

Electronic / On-Line
Work Permit and Notification Form
(E-WPNF)
Improvements

Subcontractor Safety Subcommittee – Update Meeting – February 22, 2007

E-WPNF Improvements

Complaint:

Listing the “Project Number” in the “Action” field doesn’t indicate the scope of work to be performed.

Remedy:

The “Job Description” will be now listed in the “Action” field to more conveniently indicate the scope of work.

E-WPNF Improvements

Complaint:

Entries that are either superseded by another entry or otherwise no longer valid should be deleted.

Remedy:

The TM/CC will have editing privileges to delete entries that are superseded or unapproved.

E-WPNF Improvements

Complaint:

The date the entry was submitted for approval should be displayed on the approvers screen.

Remedy:

The entry submittal date will be displayed.

E-WPNF Improvements

Complaint:

The date the entry was approved by the Building Manager should be displayed on the approvers screen for the SSO.

Remedy:

The Building Manager's date of approval will be displayed on the approvers screen.

E-WPNF Improvements

Complaint:

There is not a means by which a primary approver is able to set up an alternate approver to cover days he or she is away from the Lab.

Remedy:

Primary approvers can set up an alternate approvers list thru Matt Arena, arenam@fnal.gov. Alternates will receive the notification each time the primary approver receives notification, but will take no action unless instructed by the primary approver.

E-WPNF Improvements

Complaint:

There is no provision for a Building Manager to direct comments to the TM/CC via the approval screen.

Remedy:

A field will be provided on the approval screen for Building Manager comments.

E-WPNF Improvements

Complaint:

The form needs to accommodate multiple buildings and multiple Building Managers.

Remedy:

A “duplicate” feature will be added to the electronic form. This will allow the TM/CC to send individual entries to each Building Manager and SSO as needed without having to retype the form.

E-WPNF Improvements

Complaint:

There is no provision to re-open and edit an entry.

Remedy:

An “edit” feature will be enabled if the entry submittal is rejected allowing the TM/CC to revise the form. This feature will not be enabled if the entry submittal is approved.

E-WPNF Improvements

- These features will be available by the end of March 2007.
- If you have any other comments or complaints about this e-form please direct them to Tom Prosapio at prosapio@fnal.gov.

Thank You