



## APPENDIX G – E PERMIT SYSTEM

---

---

# Land Securities Permit to Work

The new Online Permit to Work form makes it easier for you and others in your company to request permits within Land Securities properties.

## Why do you need a permit?

Land Securities permit-to-work system is a formal written system used to control certain types of our work activities that are potentially hazardous. Our permits to work form an essential part of safe systems of work for many maintenance and building activities. They allow work to start **only** after safe procedures have been identified and they provide a clear record that all foreseeable hazards have been considered.

## Request an account:

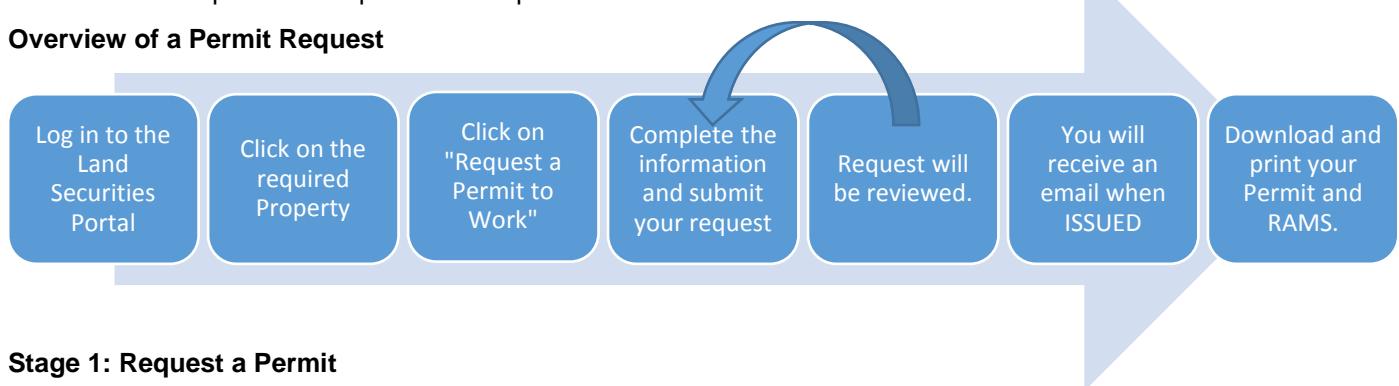
To access the forms you will first need to request access to the Land Securities Portal. To do this send an email to [ISHelpdesk@landsecurities.com](mailto:ISHelpdesk@landsecurities.com) with a subject of **Permit to Work Request** making sure to include the following information for each required account:

- **Full Name, Company, Email Address and Land Securities Sponsor (please cc: on the request)**

If you fail to include all this information or fail to cc: your LS Sponsor your account will not be created.

You should receive your account credentials within 48hrs of the request, if the matter is urgent please ask your Land Securities sponsor to expedite the request.

## Overview of a Permit Request



## Stage 1: Request a Permit

1. Log in to the Land Securities Portal

<https://my.landsecurities.com/sites/LSPortal>

2. On this page you will be able to view all of your current permits you have requested.
3. Use the search box to find the property you need and click **Create Permits**
4. An empty permit form will open.
5. Tick the required permits and complete all the information.
6. Enter each maintenance period that the permit is required for.
7. Upload your method statement and risk assessment.
8. When information is complete click **SUBMIT** at the top of the page.

If you have any questions on the information required in the form contact your Land Securities primary contact.

Enter a property name and click Find...	
Property 5737	Name Trinity, Leeds
<a href="#">Create Permit...</a>	

## Stage 2: Issuing a Permit

When you have submitted your request the relevant authorised person within Land Securities will be alerted, allowing them to review the information you have provided.

If the authorised person is happy with the content of the permit and the works will not conflict with other works planned for that period they will **Issue** a permit. You will then receive an email notifying you of the permit.

If the permit is rejected you will receive an alert notifying you of the issue and given the chance to correct the problem or supply further information.

## Your responsibility

Once the permit is issued it will be your responsibility to give the permit to the person who is attending site.

The permit must be presented in full to the Security Control Office or equivalent persons, the Land Securities Copy will be kept and should be signed by the supervisor while the contractors copy should be kept with the team at all times.

## System Screen Shots:

**LS Portal:** This screen will appear when you log in to the LS Portal.

**ePermits**

Welcome to the Land Securities ePermit System.

To request a permit:

- Enter the property in the search box on the right hand side
- Click Find Property and a list of matching properties will appear.
- On the required property click Create Permit... to load the permit form.

**Your Requested Permits**

Permit	Property	Types	Status	Company	Permit Start	Permit End
0000001	0000 IS Test Property	HOT,CON,	Issued	Land Securities	01/12/12 09:00	01/12/12 09:00

**Your Rejected Permits**

This area will assist you in managing your permits by displaying all your permits that are currently, requested, have been issued or that are rejected and require your attention.

**LandSecurities**

Enter a property name and click Find...

Property	Name	Create Permit...
5737	Trinity, Leeds	<input type="button" value="Create Permit..."/>

Recently Used Properties

Property	Name	Create Permit...
0000	IS Test Property	<input type="button" value="Create Permit..."/>

In this area: use the search box to find your property.

On the required property click Create Permit... to load the permit form

## The Online Permit to Work Form:

When you click on **Create Permit** the online permit to work form will be shown.

**LandSecurities** Permit To Work

Permit No : 0000001

**Action Menu**

- Click the "Submit" button to request the permit to work.
- Click the "Cancel" button to cancel all changes and close the form without saving.
- Click the "PDF" button to view the permit PDF.
- Assessments, Method Statements and other supporting documentation should be uploaded by clicking "Upload Document" and browsing to the file on your network or computer.

**Permit Status : Issued**

**Required Permits ...**

Please complete all questions (\*indicates must be completed)

Select ANY permissions required (more than one is OK)

Site / Centre / Building

PIMS No.

Please be exact for works

**Details of the contractor completing the works ...**

Company name: Land Securities

On site supervisor: Beverley Downard

Person in charge on site (mobile preferable)

Tick one or more permits as required.

When adding the duration of the permit, please be aware that you are able to add each required 'maintenance period' individually. To add a new period, click 'Insert Item'

Duration of permit:

Please enter each maintenance period required for this permit:

From:	To:	Permit end date / time must be after permit start date / time
01/12/2012 02/12/2012	19:00 04:00	
02/12/2012	19:00	03/12/2012 04:00

Insert item