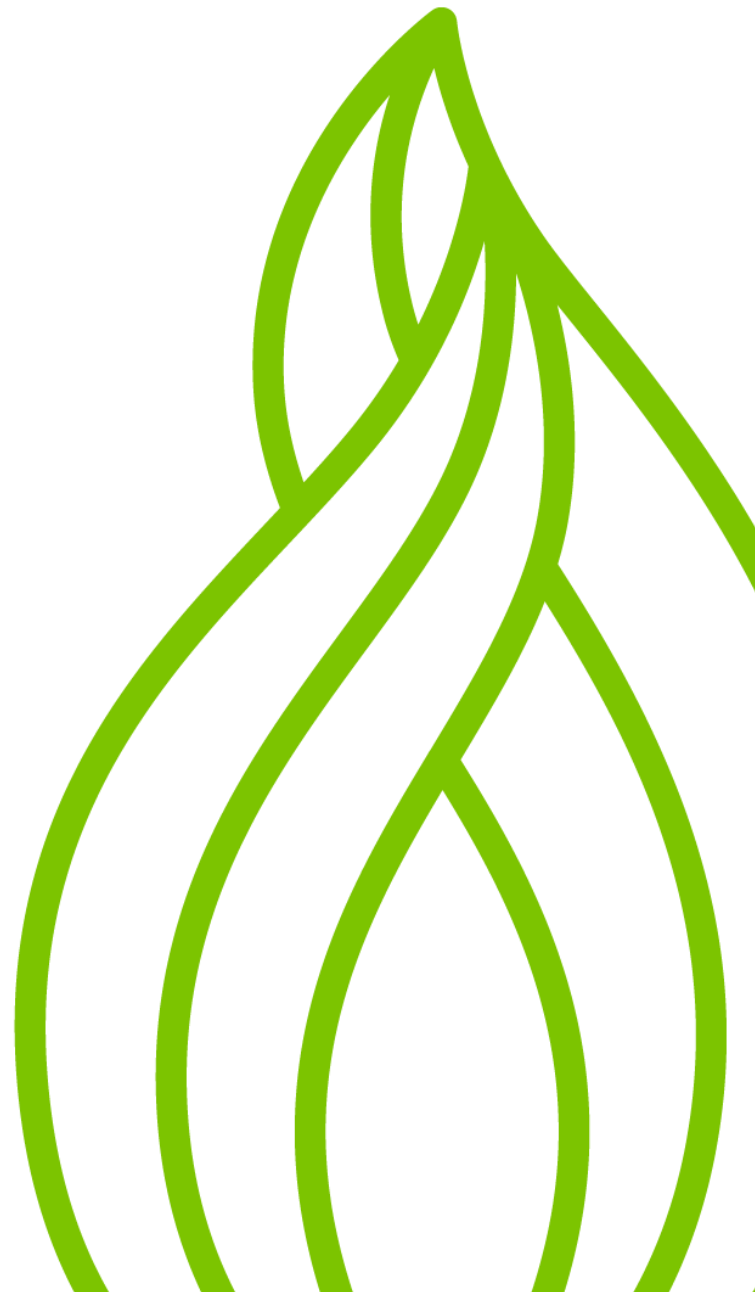




# Electronic Permit to Work

Value Tracking Case Study



# Electronic Permit to Work

## Background

Permits to work are a vital part of daily activities to ensure necessary authorisation is received to start/complete activities and there are no impacts to the National Transmission System (NTS). Permits can come in many forms but currently are completed in paper format and documented for usage or future reference. This can cause issues in the storage/ access of documents in a physical format and possible future issues if documents are not stored correctly or lost.

The aim of the project is to evaluate the capability of an electronic permit to work software deployment at the Bacton Gas Terminal before extending the programme to an NTS compressor and AGI site.

## What's new?

Following input and development with Subject Matter Experts (SME's), an electronic solution has been drafted and implemented as part of the permit to work process. This has used the paper format of permit requests as a basis and ensured all data can clearly be recorded in an easy to access format. Alongside the permit itself, other documents have been identified to be included in this work including:

- Risk Assessments
- Isolation Certificates
- Lock Box Keys
- Known Gas Leak Readings (as per TR/32)
- Compliance Checks (as per SCO/91)

This benefit is recognised by the business to improve activities and consistency across the business.

It has also established a working group to regularly review this work and ensure all processes are up to date.

## The benefits

In updating this process we can ensure documents are stored correctly and all fields are completed correctly. This is done by clear document layouts for data completion and support guides to aid users. The format is also continually reviewed for developments or further updates to the process/ layout.

Having the documents electronic also ensure that they are easily transferrable via devices and accessed when required. Paper formats can possibly get lost or damaged onsite and this approach can hopefully avoid these issues occurring.

## Financial savings

It was identified that the project will improve the data gathering process and possibly save time in completing the document but did not recognise cost savings. As part of the wider roll out this will be reviewed for possible further benefits as part of the enduring solution.

## Implementation

This approach has been implemented with the permit approach live for Bacton and St Fergus Terminals and is embedded with the enduring Q4 Permit to Work process.

The next steps to this work are to continue to maintain/ review the process for further development opportunities and roll the process out wider across the rest of the business.

