UON – Beakon Permit To Work Process

Phase

Contractor Employee (CE)

Start
Inducted CE requires a PTW

CE logs into Beakon Account

CE Fills in all required fields for the PTW:
- Enter data for main permit & save
- Select Additional SME Permits & Save
- From the Main Permit Create the additional permits, fill in & Save
- Change status of all SME permits to submitted

Main PTE now in a status of SUBMITTED

CE received email of rejection, the CE then:
-Updates all required information
- Change status to Submitted

PTW Approval email received by the CE, Works can now proceed.

When PTW Works completed, the CE then changes status of PTW to TECO and fills in the required completion data.

UON Representative (UNIREP)

UNIREP Receives the PTW email notification:
- Log into Beakon and review the PTW
- Assess any SME data

Options:
- Insufficient Data Supplied?
- PTW can be Processed?
- SME approvals required?

Insufficient Data → Enter explanation of the issues with the PTW and any additional requirements. Status changed to **Rejected**

PTW Processed → Main PTW status now changed to **APPROVED**

SME → UNIREP Opens each SME permit to:
- review. all data
- Select correct SME
- Save

ALL SME Permits now require a status of **Review**, place main permit in a status of **Review.**

UNIREP opens the record to review the completion data filled in by the CE. If all looks good the Status is changed to COMP

IFS - SME

SME Receives notification email to advise SME Permit is ready for review

SME Reviews the data in the SME Permit

SME Permit assessment:
- Approved?
- Rejected?

Rejected → SME Permit Rejected, issues and reason applied to the record. Status changed to Rejected.

Approved → SME Permit approval granted and status changed to **Approved,** special conditions applied if applicable