Site

-- Select --

Select Permit Version

V.3 (2024)

Create Permit

-- Select --

Colchester

Loughton

Southend

By Company ID, your company name should automatically appear. If not, please select your company name from the dropdown list

CompanyID

-- Select --

Should you be acting as a sub-contractor, you can enter the name of the company who sub-contracted you the work below the Company ID. If not applicable please leave this field blank

Subcontracted by

Please leave blank if Not Applicable

The time and date you initially created the permit is recorded

Date

07/05/2024

TimeRaised

11:09

Enter the Area ID that will be the location of the Permit by selecting from the dropdown list. Where applicable, you can also manually enter specific location details such as a specific room

AreaID

-- Select --

Specific Location Details (eg, floor/room/riser etc)

Area Details Text

Enter a brief description of the works to be carried out

Description of work/task

Must be 5 characters long

Enter a brief description of the main equipment to be used or Asset ID to be worked on if applicable

Equipment/Asset

Enter the Department ID that the work has been organised with/ you are working for

DepartmentID

Estates Maintenance: Compliance

Enter or select the date and time the permit is required to start. This will be confirmed at the approval stage.

Date Required

Time Required

Select whether the permit includes weekend working or out of hours working. Out of Hours working is considered to be work outside of core business hours, 8:00am- 17:00pm.

Weekend Working

-- Select --

Out Of Hours Working

-- Select --

Attach a copy of the Method Statement and Risk Assessment associated with the works.

MethodStatement

RiskAssessment

Choose F

Remove Attachm

Choose F

Remove Attachm

Select the type of permit you are applying for. You can select more than one if the works have different components.

Permit to Work - Confined Space Entry	No
Permit to Work - Work on Live Electricity	No
Permit to Work - Roof Work	No
Permit to Work - Work on Moving Machinery/Lifts	No
Permit to Work - Hot Work Outside of Workshop	No
Permit to Work - Fire Alarms and Fire Protection Infrastructure	No
Permit to Work - Tree Felling	No
Permit to Work - Excavations/Ground Penetrations	No
Permit to Work - Radiation	No
Permit to Work - Breaking into Pipelines/Plant	No
Permit to Work - Under Podia Cable Tray- LV and Data	No
Permit to Work - High Risk Lab/ Laser Lab/ Biological Sciences Laboratories Entry	No
Permit to Work - Entry into Plant Room/Service Riser	No
Permit to Work - Asbestos Survey/Removal	No
Permit To Work - Demolition and Structural Works	No
Permit to Work Entry into and Work in I.T. Services Locations	No
Permit to Work High Pressure Water Jetting	No
Permit to Work Working at Height	No
Permit to Work Natural & Liquid Petroleum Gas	No
Authority to Work (Low to medium risk works)	No
Permit to Access (for access/inspection only in a high risk area)	No
Ownership of Area (Under CDM 2015)	No

Confirm that everyone scheduled to work has completed the Estates Contractor Induction.

Induction

Has everyone scheduled to work on this job completed a site safety induction in the last 12 months?

-- Select --

-- Select --

No

UofE Staff

Yes

If everyone scheduled to work has not completed the Estates Contractor Induction, select no and confirm the booking and use the hyper-links to view the induction.

Induction

Has everyone scheduled to work on this job completed a site safety induction in the last 12 months?

No

Date of organised induction

Time of organised induction

Contact the Estates Management Helpdesk to arrange induction Email: ems-helpdesk@essex.ac.uk

URL to Induction Video: <https://www.youtube.com/watch?v=x30eK84c2Uc>

URL to Further information and access to slides: <https://www.essex.ac.uk/staff/health-and-safety-support/contractor-health-and-safety>

Acknowledge, using the dropdown, that upon arrival contractors will need to attend either the Estates Helpdesk or Security to sign in. Upon departure, contractors will need to attend either the Estates Helpdesk or Security to sign out.

Site Arrival/ Departure

Upon arrival all contractors will need to attend either the Estates Management Helpdesk (8:00am-16:30pm Monday-Thursday, 8:00am-16:15pm Friday) or Security Office (Out of Hours) to sign in before commencing work. Before leaving site, the contractor will also need to attend either Estates Management Helpdesk (8:00am-16:30pm Monday-Thursday, 8:00am-16:15pm Friday) or Security (out of hours) to sign out.

Acknowledge, using the dropdown, that parking must be booked for the duration of the permit before attending site **or** by attending the Estates Helpdesk before work commences.

Prior to arrival to the Colchester campus, all contractor vehicles must be booked in for parking for the duration of their visit by contacting the Travel Team (travel@essex.ac.uk) and/or EMS Helpdesk (ems-helpdesk@essex.ac.uk) including the vehicle registration and contact details of the driver. If the vehicle registration is unknown before arrival, then contractors must attend the EMS-Helpdesk (8:00am-16:30pm Monday-Thursday, 8:00am-16:15pm Friday Closed for lunch 12.30-13.30) to book their vehicles in for parking, prior to any works beginning. All contractors are to park in the above ground car parks, not including disabled, sports centre or visitor bays, unless specified by the Travel Team or EMS-Helpdesk.

Acknowledge, using the dropdown, if Under Podia access/parking or a reserved compound is required then this must be agreed with the Travel and Transport team a minimum of five days before the works commence.

If Under Podia access is needed or if a reserved contractor compound is required to be set up, then this must be agreed with the Travel Team (travel@essex.ac.uk) a minimum of five working days before the works begin. If access is granted, then you must only park in the designated bays or assigned areas as instructed by the Travel Team. If the request is refused, then contractors must park in the above ground car parks as directed by the Travel Team or EMS-Helpdesk. Vehicles under podia must be necessary and directly related to the work being undertaken eg vans delivering materials/tools. Domestic vehicles, including those transporting staff relating to the works will not normally be permitted. All under podia vehicles must be registered as described above by the Travel Team or EMS-Helpdesk.

Confirm if the works will breach Fire Compartmentation

Fire Compartmentation

Does the job involve breaching fire compartmentation or installing/ repairing fire compartmentation?

-- Select --

-- Select --

Yes

No

If works do involve the breaching of fire compartmentation, acknowledge the statements that appear and enter details regarding breach location, how the breach will occur, size of breach and method of sealing.

Fire Compartmentation Breach

Can you confirm ALL of the following statements?

- It is not practical to avoid breaching fire compartmentation with the works being undertaken
- There will be no breaches caused other than as described below
- Trained and competent persons are undertaking/supervising the sealing of the breach made.
- Materials used will be pre-approved or provided by the University of Essex
- If for any reason the time taken to re-seal the breach is longer than the life of this permit, the person issuing the permit will be notified and further measures will be agreed.
- Any fire safety concerns or safety incidents will be immediately reported to the Estates Management Section.
- If for any reason the breach seal is not adequate, it will be immediately reported to the Estates Management Section
- All work will be carried out in accordance with the Fire stopping technical instruction within the permit to work manual
- Any third-party certification or photos required are provided at the end of the job
- I am aware that failure to undertake the above will classify the job as incomplete and payment of the job invoice could be affected as a result.

Yes

Detailed description of breach locations, how will the breach occur and approximate size/s, method of sealing or state competent company providing service and job number.

Confirm if any local isolations are required and if so, that the appropriate arrangements shall be adhered to.

Local Isolations

Do you need to electrically isolate equipment (locally) in order to work on it?

Yes

Have you organised appropriate LOTO (Lockout/Tagout) procedure and will you be using approved GS38 test equipment to confirm dead at point of work?

Yes

Is it a complex isolation? (i.e. more than one source of supply) (Example: Generator or PV Array)

-- Select --

-- Select --

No

Yes

Confirm if any upstream isolations will be required and if so, that these have been organised with the University of Essex Electrical Team

Upstream Isolations

Will you need to carry out electrical isolation which will affect other areas or equipment?

Yes

Has this been organised with the UofE Electrical Team via the UofE project Manager?

-- Select --

-- Select --

No

Yes

Confirm if the works will affect Fire detection in anyway

Fire Detection

Does this work potentially affect fire detection in any way (eg dust, heat etc)?

Yes

What measures are you putting in place to avoid affecting fire detection?

Confirm if the works involve working on or around gas installations

Gas Installations

Does this work involve working on or around gas installations?

Yes

Has the UofE Mechanical Team been engaged through the UofE Project Manager?

-- Select --

Confirm if any person shall be working alone during the activity. If 'Yes', state control measures for regular communication

Lone Working

Are you lone working?

Yes

What measures are your company putting in place to maintain regular communication?

Once completed, add any further attachments if required and then select save

Add Attachments

Save

Return

Once saved and you are ready to request approval on your permit, view the permit using either the permit list or the Home page

[View Permit](#) [Print Permit](#)

Before submitting ensure that all details are correct, and Risk Assessments and Method Statements have been attached. Once confirmed select Request Approval from the bottom of the permit form.

[View Permit History](#) [Add Attachments](#) [Email User](#) [Request Approve](#)

Once request approve has been selected, chose your permit approver from the list of University of Essex Permit Approvers. The list will update depending on which permit type you have selected, and you will only be able to choose Authorised Persons who can approve and issue that permit type.

Senior Asset Manager (EMS) Brown,Karen (University of Essex)	<input type="checkbox"/>
Senior Facilities Manager Southend (EMS) Jackson,Anthony (University of Essex)	<input type="checkbox"/>
Senior Project Safety Manager (EMS) Brown,Matt (University of Essex)	<input type="checkbox"/>

Enter email addresses for any relevant parties and select 'Request Approval'

Email Permit

Send an information only email to

Creator

Others (separate by ;)

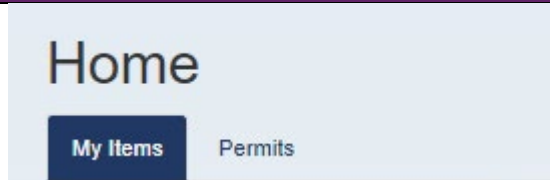
Enter your details to Complete this.

Name

Re-enter your Password

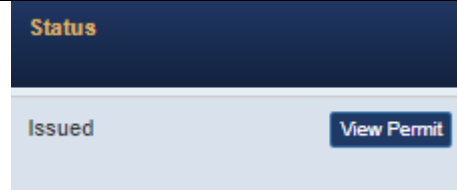
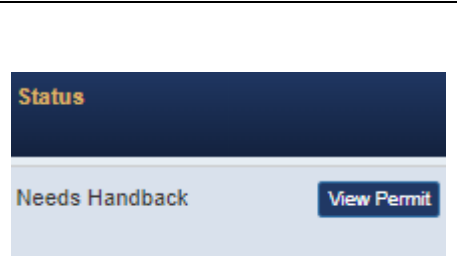
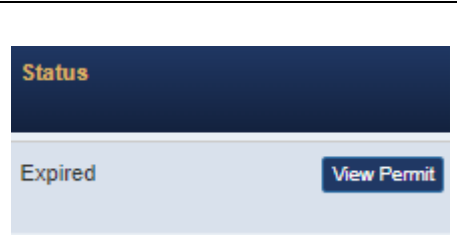
Permit Approval, Permit Issue and Hand back Processes

Once you have selected 'Request Approval' the home page will show any permits that have been applied for



The status of the Permit shall be stated as one of the following

<p>Status</p> <p>Created View Permit</p>	<p>The permit has been created but approval has not been requested</p>
<p>Status</p> <p>Requested Approval View Permit</p>	<p>The permit has been sent for approval and is awaiting the chosen Authorised persons to approve or reject permit</p>
<p>Status</p> <p>Approved View Permit</p>	<p>The permit has been approved by an Authorised person. Approval times and dates have been set</p>
<p>Status</p> <p>Rejected View Permit</p>	<p>The permit has been rejected. A rejection reason has been stated on the permit. You can edit the permit and then re submit the permit for approval once requested changes have been made</p>
<p>Status</p> <p>Rejected Closed View Permit</p>	<p>The permit has been rejected and closed. A new permit will be required if works are to be undertaken</p>

	<p>The permit has been issued and is live</p>
	<p>The permit has gone outside of its approval time and requires handing back. Extensions on permits is prohibited so a follow-on permit will be required for works to continue</p>
	<p>The permit has gone outside of its issue time and date. The permit is currently still within its approval time so can be reissued by an Authorised Person</p>

In the case that the permit application has been rejected, a reason shall be provided under 'Reject Details'. Complete the required changes and then 'Request Approve' again.

Reject Details			
Reject Date	Rejected By	Rejected Reason	Rejected Description
17/04/2024 12:39	Brown, Matt	Further Information Required	Eyres to apply for permit

[View Permit History](#)
[Add Attachments](#)
[Email User](#)
[Request Approve](#)

In the case that the permit has been approved, pending sign off at the time of works, the status will be shown as approved under the permit list. A confirmation email will be received regarding the approval from 'no-reply@pisys.co.uk'

 This is an automated email sent by Pisis Permit to Work System

Permit 000772 has been Approved: pending sign off at point of work, with the following comment. You shall work in accordance with the Permit to Work Manual section/s relevant to your task, you shall also work to your own RA/MS and also any other UoE policies and procedures which have relevance to your task. Most of these can be found at <https://www.essex.ac.uk/staff/health-and-safety-support/contractor-health-and-safety>. If you are unsure about anything, stop work and contact your permit originator. .

Obtain the permit by the Authorising Person issuing the permit to you.

In liaison with your client (issuer of the permit), you will agree time and location for point of sign off, to commence works. This will include the acknowledgement of the 'Permit Acceptance Declaration' and 'Permit Issue Signatures'. The responsible person will also need to be declared from the list of pre-registered workers on the system for the relevant company.

Issue			
Responsible Person	<input type="text" value="-- Select --"/>		
Approve From Date	<input type="text" value="04/04/2024"/>	Time	<input type="text" value="15:14"/>
Approve To Date	<input type="text" value="16/05/2024"/>	Time	<input type="text" value="06:14"/>
Approve By	<input type="text" value="Satterly, David"/>		
Issue Date	<input type="text"/>	Issue Time	<input type="text"/>
Suspend Date	<input type="text"/>	Suspend Time	<input type="text"/>
<input type="checkbox"/> Use the current time as Date/Time From			

Permit Acceptance Declaration	
<small>I will work in accordance with the Permit to Work Manual section's relevant to my task, I will also work to my own RA/MS and also any other UoE policies and procedures which have relevance to my task. Most of these can be found at https://www.essex.ac.uk/staff/health-and-safety-support/contractor-health-and-safety. If I am unsure about anything, I will stop work and contact my permit originator.</small>	
<input type="text" value="-- Select --"/>	

The Authorised Person will also specify whether the permit can be remotely signed off upon works completion

Remote Sign Off	
Specify whether this Permit can be remotely signed off (UoE Client to confirm)	
<input type="text" value="-- Select --"/>	

Both the Permit Acceptor and University of Essex Authorising Person need to sign the permit

Permit Issue Signatures	Permit Acceptor														
<table border="1"><thead><tr><th colspan="2">UoE Authoriser</th></tr></thead><tbody><tr><td>Signature</td><td><input type="text"/></td></tr><tr><td>Print Name</td><td><input type="text"/></td></tr><tr><td colspan="2"><input type="button" value="Clear"/> <input type="button" value="🔍"/></td></tr></tbody></table>	UoE Authoriser		Signature	<input type="text"/>	Print Name	<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="🔍"/>		<table border="1"><tbody><tr><td>Signature</td><td><input type="text"/></td></tr><tr><td>Print Name</td><td><input type="text"/></td></tr><tr><td colspan="2"><input type="button" value="Clear"/> <input type="button" value="🔍"/></td></tr></tbody></table>	Signature	<input type="text"/>	Print Name	<input type="text"/>	<input type="button" value="Clear"/> <input type="button" value="🔍"/>	
UoE Authoriser															
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<input type="button" value="Clear"/> <input type="button" value="🔍"/>															
Signature	<input type="text"/>														
Print Name	<input type="text"/>														
<input type="button" value="Clear"/> <input type="button" value="🔍"/>															

The permit will then be issued to you, and works can commence in accordance to the agreed Method and Risk Assessments.

Permit Hand Back Process

Once the works are finished, you can arrange to 'hand back' the permit in consultation with your client (issuer of the permit or delegated authorised person)

Your client will meet you at an agreed location where you will be able to complete the return to service

Return to Service

The works requested have been completed and I have checked that all guarding/safety devices have been reinstated. All permit recipients and tools, where applicable, have been removed from the place of work.

The Authorised Person and the contractor will also be required to complete the 'Permit Handback Signatures' to close the permit

Permit Handback Signatures

UofE Authoriser

Signature

Clear



Print Name

Permit Acceptor

Signature

Clear



Print Name

Remote signing

In consultation with your Client (permit issuer) you can agree to remotely sign off permits, subject to the conditions of the permit. Remote signing some permit types is prohibited and is detailed within the permit.

By applying for this permit, you agree to the condition that, with the Clients approval, this can be remotely signed off once work has been completed. The Client will advise, at the point of issue, whether remote signing is applicable to this permit.

Acknowledged

If this permit is remotely signed upon completion, you are confirming that the works have been completed and that the recipients have checked that all guarding/ safety devices have been reinstated. You confirm that all recipients and tools, where applicable, have been removed from the place of work at the time of signing.

Acknowledged

Confirmation on whether the Authorised Person consents to the permit being remotely signed off is given at the permit issue stage.

Remote Sign Off

Specify whether this Permit can be remotely signed off (UoE Client to confirm)

-- Select --

If remote signing has been permitted for the permit in question, begin by viewing the issued permit.

[View Permit](#) [Print Permit](#)

Select 'Sign Permit' at the bottom of the permit form

[History](#) [Add Attachments](#) [Email User](#) [Sign Permit](#) [Additional Signature](#) [Print](#) [Return](#)

Once selected, sign and print name within the signature panel and select your client (permit issuer) to be notified of the signing.

Sign Permit

Permit Acceptor

Signature



Clear

Print Name

Test User 1

Senior Asset Manager (EMS)

Brown,Karen (University of Essex)

Senior Facilities Manager Southend (EMS)

Jackson,Anthony (University of Essex)

Senior Project Safety Manager (EMS)

Brown,Matt (University of Essex)

Select to notify permit creator (if required) and select sign permit to complete the signing.

Email Permit

Notify the Creator that you have signed the Permit

Creator

(dhunt@essex.ac.uk)

[Sign Permit](#)

[Return](#)

Both the Client and the Permit creator (if selected) will receive an automated email confirming the signature.

Permit 000016 has been Signed by [USER Contractor, TEST]

Permit Details

Permit Ref: 000016
Status: Issued
Company: TEST COMPANY
Date Raised: 23/05/2023
Area: ALL SITE
Description: REMOTE SIGN TEST 2- ATW
Equipment/Serial No:

Permit to Work - Confined Space Entry	No
Permit to Work - Work on Live Electricity	No
Permit to Work - Roof Work	No
Permit to Work - Work on Moving Machinery/Lifts	No
Permit to Work - Hot Work Outside of Workshop	No
Permit to Work - Fire Alarms and Fire Protection Infrastructure	No
Permit to Work - Tree Felling	No
Permit to Work - Excavations/Ground Penetrations	No
Permit to Work - Radiation	No
Permit to Work - Breaking into Pipelines/Plant	No
Permit to Work - Under Podia Cable Tray	No
Permit to Work - Biological Sciences Laboratories	No
Permit to Work - Entry into Plant Room/Service Riser	No
Permit to Work - Asbestos Survey/Removal	No
Permit to Work Entry into and Work in I.T. Services Locations	No
Permit to Work High Pressure Water Jetting	No
Permit to Work Working at Height	No
Authority to Work (Low to medium risk works)	Yes
Permit to Access (for access/inspection only in a high risk area)	No
Ownership of Area (Under CDM 2015)	No

[The Permit can be opened by clicking on this line.](#)

The client will complete the handback procedure by signing it when they are available, and the permit will be cancelled.