



copying for a permit

ePTW tool quick reference guide

1.-2. Search for desired permit from the header of the permit, click the **Copy icon** and select **Copy** from the drop-down.

1 [Search for desired permit](#)

From the header of the permit, click the **Copy icon** and select **Copy** from the drop-down

2

General Work - MAIN SEA WATER Pump #3 Semi-Annual PM

Request Permit

Type
General Work

Title
MAIN SEA WATER Pump #3 Semi-Annual PM

Copy

Mark as not copyable

Create a template

3. In the new copied permit, enter the **Planned Start Date and Planned End Date**, and updated other permit information as needed, including hazards and controls.

3

General Work - MAIN SEA WATER Pump #3 Semi-Annual PM

Request Permit

Warning: The hazards and controls should be reassessed.

Type *
General Work

Title *
MAIN SEA WATER Pump #3 Semi-Annual PM

Company Name
IESL

Number of People
2

High Level Approval Required *
 Yes No

In the new copied permit, enter the **Planned Start Date and Planned End Date**, and updated other permit information as needed, including hazards and controls.