

Cheat Sheet #6 How to create a Work Order for Permitted Work in NS5

By now you should all be familiar with creating, completing and closing work orders from the standard jobs in the Maintenance Time plan. However, there are many events on the ship that are unplanned that also need to be documented in NS5. Those are entered as new work orders. (See Cheat Sheet #5)

If the new work order requires a permit, such as **Hot Work, Working at Heights, Confined Space or Energy Isolation**, a **Permit must be completed** and filed on the bridge, one copy **posted** at the work site and it must be **documented** in the work order. If more than one permit is required, all may be documented in the same work order.

There are several steps to creating a permit. This procedure is described in the TDI-Brooks Safety Management Manual (SMM).

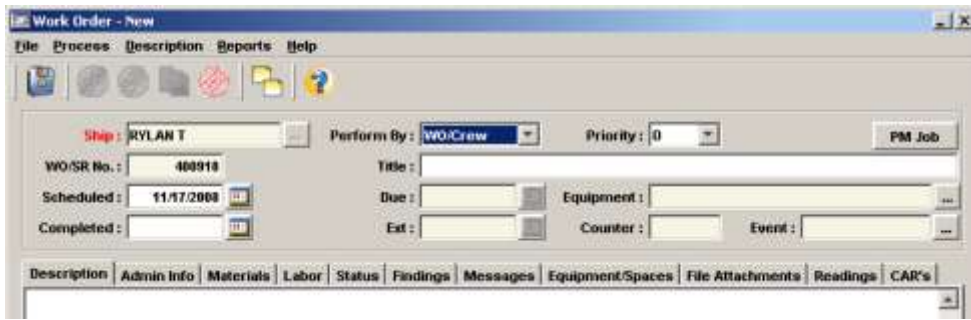
1. Before work begins, the permit must be filled out by the crewman doing the work and signed by Authorized Person. Electronic copies of the permits are posted on the TDI Forms page.
2. It is required that a copy of the work permit be posted at the site where the work is being done. File the signed original on the bridge.
3. The Engineer, Master or Mate is responsible for creating a work order to describe the work being done, linking that work order to the appropriate equipment, and writing the work order number on the signed permit.
4. When the work is complete and the permit signed to closure and filed on the bridge, then the work order may be completed.

How to Create the Work Order: Log in to NS5 and open the Maintenance and Purchasing module.

1. Click the **New Work Order** icon from the **Maintenance and Purchasing** window toolbar.



The **New Work Order** window opens.



NAMING PROTOCOL FOR PERMIT WORK ORDERS

The fields for **Ship**, **Perform By**, **Priority**, **WO/SR No** and **Date** will be automatically filled.

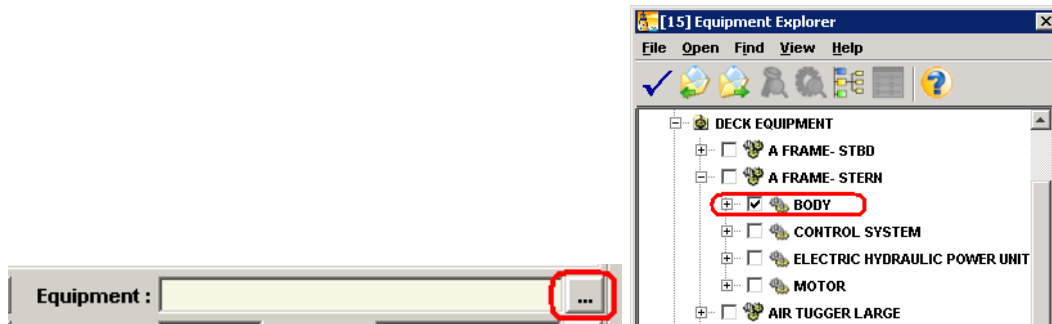
For **Hot Work Title**, put **“HW- followed by a short description of the work to be done.”** Some examples would be: **HW-A FRAME LADDER- WELD NEW RUNGS** or **HW-CUT CHAIN FOR A FRAME RACK**, or **HW-POWER PACK- TACK WELD TO DECK**.

For **Working at Heights Title**, put **“WH- followed by a short description of the work to be done.”** Some examples would be: **WH-A FRAME STERN- CHG OUT BLOCK**, or **WH- A FRAME PORT- PAINT NEW SWL**

For **Energy Isolation Title**, put **“EI- followed by a short description of the work to be done.”** Some examples: **EI-CLEAN ENGINE SPINNERS**, **EI-REPAIR GENERATOR MOTOR**, **EI-REPLACE ENGINE TURBO**

For **Confined Space Title**, put **“CS- followed by a short description of the work to be done.”** Some examples: **CS-CHAIN LOCKER ENTRY TO COIL CHAIN WHEN RAISING ANCHOR**, or **CS-TANK #1 ENTERED BY ABS FOR INSPECTION**

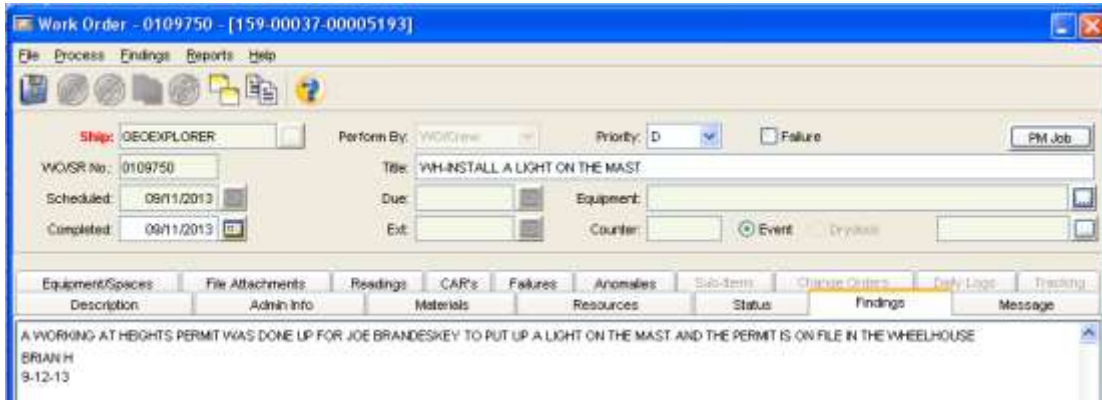
Next, go to the **Equipment** field and click on the button to the right. You will get a list of ship’s systems. Click on the plus sign to the left of the system to drill down to the components and parts of the system.



Drill down until you find the part you are repairing and click on the box next to it to select. This step links the job to the maintenance history of that equipment so you can easily find it in the future.

If the equipment is not listed, e-mail me at shannonsmith@tdi-bi.com and tell me what needs to be added and where. Leave the **Equipment** field blank in the meantime.

In the **Description** field, put a summary of the work to be done and then write “Permit filed on Bridge” followed by your name and the date. It should look something like this:



Remember to go back and write the work order number on the top of the permit:

Confined Space Permit			
(All parts of this permit must be completed. Any other associated documents must be linked to the NS5 work order. Emergencies or unexpected circumstance may suspend or cancel this permit.)			
<input type="checkbox"/> R/V Brooks McCall	<input type="checkbox"/> R/V GeoExplorer	<input type="checkbox"/> R/V Gyre	<input type="checkbox"/> OSV Rylan T
<input type="checkbox"/> R/V Proteus			
Date:	Time Issued:	Valid Until:	NS5 WO #
Only persons who have completed the Confined Space computer training course may perform work in confined spaces.			
Have all persons doing the work completed the Confined Space computer training?			<input type="checkbox"/> Yes

When the work has been completed, you must **complete** the “After Task Completion” and “Close” sections on the permit **and file** the signed final copy **on the bridge**.

Confined Space		Print name	Signature	Date
Cont	After Task Completion	Permit signed by all parties and filed on bridge?		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Permit copy removed from site?		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Work area cleared of tools and equipment?		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Bridge, Engineering and any other allied areas notified?		<input type="checkbox"/> Yes <input type="checkbox"/> No
		NS5 work order includes notes about the job and is completed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Authorization	Open	Permit user		1/0/00
		Master		1/0/00
		Chief Engineer		1/0/00
	Close	Permit user		
		Master		
		Chief Engineer		

Remove the posted permit.

Go back to the NS5 work order to make notes about the work done and complete the work order.