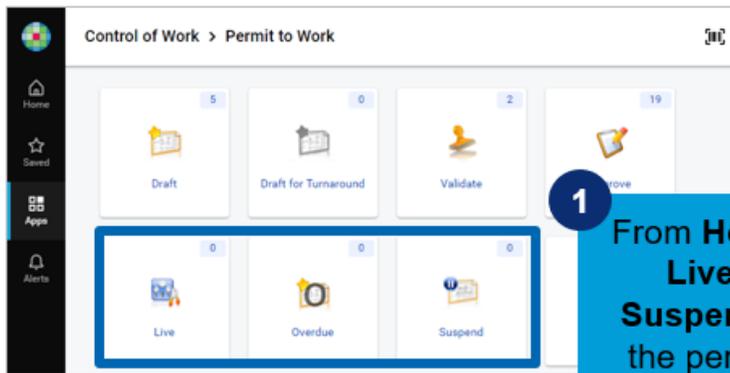




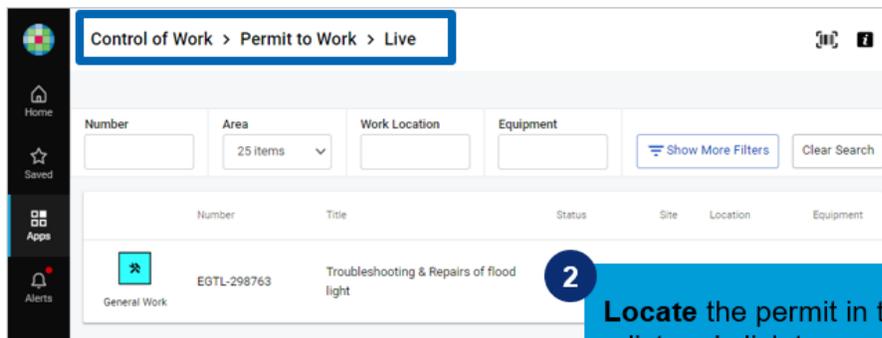
## closing a permit (by permit holder) ePTW tool quick reference guide

1. From **Home** page, select **Live**, **Overdue** or **Suspend** depending on the permit to be closed.



1 From **Home** page, select **Live**, **Overdue** or **Suspend** depending on the permit to be closed

2. **Locate** the permit and click to open



2 **Locate** the permit in the list and click to open

3.-6. Navigate to Step 8 for permit closure.

Add any **Lessons learned** related to the permit, system/equipment or location

Click **Sign** as Permit Holder to close the permit.

Note **Work Status** and optional **Remarks** and **Sign**.

The screenshot shows a 'Close Permit' interface with several sections and callouts:

- Callout 3:** 'Navigate to Step 8 for permit closure.' points to a 'Close Permit' button in the top right corner.
- Callout 4:** 'Add any Lessons learned related to the permit, system/equipment or location' points to a '+ Add Lesson learned' button in the 'Lessons learned' section.
- Callout 5:** 'Click Sign as Permit Holder to close the permit.' points to a 'Sign' button in the 'Closing by Permit Holder' section.
- Callout 6:** 'Note Work Status and optional Remarks and Sign' points to the 'Work status' (Complete/Incomplete) and 'Remarks' fields in the 'Closing by Permit Holder' section.

The interface includes the following sections:

- Lessons learned:** Contains a '+ Add Lesson learned' button.
- Required signatures:** Includes 'Closing by Permit Holder' and 'Close by Permit Approver'.
- Add Lesson learned (modal):** Features radio buttons for 'Permit', 'System', and 'Location'. It includes a 'Description' field and an 'Attachments' section with an 'Attach file' button.
- Closing by Permit Holder (modal):** Includes 'Work status' (Complete/Incomplete), a 'Remarks' text area, 'User ID' (pre-filled with 'MichelleForrester@chevron.com'), and a 'Password' field. It has 'Sign as logged in', 'Sign', and 'Cancel' buttons.