



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			
C			
D			
E			
F			
G			

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 utilizes the Psys 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 this 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 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/ activity.

Login or Register as a New User

Setting your password

NOTE: Check your Spam or Junk folder as the email may get filtered

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.

Welcome to PTW
Please Login

Please enter Username
Enter Username

Please enter Password
Enter Password

LOGIN
FORGOT PASSWORD?

Permit to Work v1.5.2.8 Powered by Plays - A Scottish Technology Company.


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 that at hand by contacting Pisis Support.

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

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

Select Site

- Colchester
- Loughton
- Southend

Create Permit

By Company ID, select your Company from the list

CompanyID

Enter the date and time when you are raising the permit

Date 

TimeRaised 

Select the area relevant to the works from the drop down list. If required, enter a specific location.

AreaID

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

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

Equipment/Asset

Enter the department you are working for

DepartmentID

Estates Maintenance: Compliance

Enter the department you are working for

DepartmentID

Estates Maintenance: Compliance

Enter the date you require the permit for

Date Required



Enter the time you require the permit for

Time Required



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

MethodStatement

Choose File

Remove Attachment

RiskAssessment

Choose File

Remove Attachment

Select the type of Permit you are applying for

Permit to Work - Confined Space Entry	No
Permit to Work - Work on Live Electricity	Yes 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

Then 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 --

Yes

No

UofE Staff

If not all persons have completed the induction, select 'No' and enter the date and time of when these will be carried out

Date of organised induction

Time of organised induction

Confirm if the works will breach fire compartmentation

Fire Compartmentation

Does the job involve breaching fire compartmentation?

No

Yes

If breaching of fire compartmentation is necessary, confirm scope and method of works

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 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 procedure and will you be using approved GS38 test equipment to confirm dead at point of work?

-- Select --

-- Select --

Yes

No

Confirm if any local isolations are required and if so, that 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 procedure and will you be using approved GS38 test equipment to confirm dead at point of work?

-- Select --

-- Select --

Yes

No

Confirm if any upstream isolations will be required and if so, that these have been organised with the 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 --

Yes

No

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 and select 'Save'

[Add Attachments](#) [Save](#) [Return](#)

From there you will now need to request approval

Request Approve Permit

Request Approve Details

I confirm that the site is safe to commence work

Email Actions

Select the People who should approve the Permit

Please Select Your Contact For the Works Being Applied For

Authorised

Brown, Karen (University of Essex)	<input type="checkbox"/>	(kimurray@essex.ac.uk)
Campbell, Peter (University of Essex)	<input type="checkbox"/>	(peter.campbell@essex.ac.uk)
Display Only, Display only (University of Essex)	<input type="checkbox"/>	(epermit@essex.ac.uk)
Grant, Sarah (University of Essex)	<input type="checkbox"/>	(slmaid@essex.ac.uk)
Hunt, Daniel (University of Essex)	<input type="checkbox"/>	(dhunt@essex.ac.uk)
Jackson, Anthony (University of Essex)	<input checked="" type="checkbox"/>	(anthony.jackson@essex.ac.uk)
Sibley, Millie (University of Essex)	<input type="checkbox"/>	(ms22972@essex.ac.uk)

Finally, enter email addresses for 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

Enter Password

Permit Approval and Hand Back Process

Once you have selected 'Request Approval', the Home Page will show those permits applied for



And the status of the Permit shall be stated as follows

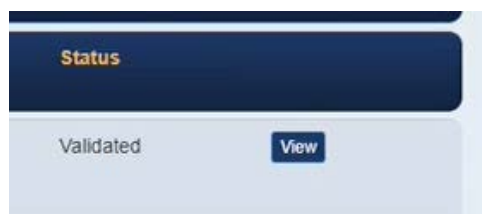
Status		
Created	View History	The Permit has been created but not yet requested for approval
Requested Approval	View History	The Permit has been created and approval requested
StatusRejected	View History	The Permit has been rejected
Needs Handback	View History	The Permit has been approved and issued

In the case that the permit application has been rejected, a reason shall be provided under 'Rejected Description'. Complete the required action and then 'Request Approval' again.

Reject Details				
Reject Date	Rejected By	Rejected Reason	Rejected Description	Close Permit
09/03/2023 11:04	Jackson, Anthony	No Longer Required	Out of date	

[History](#)
[Add Attachments](#)
[Email User](#)
[Request Approve](#)
[Save](#)
[Return](#)

In the case that the permit has been approved, pending sign off at the time of works, 'Validated' will be displayed under the permit list.



Confirmation Email: As soon as the Permit has been approved, you will receive an email from 'no-reply@pisys.co.uk'.

Permit#:000039 Approved: pending sign off at point of work



no-reply@pisys.co.uk
To



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

Permit 000039 has been Approved: pending sign off at point of work.

Permit Details

Permit Ref: 000039
 Status: Approved
 Company:
 Date Raised: 24/03/2023
 Area: 236 St Andrews Avenue (68)
 Details: Toilet
 Description: Change basin

Obtain Permit at Point of works

In liaison with your Client (issuer of the permit), you will agree the time and location for point of sign off, to commence works. This will include acknowledgement of the 'Permit Acceptance Declaration' and 'Permit Issue Signatures'.

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).

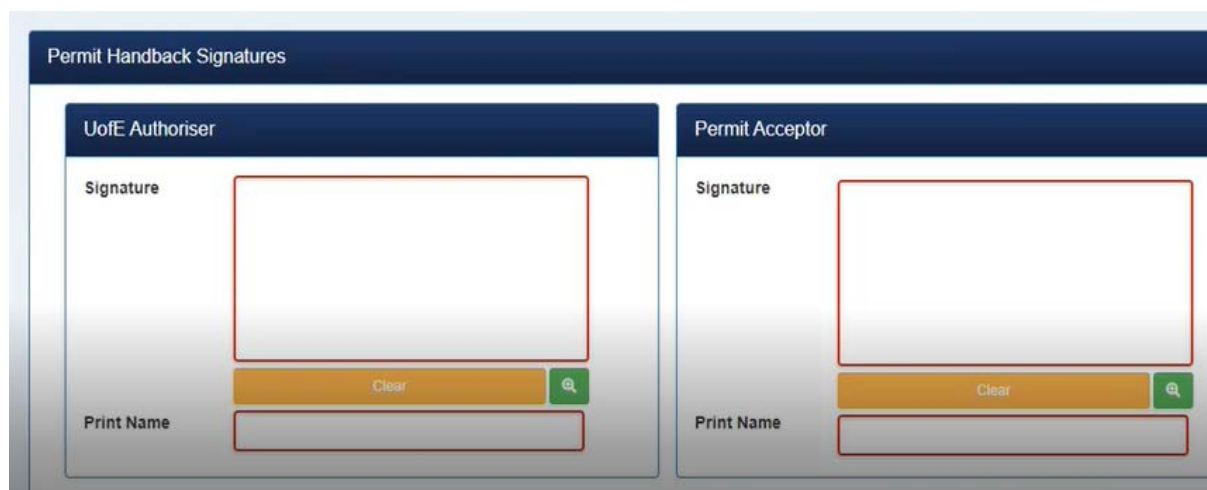
Select 'View' under project status for the applicable 'Issued' permit.



And then select 'Hand back Permit', which is located below the permit signatures.



And then complete 'Permit Hand back Signatures' to close out hand back of the permit.

A screenshot of a web interface titled 'Permit Handback Signatures'. The form is divided into two columns: 'UofE Authoriser' and 'Permit Acceptor'. Each column has a 'Signature' field with a red border and a 'Print Name' field below it. Below the signature field in each column is a yellow 'Clear' button and a green button with a magnifying glass icon.