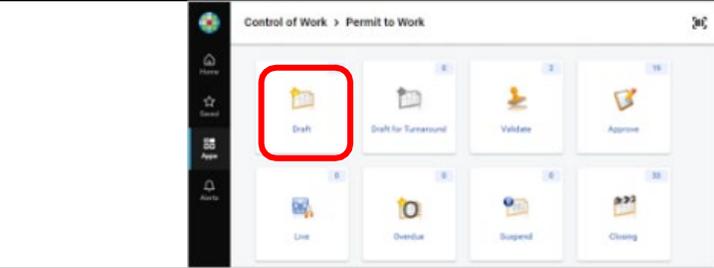
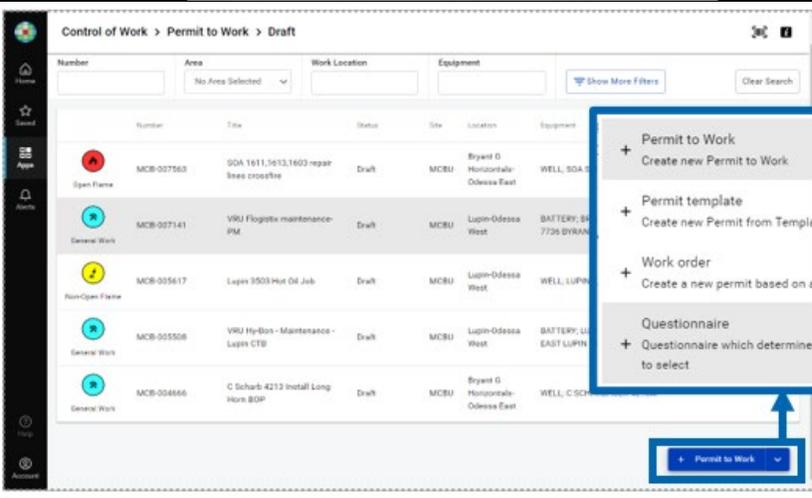
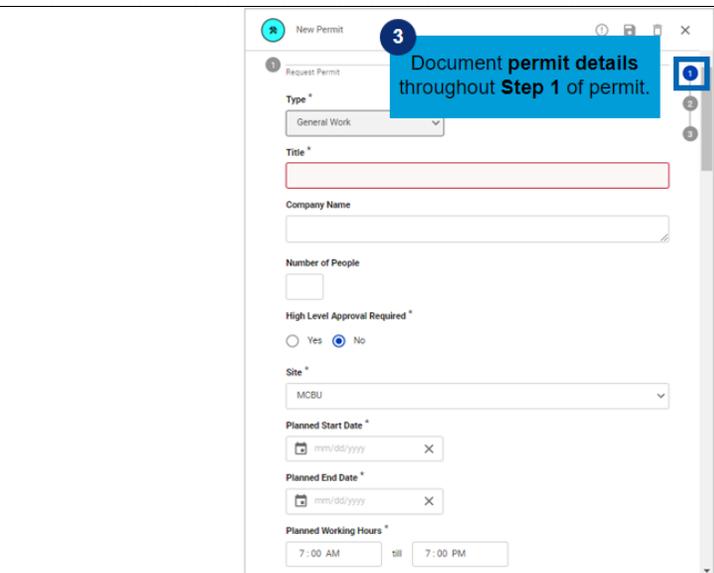




## drafting / requesting a permit ePTW tool quick reference guide

<p>1. From the Home page of the ePTW tool, select Draft Permits.</p>	
<p>2. Click “+” to the left of Permit to Work to open a blank permit.</p> <p>Click “v” to see other options for initiating a new permit.</p>	
<p>3. Document permit details throughout Step 1 of permit</p>	

4.- 6.

**Step 2** of the permit contains the hazard analysis.

Click  by the task step to edit the task step and identify hazards.

Add task steps, hazards, and controls as appropriate to complete the hazard analysis.

**4** Step 2 of the permit contains the hazard analysis.

Click  by the task step to edit the task step and identify hazards.

**6** Add task steps, hazards, and controls as appropriate to complete the hazard analysis.

**2** Edit Task Step

Step \*  
Step Description \*  
Hazards

- Mid-Continent BU / New
  - Aviation
  - Breaking Containment
  - Bypassing Critical Protections
  - Confined Space Entry
  - Construction
  - Diving
  - Drilling & Completions
  - Dropped Objects
  - Electrical
  - Excavation
  - Facility Maintenance
  - General / Cold Work
  - Hot Work
  - Isolation of Hazardous Energy
  - Land Transport

After a hazard has been added, click  next to the hazard to select controls.

**5** After a hazard has been added, click  next to the hazard to select controls.

**Hazards and Controls for Tasks**

1 Default task step

Ignition of flammable/ combustible material  
Hot Work

No control measures selected

**Select Controls**

Hazard  
Ignition of flammable/ combustible material

Available controls

- Select All
- Access to work zone controlled
- Combustible materials are covered or removed from work area
- Continuous gas monitoring in use at worksite (portable gas detector)
- Correct equipment verified prior to starting work
- Cover drains and openings within work area
- Dedicated fire watch has no other roles or responsibilities
- Emergency/medical response plan in place and personnel and equipment available
- Fire extinguisher has been inspected and maintained
- Firewatch present during and after hot work completion
- Flame Resistant Clothing (FRC) used
- Gas testers must be qualified and trained
- Habitat to be used for hot work
- Integrity of isolation devices confirmed prior to use
- Isolation of Hazardous Energy (IHE) is in place

+ Add additional measure

Ok Cancel

7. Click Sign as logged in or v Sign in Step 3 of the permit after reviewing nearby activities at working/affected locations and at the system.

Nearby Activities and Request or Validate Permit

**Nearby activities at working/affected location**

- Bryant G Horizontals-Odesa East on 12/02/2020 to 12/02/2020
- General Work Permit MCB-004666 (Draft) C Scharb 4213 Install Long Horn BOP



**Nearby activities at system**

- WELL: SOA SCHARBAUER SE 1603M on 12/02/2020 to 12/02/2020  
There are no nearby activities for this system
- WELL: SOA SCHARBAUER SE 1611M on 12/02/2020 to 12/02/2020  
There are no nearby activities for this system
- WELL: SOA SCHARBAUER SE 1613M on 12/02/2020 to 12/02/2020  
There are no nearby activities for this system

**Work Review Description**

No task is added

+ Add Additional Work Review

**Required signatures**

Request by Permit Requester

1  
2  
3  
4  
5  
6  
7

7 Click **Sign as logged in** or v **Sign in** Step 3 of the permit after reviewing nearby activities at working/affected locations and at the system.

Sign as logged in v