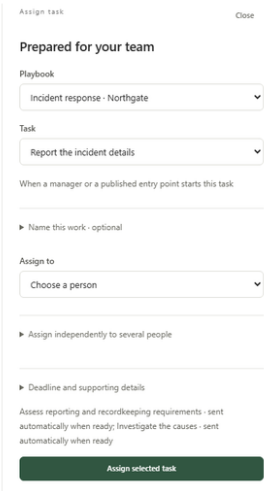
PERMIT PREPARATION AND REVIEW

Give permit issuers the changed conditions they need to review

Record work within the permit scope and stop to report a changed condition. Carry the change to the responsible issuer so the next permitted action is based on the conditions the worker encountered.

Prepare the permit: scope, energy sources or fire hazards, controls planned > Verify the controls in place, then authorize the start > Do the work under the permit; report a changed condition > Close out: locks removed by their owners, fire watch complete, area restored

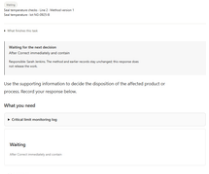
SkillSmith · Choose prepared work and its recipient — incident-response example



SkillSmith · Record the preparation required before starting



SkillSmith · Keep the next disposition decision with its responsible reviewer



Choose prepared work and its recipient - incident-response example

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon KEYSIGHT TECHNOLOGIES AMERICAN EAGLE Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Prepare the permit: scope, energy sources or fire hazards, controls planned; Do the work under the permit; report a changed condition	Respond with any changed condition (stop), controls planned, energy sources / fire hazards and people involved.
Designated specialist	Verify the controls in place, then authorize the start; Close out: locks removed by their owners, fire watch complete, area restored	Respond with area restored, authorized from / until, closed by and each control verified (locks and tags, try-step; combustibles cleared, fire watch posted).

Stop and report the changed condition

In a worked example, the work conditions differ from the authorized scope; the worker reports the change and the responsible issuer determines the next permitted action.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Permit and Verification	Open the selected material for this occurrence.
Recorded response	work done within scope, any changed condition (stop) and time	Save the response with its work context.
Review point	any changed condition (stop) and time	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Prepare, authorize and close a permit to work

Bring permit and verification into the prepared work. Assigned team member and Designated specialist each receive the context needed for their part.

01 Prepare the permit: scope, energy sources or fire hazards, controls planned

Record permit type, scope, energy sources / fire hazards, controls planned and people involved.

02 Verify the controls in place, then authorize the start

Record each control verified (locks and tags, try-step; combustibles cleared, fire watch posted), authorized from / until and issuer.

03 Do the work under the permit; report a changed condition

Record work done within scope, any changed condition (stop) and time.

04 Close out: locks removed by their owners, fire watch complete, area restored

Record each lock removed by the person who applied it (or the (e)(3) exception recorded), fire watch period completed, area restored and closed by.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Prepare, authorize and close a permit to work

Work that needs energy isolation or hot-work control does not start until the controls are verified and a named issuer authorizes it, and nothing is left locked, lit or open at the end. Each permit type is a named profile with its own evidence; issuing paperwork is never confused with permission to start.

LOTO permits · Press line (maintenance)

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Permit The task uses this material	The permit form for the selected profile.
Verification The task uses this material	The verification record for the profile: locks, tags and try-step; or fire-watch log; or entry checks.
Procedure The task uses this material	The energy-control or hot-work procedure the permit refers to.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose permit, verification and procedure from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member and designated specialist for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Choose the task, eligible recipients and deadline, then walk through the actual response fields.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains work done within scope, any changed condition (stop) and time. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring permit, verification and procedure. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do people receive the prepared work?

Select the prepared task and the relevant recipients when assigning work. Making a playbook available to a group and giving a person a task are separate setup choices.

What is the outcome for the wider workflow?

Closed by the issuer with every control verified at the start, every lock removed by its owner (or the exception recorded), the fire watch completed and the area restored.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
An incomplete response loses its correction route.	Use waiting, return and correction paths with a responsible owner and retained context.
An open item has no visible responsible next action.	Inspect task state, related work and the responsible next action in Pulse.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Who must review a changed condition during permitted work?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact