

Works Approval Notification System

- ✓ The Website: <https://hal.cmo-compliance.com/Login.aspx>
- ✓ For access or queries please e-mail: Eng_Works_Notifications@heathrow.com
- ✓ Tips: Look out for useful tips in grey throughout this document that should help you when creating submissions

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Not registered yet? [Contact us](#) to register.

Enter your log-in details

Username

Password
[Forgotten your username or password?](#)

Remember my username on this computer.

Click 'Continue' to confirm you have read and accepted the latest [Master Subscription Agreement](#)

Continue

[Leading HSE \(Health, Safety & Environment\) & GRC Software System](#)

Find out about... 

I have forgotten my username/password, what do I do?

Bookmark/add this page to my Favorites.

How do I add this site to my 'Trusted Sites' to ensure that all functions are available?



Works Approval Notification System

Browsers

Please see the following pages on adding CMO to trusted sites in Internet Explorer, allowing pop-ups in Chrome and allowing popups in Firefox, respectively:

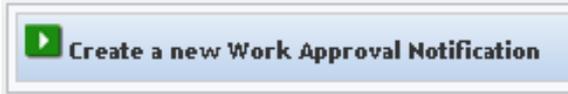
1. <http://windows.microsoft.com/en-gb/windows/security-zones-adding-removing-websites#1TC=windows-7>
2. <https://support.google.com/chrome/answer/95472?hl=en-GB>
3. <https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>

Tip: The system will work best for you when Pop-ups are enabled

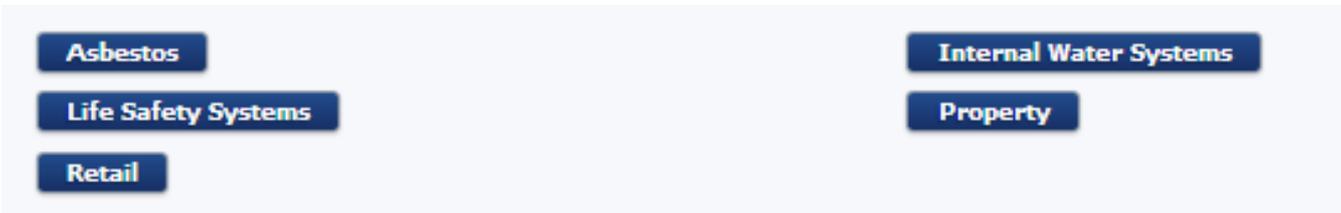
Works Approval Notification System

On this system you CAN create the following:

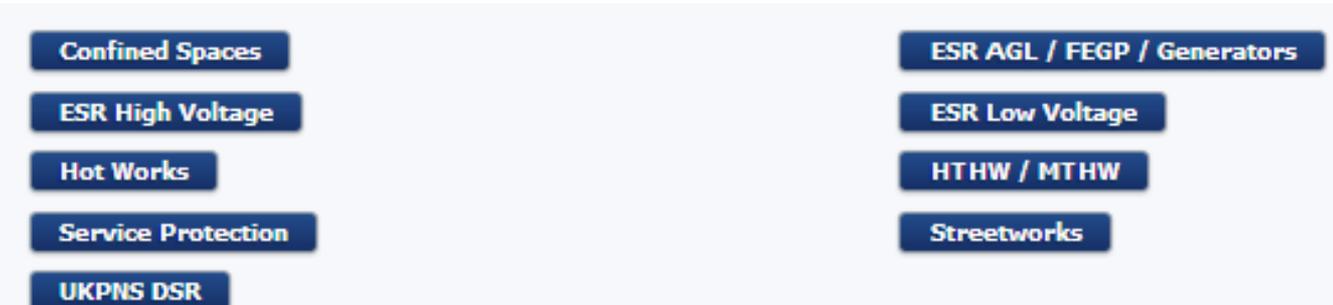
- A Works Approval Notification



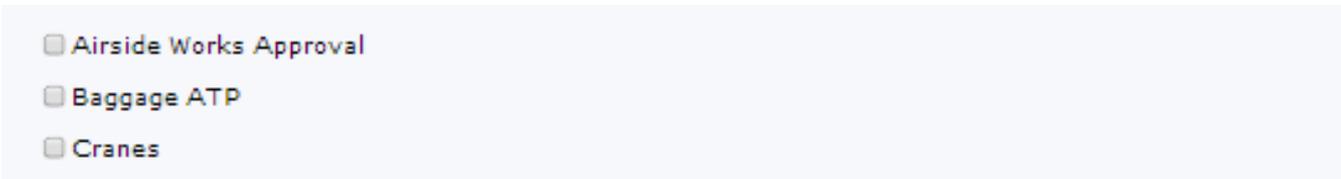
- A Controlled Activity request



- A Permit to work



X It DOES NOT cover the following requests



Works Approval Notification System

Understanding the difference between a Works Approval Notification (WAN), a Controlled Activity and a Permit to Work (PTW)

Works Approval Notification:

This requires Business Unit approval, taking into consideration the controlled activities you select for your submission. These are generally approved by the Maintenance Manager Compliance of each Business Unit.

Controlled Activity:

This is a piece of work in a zone area whereby access and approvals need to be requested to ensure hazards and precautions are addressed prior to works approval.

Permit to Work:

This is an activity that requires further authorisation. This is generally requested at time of works and requested via the Control Engineers and Engineering Help Centre in APOC. An individual has undertaken specific training and has been appointed on the Heathrow Licence Register. It is their responsibility to request approval for such works.

Works Approval Notification System

Tip:

Throughout your form submissions you will come across several types of questions:

* = Mandatory

○ = Single selection

☐ = Multiple selection

Silent notification questions

(notifying a distribution list based on your question's answer)

Unless we tell you who to contact specifically, the system will notify the applicable parties involved.

Works Approval Notification System

Remember the WAN principle

A WAN will not be approved until all child submissions have been approved.

- ✓ Your **WAN** is your **parent** submission
- ✓ In **section 3** of your WAN you will come across the **child** submissions.
These are your Controlled Activities or your Permit to Work requests.

You must create and submit your child submissions before you complete your WAN.

Child submissions include Access and Technical approvals. These invariably sit with airport specialists who are not located in the business unit of your works.

Tip: Once you submit a WAN it can no longer be amended unless you send in a query or ask an approver for your submission to be rejected and put back in queue for editing.

Works Approval Notification System

I'm a creator. This is my view when I log-in.

- ✓ **Dashboard** = This is where you can see all submissions.
- ✓ **Documents** = This is where to review all HAL LOP's & documents found within the question set.

The top screenshot shows the 'Dashboard' view of the CMO system. It features a navigation bar with 'Dashboard' and 'Documents' tabs. A 'Reminders' box shows 0 reminders. Below the navigation bar, there are filters for 'Primary Location' (set to 'All Primary Locations') and 'Location Type' (set to 'All Location Types'). A section titled 'Creating a WAN' provides instructions on how to create a Work Approval Notification. Below that, there is a 'Work Approval Notification' section with a 'Create a new Work Approval Notification' button.

The bottom screenshot shows the 'Documents' view. It features a navigation bar with 'Dashboard' and 'Documents' tabs. A 'Reminders' box shows 0 reminders. Below the navigation bar, there are filters for 'Primary Location' (set to 'All Primary Locations'), 'Location Type' (set to 'Select options'), 'Document Type' (set to 'All Document Types'), and 'Approval' (set to 'All Approvals'). A search bar is also present. Below the filters, there is a table of document submissions with columns for ID, Title, Document Type, Location Type, Last Updated, Date, Review Date, Status, and Ref.

ID	Title	Document Type	Location Type	Last Updated	Date	Review Date	Status	Ref
6.3	Change Control Template			03 Jul 2015 Richard Jenkins			Approved	
7.1	How we Control work on Life Safety Systems			24 Mar 2015 Richard Jenkins			Approved	
8.1	Change Control Process for Life Safety Systems			24 Mar 2015 Richard Jenkins			Approved	
9.3	Engineering Change Control			03 Jul 2015 Richard Jenkins			Approved	
10.1	Service Protection Process			24 Mar 2015 Richard Jenkins			Approved	
11.1	Hot Works Procedure			24 Mar 2015 Richard Jenkins			Approved	
12.2	HALENG-ASB-003_Asbestos_Portfolio_Action_Plan_Dec14			16 Jun 2015 Richard Jenkins			Approved	
13.1	Asbestos Management Plan			24 Mar 2015 Richard Jenkins			Approved	
128.1	Combined Risk Assessment - LHR T4.doc attached to Approval 2015033039.0		CMO	30 Mar 2015 GMG Ltd			Approved	1
129.1	Big Dipper MS LHR T4.doc attached to Approval 2015033039.0		CMO	30 Mar 2015 GMG Ltd			Approved	1

Heathrow Airport Limited Works Approval Notification System

Tip – Your dashboard view is fed by the information entered when you “Create a new WAN”.

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Dashboard Documents

Print

0 Reminders

Search ID's or text here

Primary Location: All Primary Locations | Location Type: All Location Types | Filter | Clear Filter

The filters are retained from your previous log in selection. Clear filter to refresh your view

Creating a WAN

To create a WAN please click the play button below, enter the relevant details and press OK. This will launch your WAN which you can either submit in isolation, or if you require an Approval you can launch one from section 3.1.

Work Approval Notification

Create a new Work Approval Notification

Create a new WAN here

ID ↑

You can sort your headers by clicking the column title. These can be ascending or descending

Ref	ID	Primary Location	Location Type	Specific Location	Form	Creator	Valid From	Valid To	Status	Sub Status
2	2015050830.0	14401 - T4 Main Building	T4 - Departures Concourse	(AW) El Al Zone G Check In	WAN	B Beatty4	08:00 12 Apr 2015	18:00 01 Aug 2015	Approved	-
3	2015050834.0	14401 - T4 Main Building	Room	(AW) El Al HAL Security Level 05 **Re-Submittal**	WAN	B Beatty4	08:00 13 Apr 2015	18:00 01 Aug 2015	Approved	-
1	2015050824.0	14401 - T4 Main Building	Room	(AW) El Al Office Support Accommodation Level 30 **Re-Submittal**	LSS	B Beatty4	08:00 13 Apr 2015	18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015041627.0	14401 - T4 Main Building	T4 - Arrivals Concourse	T4 Arrivals Female Toilet Block	LSS	B Beatty4	08:00 13 Apr 2015	18:00 31 Jul 2015	Created	- System Integrator
4	2015041322.0	14401 - T4 Main Building	Arrivals Concourse	T4 Arrivals Female Toilet (TG)	WAN	B Beatty4	08:00 13 Apr 2015	18:00 31 Jul 2015	Approved	-
				Plant rooms, risers, corridors, offices and dept/arrivals halls (PW)				18:00 29 Aug 2015	Approved	-
				Plant rooms, corridors, offices, departures/arrivals halls				18:00 29 Aug 2015	Approved	-
				Plant rooms, corridors, offices, departures/arrivals halls "RE-SUBMITTAL"				18:00 29 Aug 2015	Approved	- Maintenance Manager Compliance
				(AW) El Al Zone G Check In **Re-Submittal**				18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
				(AW) El Al Multi Faith Prayer Room **Re-Submittal** (Nights)				18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
				(AW) El Al Victor Pier Gate 24 Screening **Re-Submittal**				18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
				(AW) El Al Pret Kitchen **Re-Submittal** Non Invasive				18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
				(AW) El Al Departures Gate 3 Level 10 **Re-Submittal**				18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015050837.0	14401 - T4 Main Building	Room	(AW) El Al HAL Security Level 05 **Re-Submittal**	LSS	B Beatty4	11:49 01 Aug 2015	18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
3	2015050710.0	14642 - T4 Victoria Building	Room	(AW) El Al **Re-Submittal** Victor Pier Engineering Accommodation Level 00	WAN	B Beatty4	08:00 01 Aug 2015	18:00 01 Aug 2015	Approved	-
2	2015050711.0	14642 - T4 Victoria Building	Room	(AW) El Al **Re-Submittal** Victor Pier Engineering Accommodation Level 00	LSS	B Beatty4	08:00 01 Aug 2015	23:59 01 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015050646.0	14401 - T4 Main Building	T4 - Mezzanine - 05	(AW) El Al Multi Faith Prayer Room **Re-Submittal** (Nights)	WAN	B Beatty4	08:00 26 May 2015	18:00 01 Aug 2015	Approved	-

TIP: Initials / Job number in the specific location field is a great way to identify your submissions

Status = Application status
SubStatus = Role it is sitting with for approval (or) status of the task i.e. Acknowledged / Active / Inactive / FireWatch

Works Approval Notification System

- ❑ **Ref** – This identifies the number of attachments. It also identifies the child submissions relating to the WAN. On a child submission will identify the WAN it relates to.
- ❑ **Specific Location** – This is the job description to appear on the dashboard view. Keep it short and specific. Make it relevant and identifiable to you.
- ❑ **Form** – This is your form type. It will either be your WAN or the forms selected on section 3 on the WAN.

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Dashboard Documents 0 Reminders

Primary Location: All Primary Locations Location Type: All Location Types Filter Clear Filter

Creating a WAN

To create a WAN please click the play button below, enter the relevant details and press OK. This will launch your WAN which you can either submit in isolation, or if you require an Approval you can launch one from section 3.1.

Work Approval Notification

Create a new Work Approval Notification

Incomplete Approvals

Ref	ID	Primary Location	Location Type	Specific Location	Form	Creator	Valid From	Valid To	Status	Sub Status
2	2015050650.0	14401 - T4 Main Building	T4 - Departures Concourse	(AW) EI AI Zone G Check In	WAN	B Beatty4	08:00 12 Apr 2015	18:00 01 Aug 2015	Approved	-
3	2015050834.0	14401 - T4 Main Building	Room	(AW) EI AI HAL Security Level 05 **Re-Submittal**	WAN	B Beatty4	08:00 12 Apr 2015	18:00 01 Aug 2015	Approved	-
1	2015050824.0	14401 - T4 Main Building	Room	(AW) EI AI Office Support Accommodation Level 30 **Re-Submittal**	LSS	B Beatty4	08:00 16 Apr 2015	18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015041627.0	14401 - T4 Main Building	T4 - Arrivals Concourse	T4 Arrivals Female Toilet Block	LSS	B Beatty4	08:00 27 Apr 2015	18:00 31 Jul 2015	Created	- System Integrator
4	2015041322.0	14401 - T4 Main Building	T4 - Arrivals Concourse	T4 Arrivals Female Toilet (TG)	WAN	B Beatty4	08:00 27 Apr 2015	18:00 31 Jul 2015	Approved	-
5	2015042858.0	14401 - T4 Main Building	Other	Plant rooms, risers, corridors, offices and dept/arrivals halls (PIV)	WAN	B Beatty4	19:00 29 Apr 2015	16:00 29 Aug 2015	Approved	-
2	2015042863.0	14401 - T4 Main Building	Other	Plant rooms, corridors, offices, departures/arrivals halls	LSS	B Beatty4	19:00 29 Apr 2015	16:00 28 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015063012.0	14401 - T4 Main Building	Other	Plant rooms, corridors, offices, departures/arrivals halls "RE-SUBMITTAL"	LSS	B Beatty4	19:00 29 Apr 2015	16:00 28 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015050653.0	14401 - T4 Main Building	T4 - Departures Concourse	(AW) EI AI Zone G Check In **Re-Submittal**	LSS	B Beatty4	14:36 06 May 2015	23:59 01 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015050714.0	14401 - T4 Main Building	T4 - Mezzanine - 05	(AW) EI AI Multi Faith Prayer Room **Re-Submittal** (Nights)	LSS	B Beatty4	09:53 07 May 2015	23:59 01 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015050817.0	14642 - T4 Victor Pier	VP - Gate Seating	(AW) EI AI Victor Pier Gate 24 Screening **Re-Submittal**	WAN	B Beatty4	09:56 08 May 2015	18:00 01 Aug 2015	Approved	-
3	2015050818.0	14401 - T4 Main Building	T4 - Departures Lounge	(AW) EI AI Pret Kitchen **Re-Submittal** Non Invasive	LSS	B Beatty4	10:12 08 May 2015	18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015050826.0	14401 - T4 Main Building	T4 - Gate Seating	(AW) EI AI Departures Gate 3 Level 10 **Re-Submittal**	LSS	B Beatty4	11:12 08 May 2015	18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015050837.0	14401 - T4 Main Building	Room	(AW) EI AI HAL Security Level 05 **Re-Submittal**	LSS	B Beatty4	11:49 08 May 2015	18:00 01 Aug 2015	Approved	- Maintenance Manager Compliance
3	2015050710.0	14642 - T4 Victor Pier	Room	(AW) EI AI **Re-Submittal** Victor Pier Engineering Accommodation Level 00	WAN	B Beatty4	08:00 15 May 2015	18:00 01 Aug 2015	Approved	-
2	2015050711.0	14642 - T4 Victor Pier	Room	(AW) EI AI **Re-Submittal** Victor Pier Engineering Accommodation Level 00	LSS	B Beatty4	08:00 15 May 2015	23:59 01 Aug 2015	Approved	- Maintenance Manager Compliance
2	2015050646.0	14401 - T4 Main Building	T4 - Mezzanine - 05	(AW) EI AI Multi Faith Prayer Room **Re-Submittal** (Nights)	WAN	B Beatty4	08:00 16 May 2015	18:00 01 Aug 2015	Approved	-

Works Approval Notification System

I've created a new WAN...

ALL fields are compulsory

The information fields seen in the pop-up box shown below will be the information populated on your dashboard view.

It is also the criteria displayed at the top of the form printout in the event of a works notification check.

NOTE: This pop up is exactly the same on each form created.

Tip: Once you click OK you can no longer edit this information.

Work Approval Notification

* Primary Location: 14401 - T4 Main Building

* Location Type: Comms Room

Valid From: 14 Jul 2015 Time (24h) 10 :48

Valid To:

* Specific Location:

* Working Days: Select options

* Airside/Landside:

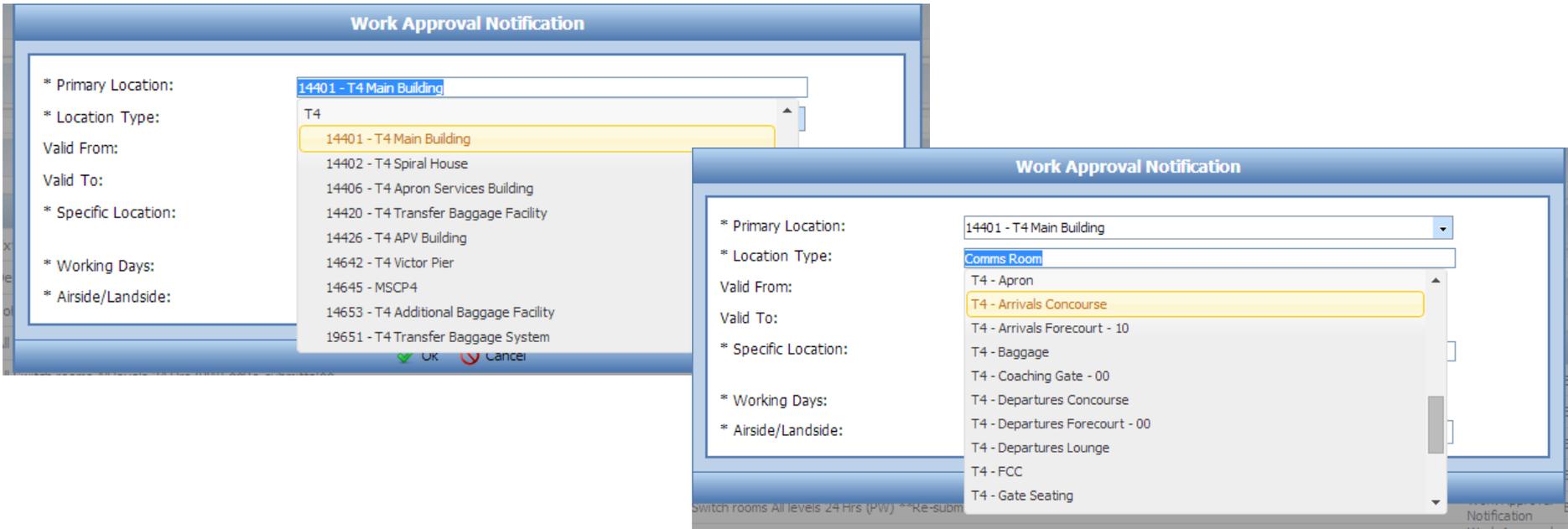
Ok Cancel

Works Approval Notification System

****PROBLEM**** – I can't see the location I need in my primary location / location type – what do I do?

If this applies to you, please send your request to Eng_Works_Notifications@heathrow.com with your account log-in name and your account will be updated.

Please select the most accurate location information applicable to your works. This helps to identify area conflicts.



Works Approval Notification System

Specific Location – What do I include?

Our guidelines:

- ✓ Location (Terminal, stand, block, retail unit, floor level)
- ✓ Detail of works (e.g. Strip-out, Ansul clean, fire dampers, road surface renewal)
- ✓ Additional details (initials of project manager / work requestor / job number – how you internally identify your submission)
- ✓ *Re-submittal* (only if applicable to your submission)

Tip: If you highlight your text and store this elsewhere you can paste this information into your child submissions. This is to ensure you have consistency on your dashboard and you can relate your submissions to each other in a sort format.

This field has a maximum character length of 100. Use these to suit your company needs. Keep it short & specific (KISS).

Specific Location *:

(AW) EL AI Zone G Check In ****Re-Submittal****

**** Resubmittal **** Conveyor OCL15, mezz level, main baggage hall Terminal 4

First Co - CTA North and CTA South Vent Buildings (Eng hours)

T4 EL AI ops security Level 05/ Apron Level 00 Cobalt offices Non Invasive Isolation (GC)

T4 IDL Project - Phase 1 Hoarding Installation (TG)

(HWELL) T2B L0 Apron Unit 9 A00GH540 (Invasive)

Works Approval Notification System

Valid From – Valid To

Whilst you are submitting your dates (you should be as specific as possible), please consider the following:

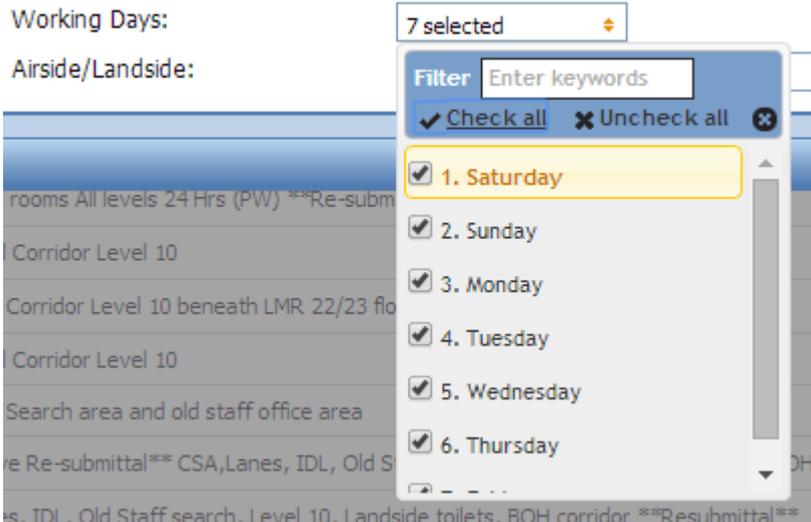
- Rejections – potentially causing delays on all form submissions
- SLA's for each form approver – be considerate. Last minute requests and influences applied are not best practice.
- Sufficient time periods – a week's worth of work does not need a month window frame, and likewise, a months worth of work does not need to be broken up week by week unless your stages contain different RAMS.

The screenshot shows the 'Work Approval Notification' form. The 'Valid From' field is set to '17 Jul 2015' and 'Time (24h)' is '12:30'. The 'Valid To' field is currently empty, and a calendar dropdown is open, showing 'September, 2015'. The calendar highlights the date '18' (Friday, September 18, 2015). Other fields include 'Primary Location' (14401 - T4 Main Building), 'Location Type' (Comms Room), and 'Specific Location'.

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1		
4	5	6	7	8	9	10

Works Approval Notification System

Selecting the most appropriate



Tip: Working days – select appropriate and click out of the window box to proceed to next question



Works Approval Notification System

Familiarising yourself with page 1 of each form...

Tip: Page 1 of each form is the same. The information you type in a WAN is replicated as default text onto any child submissions.

Please change the fields applicable to each submission. Your description of works can be elaborated or as brief according to what the approver needs to know.

The screenshot displays a web browser window with the following elements:

- Browser Tab:** Work Approval Notifi... 17 Jul 2015 Central Search B Beatty4 1 Document
- Browser Address Bar:** Save & Close | Clear All | Single Question | Print
- Page Header:** Timeout [Progress Bar] Logout
- Form Navigation:** 1 General Information [Dropdown] [NEXT]
- Form Tabs:** (AW) Site Details **Resubmittal** | History
- Form Section 1.1:** **Work Approval Notification** [Cancel & Close] [CLEAR]
- Form Section 1.2:** **Please enter general information below**
 - Please complete this form fully.**
 - This Work Approval Notification is only valid for the date and times you have specified.**
 - If the work cannot be completed within the agreed timescales, or if changes to the work activities are required, then this Notification must be cancelled and a new one issued.**
 - * Requester (Company Name)**
Balfour Beatty (AW)
 - * Requester (Company Address)**
T4 WineGlass
 - * Name of Person in Charge**
Aaron Webb
 - * Contact number of Person in Charge**
07854 852 010
 - * Name of individual(s) undertaking the work**
Maber / Connor / Hoggan / ATC

Works Approval Notification System

Familiarising yourself with page 1 of each form...

The dark blue strip is the form information line.

The light blue line has two main buttons you will use:

- ❖ Save & Close – If you cannot complete your form due to lack of information, you can save and close and your input will be stored.
- ❖ Print – you will see this icon on each form or as a shortcut on your dashboard line item.

The screenshot shows the top navigation bar with the following elements:

- Left side: "Work Approval Notifi...", "17 Jul 2015", "Central Search", "B Beatty4", "1 Document".
- Right side: "Timeout" indicator and "Logout" button.
- Below the bar: "Save & Close", "Clear All", "Single Question", "Print" icons.
- Form title: "(AW) Site Details **Resubmittal**" and "History" button.
- Form progress: "1 General Information" dropdown and "NEXT" button.

Callout boxes provide the following information:

- Cancel & Close:** If you have created a form in error, you cancel the submission here by selecting Cancel and Close. This deletes the record off the system. You can only do this before you submit. After submission it is for the approver / deleter role to clear this off the system. Send a request to the e-mail account mentioned on page 1.
- Question 1.1:** Question 1.1 will always tell you the form you are in. You can also see this throughout your submission in the top left hand corner.
- CLEAR:** Clear your entry – This helps when creating duplicates, or when this page has the text copied in between form creations e.g. WAN to LSS.

The form content includes:

- 1.1 Work Approval Notification** (with "Cancel & Close" button)
- 1.2 Please enter general information below**
- Instructions: "Please complete this form fully. This Work Approval Notification is only valid for the date and times you have specified. If the work cannot be completed within the agreed timescales, or if changes to the work activities are required, then this Notification must be cancelled and a new one issued."
- Fields:
 - * Requester (Company Name): Balfour Beatty (AW)
 - * Requester (Company Address): T4 WineGlass
 - * Name of Person in Charge: Aaron Webb
 - * Contact number of Person in Charge: 07854 852 010
 - * Name of individual(s) undertaking the work

Works Approval Notification System

Attachments

Page 2 on every form is where attachments are stored and requested to be uploaded.

You can tab between the question and where to attach – just like you tab on the internet between websites.

The screenshot displays a web application interface for the Heathrow Works Approval Notification System. The page is titled "Attachments" and contains a form with several sections. A purple box highlights the text explaining that page 2 of every form is for attachments and that users can tab between questions and attachment areas. The form includes a sidebar with a "Contents" button, a top navigation bar with "Timeout" and "Logout" options, and a main content area with three question sections. Each section has a "Question" and "Attachment" tab, with the "Attachment" tab highlighted in a purple box. The first section has radio buttons for T3, T5, HEx, T4, Infrastructure, and N/A, and a "CLEAR" button. The second section, titled "2.2 Risk Assessments and Method Statements (RAMS)", has two checked checkboxes and a "CLEAR" button. The third section, titled "2.3 * Are you attaching any additional supporting documentation?", has radio buttons for Yes and No, a text area for listing attachments, and a "CLEAR" button.

Contents

Timeout Logout

Question Attachment

T3 T4
 T5 Infrastructure
 HEx N/A

Change Control Template CLEAR
Engineering Change Control

2.2 Risk Assessments and Method Statements (RAMS)

I confirm that suitable and sufficient Risk Assessments (RAs) have been attached for the proposed / planned works.
 I confirm that suitable and sufficient Method Statements (MS) have been attached for the proposed / planned works.
Please use the Attachment tab to the right of this question to upload the relevant documents.

CLEAR

2.3 * Are you attaching any additional supporting documentation?

Yes
 No

* Please list all attached supporting documentation.
Proposed drawing GAs
Qualifications / Certification

CLEAR

Question Attachment

Question Attachment (1)

Works Approval Notification System

Attachments

The number of attachments you upload will be shown in (#).

These will also be referenced on your dashboard in the “ref” column.

Using the icons you will see you can upload, delete and also save (download) files you have submitted. This is useful if you have misplaced files or want to download documents from submissions within your login account.

2.2 Risk Assessments and Method Statements (RAMS)

* I confirm that suitable and sufficient Risk Assessments (RAs) have been attached for the proposed / planned works.

* I confirm that suitable and sufficient Method Statements (MS) have been attached for the proposed / planned works.

Please use the Attachment tab to the right of this question to upload the relevant documents.

[CLEAR](#)

Question

Attachment (2)

2.2 Risk Assessments and Method Statements (RAMS)

File	Size	
 MS LHR Operation Security Partitions & Ceilings.pdf	340.13 kb	  
 RA HAL Ops Security Partition & Ceiling Install.pdf	78.86 kb	  

[Choose File](#) [UPLOAD](#) [ADD HYPERLINK](#)

No Preview

Question

Attachment (2)

Works Approval Notification System

WAN Section 3

The rest of the WAN is self explanatory, however there are 2 forms that follow a slightly more complicated level of submission approval within section 3.1 and 3.2.

- ✓ LSS – Life Safety Systems
- ✓ Service Protection

! - Remember the difference between a Controlled Activity and a Permit to work. Your submission is approved however it may be subject to additional authorisation.

All submissions that need to be requested on section 3.3 are to be completed external to this web page and alternative systems are in place for these works.

However – if you do need to submit one of these requests, a text box will appear for you to enter your external submission number. Whilst you will see it is not mandatory this will benefit cross referencing. Please submit these within your form as it is an indication to the approver that you are requesting the correct approval for your work piece.

Works Approval Notification System

How is a Life Safety approval different?



Status & Sub-status workflow: Submitted > Fire Safety Manager > System Integrator > Approved / Rejected

Life Safety System (LSS) isolation requests are a chargeable service. These are dealt with directly with the System Integrators. Please contact them at point of first submission.

How do I know who to contact?

For any T2, T4 or T5 requests, please contact **Honeywell** on:

- **TBC**

For the rest of the airport locations (as found on the system dropdown list) please contact **Trinity** on:

- HeathrowOffice@trinitypro.co.uk

Works Approval Notification System

How is a Life Safety approval different?

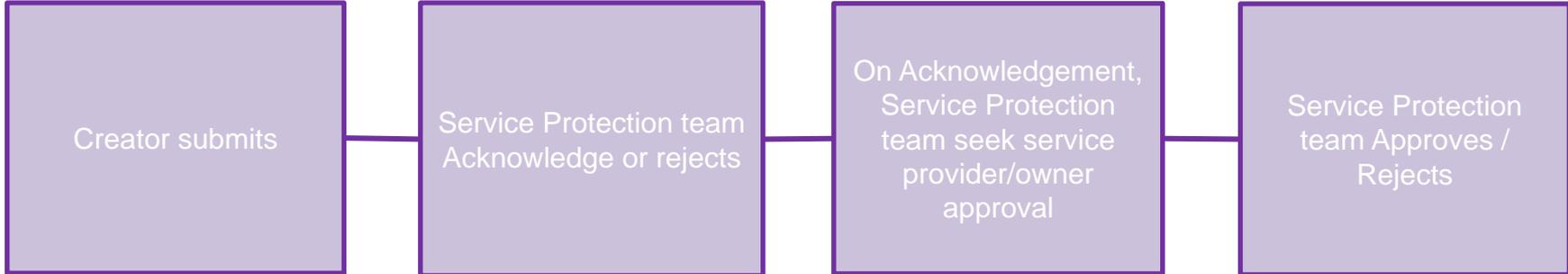
Key Information to be included within the Specific Location field that displays when the form type is selected:

- Non-Invasive / Invasive – invasive submissions may require a change control. Refer to the guide on section 2 in order to clarify this.
- Re-submittal (if applicable)

The screenshot shows a software window titled "LSS" with a white background and a blue border. Inside the window, there are several form fields. The "Specific Location" field is highlighted with a red rectangular border. The text in this field is "(AW) Site Details INVASIVE ***Resubmittal***". Other fields include "Primary Location" (14401 - T4 Main Building), "Location Type" (Central Search), "Valid From" (17 Jul 2015) and "Time (24h)" (13:10), "Valid To" (31 Jul 2015) and "Time" (23:59), "Working Days" (7 selected), and "Airside/Landside" (Airside). At the bottom of the window, there are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red circle and slash icon.

Works Approval Notification System

How is a Service Protection approval different?



System Status workflow: Submitted > Acknowledged > Approved / Rejected

Contacting the team for queries

Send your e-mail to: serviceclearance_requests@heathrow.com

Works Approval Notification System

Returning to the WAN – Section 3

In Section 3, you can create many submissions prior to submitting the WAN for approval.

To view your last form submission, click F5 to refresh your screen and you will see the button is grey and your title of works is shown next to the form button.

Click “Clear” and the button will turn blue again.

This then allows you to create another form of the same type – if the information, task, or dates are different.

Note: This also applies if you are coping an approval from a previous WAN submission.

Once all forms have been submitted you can complete question 3.4 and submit for approval.

The screenshot displays the 'Works Approval Notification System' interface. At the top right, there are 'Timeout' and 'Logout' links. Below the navigation bar, the current section is '3 Description of Work and Safet'. The main content area is divided into four sections:

- 3.1** The following activities must be controlled. An application(s) must be completed by clicking on the appropriate blue button(s) below. Buttons include: Asbestos, Life Safety Systems, Retail, Internal Water Systems, and Property. A 'CLEAR' button is present.
- 3.2** An additional Permit is required for the following activities before work can commence. Buttons include: Confined Spaces, ESR High Voltage, Hot Works, Service Protection, UKPHS DSR, ESR AGL / FEGP / Generators, ESR Low Voltage, HTHW / MTHW, and Streetworks. A 'CLEAR' button is present.
- 3.3** If the proposed work involves any of the following Activities you will require an Authorisation from HAL. Please confirm by ticking the appropriate boxes whether any of the following activities are to be undertaken. List includes: Airside Works Approval, Baggage ATP, and Cranes. A 'CLEAR' button is present.
- 3.4 Submission** I confirm that the details submitted are correct. A 'Submit' button is present. A 'CLEAR' button is also present.

At the bottom, there are 'PREVIOUS' and 'NEXT' navigation buttons, with the current section '3 Description of Work and Safe' displayed between them.

Works Approval Notification System

Returning to the WAN – Section 3

This slide shows where the text is visible after clicking F5 from a form submission

Terminal 2 Wondertree History

3.1 The following activities must be controlled. An application(s) must be completed by clicking on the appropriate blue button(s) below

Asbestos	Internal Water Systems
<input type="text" value="Life Safety Systems"/> Terminal 2 Wondertree 28 Jul 2015	Property
<input type="text" value="Retail"/> Terminal 2 Wondertree 28 Jul 2015	

[CLEAR](#)

3.2 An additional Permit is required for the following activities before work can commence

Confined Spaces	Electronics
ESR AGL / FECP / Generators	ESR High Voltage
ESR Low Voltage	Hot Works
HTHW / MTHW	Service Protection
Streetworks	UKPNS DSR

After completing any of the above applications, you will be returned here where you can apply for additional applications, or continue to submit this Works Approval Notice.

[CLEAR](#)

3.3 If the proposed work involves any of the following Activities you will require an Authorisation from HAL. Please confirm by ticking the appropriate boxes whether any of the following activities are to be undertaken

- Airside Works Approval
- Baggage ATP
- Cranes

Works Approval Notification System

Approved and Rejected comments

All Approval / Rejection comments can be found on the applicable page of your submission.

Please review these comments on each of your approvals to ensure compliance of your approver.

If your submission has been rejected, you can click on the green play button from the dashboard and re-submit with the information requested.

The screenshot displays the 'History' tab of the Works Approval Notification System. At the top, there are navigation buttons: 'PREVIOUS', a dropdown menu showing '4 Submission & Approval', and 'NEXT'. Below this, there are two tabs: 'Property Units' and 'History'. The main content area is divided into three sections:

- 4.1 Submission:** Contains a confirmation message: "I confirm that the details submitted are correct - please click 'Submit' for approval by the relevant HAL Authority." Below this is a blue 'Submit' button. To the right, there are three response entries: "Response by thomas interiors 27 Apr 2015", "Response by Damen Taylor 28 Apr 2015", and "Response by Aidan O'Doherty 29 Apr 2015". A red 'CLEAR' button is located at the bottom right of this section.
- 4.2 Approval / Rejection reasons:** Contains a message: "If you are an Approver, please provide reasons for why you are approving/rejecting this Authorisation." Below this is a text area with the text "Please check in with the T2 Permit Office every time you come on site". A red 'CLEAR' button is at the bottom right.
- 4.3 Approval / Rejection:** Contains two buttons: a grey 'Approve' button and a blue 'Reject' button. Below these are two response entries: "Response by Damen Taylor 28 Apr 2015" and "Response by Aidan O'Doherty 29 Apr 2015". A red 'CLEAR' button is at the bottom right.

At the bottom of the page, there are navigation buttons: 'PREVIOUS', a dropdown menu showing '4 Submission & Approval', and 'NEXT'.

Possible WAN Rejected Reasons

- Child submissions rejected affecting your WAN information
- Date changes - identified by WAN or child approval / rejection's
- Insufficient information or attachments
- Operational reasons / Area / Zone conflicts
- Lack of child submissions
- Lack of design / change control approval
- Lack of licence level

Works Approval Notification System

Completing or Cancelling your work request

After your works have finished, re-enter your submission using the green play button and click “Works Complete”.

If your works do not go ahead, or need cancelling after approval, click “Cancel & Close” and enter your reasons for this.

PREVIOUS

5 Completion & Cancellation

NEXT

History

5.1 Works Completion / Cancellation

Click the button below to confirm that the works have been completed.

Works Complete

To cancel the Approval, please enter your reasons below and click Cancel.

Reasons for cancellation

Cancel & Close

CLEAR

Works Approval Notification System

Copying a WAN application

The screenshot shows the CMO dashboard with the following sections:

- Dashboard Documents**
- Print**
- Dashboard Creators**
- Primary Location**: All Primary Locations
- Location Type**: All Location Types
- Filter** and **Clear Filter** buttons
- Creating a WAN**: To create a WAN please click the play button below, enter the relevant details and press OK. This will launch your WAN which you can either submit in isolation
- Work Approval Notification**: Create a new Work Approval Notification
- Incomplete Approvals**: A table with columns: Ref, ID #, Primary Location, Location Type, Specific Location.

Ref	ID #	Primary Location	Location Type	Specific Location
2	2015071458.0	14401 - T4 Main Building	Central Search	(AW) Site Details INVASIVE **Resubmittal**
2	2015071447.0	14401 - T4 Main Building	Central Search	(AW) Site Details **Resubmittal**
1	2015071445.0	14401 - T4 Main Building	Electrical Cupboard	6L/8L - (SP) INTRUSIVE SURVEY (PW)
6	2015071444.0	14401 - T4 Main Building	Electrical Cupboard	6L/8L - (SP) Intrusive Survey (PW)
3	2015071430.0	14401 - T4 Main Building	Comms Room	New Harrods Comms Room (TG)

A context menu is open over the first row, showing options: View, Copy Approval, Copy Approval By Section, and Event (Detailed) Summary Report. The 'Copy Approval' option is highlighted.

IMPORTANT

You will see on the main dashboard that the cog icon is next to every submission.

The function must only ever be used on a WAN submission.

This is NOT to be used on other forms.

Throughout your copied approval you will see it holds the WAN attachments and the text information. It will not hold any forms submitted in section 3, however you will see the buttons are greyed out.

You will need to click “clear” to enable form submissions for your new WAN.

Works Approval Notification System



Useful contacts....

	Email	Phone
General CMO Queries	Eng_Works_Notifications@heathrow.com	Permit office 24hr 0208 976 7787
Service Protection	serviceclearance_requests@heathrow.com	
Streetworks / Tunnel Closure	streetworks@heathrow.com	
Retail Queries	LHR_Retail_Facilities@heathrow.com	
Control Engineers	controlengineers-lhr@baa.com	24hr 020 8745 7672
Engineering Help Centre	oneeng@heathrow.com	24hr 0208 976 6555
ESR Training requests	esr4managers@baa.com	