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Instruction
for

TGMS Modification Sub-Permit

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
3	DCN0971	Update Logo	8-28-13	B. Borden	R. Michael

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

The purpose of this procedure is to outline the use of the TGMS Modification Sub-permit (CFM-00008-F1) and to define what data should appear on the sub-permit.

1.1 Scope

The TGMS Modification Sub-permit is required when modifications are desired to be made on any section of the TGMS that has been approved and signed off by the CNSE Environmental Health and Safety (EHS) department. If you are unsure of the approval status of the portion of the TGMS to be worked on, contact EHS and/or the AAC Coordinator for clarification.

The sub-permit must be attached to the Work Permit (CFM-00004-F1) requesting the modifications. Any support documentation and drawings should be attached to the Work Permit as well.

2 RESPONSIBILITIES

Compliance with this procedure is the responsibility of the contractor, tenant or CNSE employee responsible for the TGMS modifications.

3 ASSOCIATED DOCUMENTS

CFM-00004-F1 Work Authorization Permit

CFM-00008-F1 TGMS Modification Sub-Permit

4 REQUESTER PERMIT PROCEDURE

4.1 Requestor Information

Fill in all fields of the Requestor Information as requested. This information is required to know personnel involved with work and their contact information.

4.2 AAC’s Affected

List the AAC Panels that are affected by the proposed modification. This should be in HexID notation, for example, CND01, NFNGAS, etc.

4.3 Duration of Work

Enter the expected duration of actual work on the proposed modification.

4.4 Possible Alarms

List the possible alarms that may occur during the work. This can be point or AAC specific, for example, NFCGAS F2.1 Gas Alarm OR NFCVMB Heat Alarms.

4.5 Detailed Description of Work Activities

Provide a detailed description of work to be performed. Be specific. The description should include specific points to be worked on, any programming or logic to be altered or added. Also include all of the systems to be impacted by this work. This needs to be clearly defined and will be rejected if the request is not clearly defined.

4.6 Precautions

List any precautions or signage that needs to be utilized to insure that the work is performed in a safe manner.

5 SUNY PERMIT PROCEDURE

5.1 Additional Concerns from SUNY/CNSE Personnel

Any additional job requirements from CNSE Personnel will be listed in this section and will need to be complied with before execution of job.

5.2 System Owner Authorization

EHS and TGMS owner approvals are made in this section and are required before work can commence. This sub-permit is not valid until both signatures are made AND a valid Work Permit has been submitted and approved.

6 RECORDS

Completed TGMS Modification Sub-Permits shall be kept on file by the Facilities Department for at least three years.