

# HOW TO CLOSE OUT A PERMIT (STOP WORKS)

- 1 Select **Permits** > **View All**.
- 2 Select **Start Work** to begin works on approved Permit.
- 3 Select **Stop Work** to mark works as completed on a Permit.
- 4 Where required, Select **Closeout** to end a completed Permit.

*Note: For Work Sign onto Permit - For a Permit marked as In Progress select **Details** > Workers Scan the QR code*

The screenshot displays the HAMMERTech software interface. The sidebar on the left shows the 'PERMITS' menu item selected. The main content area shows a table of permits with columns for Permit Details, Proposed Start time, Proposed End time, and Status. The table lists three permits: PER-293 (Excavation, General Zone, Demo Company, Approved 29/02/2024), PER-227 (Excavation, General Zone, Demo Company, In Progress), and PER-295 (Hot Works Permit, General Zone, Demo Company - 0 signed in, Awaiting Closeout). The interface includes buttons for 'START WORK', 'STOP WORK', and 'CLOSEOUT' for each permit. The 'View All' button in the sidebar is highlighted with a blue box and a circled '1'. The 'START WORK' button for PER-293 is highlighted with a blue box and a circled '2'. The 'STOP WORK' button for PER-227 is highlighted with a blue box and a circled '3'. The 'CLOSEOUT' button for PER-295 is highlighted with a blue box and a circled '4'.

| Permit Details                                                            | Proposed Start time                              | Proposed End time                              | Status              |
|---------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------|---------------------|
| PER-293<br>Excavation<br>General Zone<br>Demo Company                     | 9:00 AM 28/02/2024                               | 9:00 AM 1/03/2024                              | Approved 29/02/2024 |
| PER-227<br>Excavation<br>General Zone<br>Demo Company                     | 10:00 AM 22/02/2024<br>Actual 3:17 PM 22/02/2024 | 9:00 AM 29/02/2024                             | In Progress         |
| PER-295<br>Hot Works Permit<br>General Zone<br>Demo Company - 0 signed in | 9:00 AM 28/01/2024<br>Actual 9:27 AM 29/02/2024  | 9:00 AM 1/03/2024<br>Actual 9:27 AM 29/02/2024 | Awaiting Closeout   |