



ULTIMO Work Permit System

How-to Guide

2025



LONDON GATWICK

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Introduction to ULTIMO



Gatwick Airport have changed the system used to create and manage permits from P2W to ULTIMO. ULTIMO allows contractors to submit non-hazardous and hazardous work permits which gives Gatwick full transparency of works happening around the campus, along with peace of mind that risks have been assessed and mitigated accordingly.

This document is designed to help guide you through the new ULTIMO System when applying for work permits. For more in-depth detail regarding what information should be included in your applications, please refer to the relevant Standard Operating Procedure (SOP).



Gaining access to ULTIMO



Login credentials for Ultimo can be requested from the Contractor Support Centre (CSC). These can be requested once the user has registered on [AIRDAT](#) and completed the Ultimo Login Request, which is also done via AIRDAT.

Users who need to raise hazardous and non-hazardous Work Permits and users wishing to self-activate will require a login.

People who need to be added to Work Permits only, will also need to be registered on AIRDAT but do not require an Ultimo login.

Ultimo login credentials are unique to each individual user and should not be shared with others.

It is recommended that the email address associated with the Ultimo user account is specific to the user to ensure all functionality can be utilized.



The Login Page



Ultimo login credentials entered here

You have logged out of Ultimo, you may now close this window or click log in to return to Ultimo.

Username
contractor123

Password
..... 

Login 

[Forgot/request password](#)

To utilise this functionality, a valid email address, specific to use user, must be provided and stored in Ultimo



The Home Page

From the Home page you will be able to navigate your way through the system. You can see the status of your hazardous and non-hazardous work permits in "My Tasks".

The screenshot shows the IFS Ultimo interface. At the top, the header includes the IFS Ultimo logo, navigation arrows, a home icon labeled 'START DASHBOARD', and user information 'Contractor Employee A'. A search bar and notification icons are also present.

On the left is a 'Main menu' with categories: MY TEAM, MY TEAM EXPLORER, EQUIPMENT, WORK ACTIVITIES, SCHEDULE, BUILDING, PROJECTS, WAREHOUSE, HSE, GENERAL, MASTER DATA, and REPORT.

The main dashboard area contains several widgets:

- WORK PERMIT DASHBOARD:** A large empty box with a document icon and a checkmark.
- MY JOBS TO EXECUTE:** A table with columns: Code job, Description, Priority, Progress status, and Pi.
- ACTIVITIES:** A list of tasks: Prepare jobs, Process jobs, Overview of jobs, and Articles.
- ASSETS:** A list of asset types: Equipment, Buildings, and Rooms.
- INTERNAL NEWS:** An empty box for news.
- MY TASKS:** A summary of work permit statuses:
 - 0 MODIFICATIONS TO ASSESS
 - 8 WORK PERMITS TO VALIDATE
 - 0 ASSESSED MODIFICATIONS
- FINISHED ON TIME (CURRENT):** A gauge chart showing the percentage of jobs finished on time during the period. The gauge has a scale from 0 to 100, with a needle pointing to approximately 60.
- MY TEAMS OPEN JOBS:** A table with columns: Jobid and Description.

Main menu

The "Home" button will bring you back to this main page.

Your Ultimo username

Here you can view the status of any Work Permits created.

Creating a Job



- MY TEAM
- MY TEAM EXPLORER
- EQUIPMENT
- WORK ACTIVITIES
- SCHEDULE
- BUILDING
- PROJECTS
- WAREHOUSE
- HSE
- GENERAL
- MASTER DATA
- REPORT

WORK PERMIT DASHBOARD



MY JOBS TO EXECUTE

Code job	Description	Priority	Progress status	Pl
page 1				

ACTIVITIES

- Prepare jobs
- Process jobs
- Overview of jobs
- Articles

ASSETS

- Equipment
- Buildings
- Rooms

INTERNAL NEWS

MY TASKS

- 0
MODIFICATIONS TO ASSESS
- 8
WORK PERMITS TO VALIDATE
- 0
ASSESSED MODIFICATIONS

Step 1: To submit a non-hazardous or hazardous Work Permit you first need to create a Job.

To get started click 'Work Permit Dashboard' widget from the Home page.




- MY TEAM
- MY TEAM EXPLORER
- EQUIPMENT
- WORK ACTIVITIES
- SCHEDULE
- BUILDING
- PROJECTS
- WAREHOUSE
- HSE
- GENERAL
- MASTER DATA
- REPORT

ACTIVE


7

CREATE JOB

Create a job and request work permits



CHANGE CONTROL REQUEST



WORK PERMITS

0

PLANNED TO END TODAY

7

ACTIVE FOR 12 HOURS+

0

DUE TO END IN 7 DAYS

PERSON IN CHARGE

Work permits where I am the person in charge

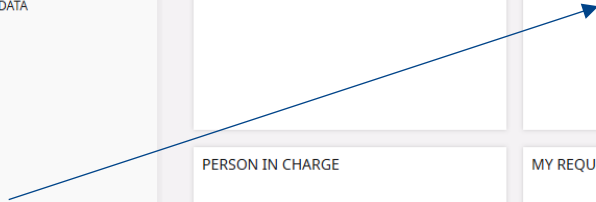
0

MY REQUESTED WORK PERMITS

Permit	Description	Requested by	Job	De
000010	Non-hazardous permit	Contractor Employee...	0000504765	fixing the ligh
000012	Non-hazardous permit	Contractor Employee...	0000504771	Welding of a
000013	Hot works	Contractor Employee...	0000504771	Welding of a
000019	Non-hazardous permit	Contractor Employee...	0000504876	
000025	Hot works in void	Contractor Employee...	WP1.01.02	hotworks
000036	ptd in void store	Contractor Employee...	WP1.01.05	WP & IS Test f
000056	sabina test	Contractor Employee...	0000505126	
000057	sabina testing ultimo	Contractor Employee...	0000505127	sabina test jo
000074	Test LV validator (ESR-SAP) - VALI...	Contractor Employee...	0000504767	Test job for U

51 items - page 1 of 6

Step 2: Click on the 'Create Job' widget.



Job number

The screenshot shows a software interface for job management. At the top, there is a navigation bar with icons for home, back, forward, and search. Below this is a header area with the text 'IN PROGRESS' and 'Contractor Employee A'. The main area is divided into several sections. On the left, there is a sidebar with a menu icon and a document icon. The main content area has a 'Job' field with the value '0000507888' and a search icon. Below this is a horizontal menu with tabs: GENERAL, PLANNED, EXPLANATION, IMAGES, DOCUMENTATION, JOB PLANS, MAINTENANCE ROUTE, PROGRESS, MATERIAL, PERSONNEL, SEQUEL JOBS, CHILDJOBS, INSPECTION, CONTRACTORS (highlighted in orange), WORK PERMITS, COSTS, and MISCELLANEOUS. Below the tabs, there are several input fields for job details: Equipment, Process function, Equipment owner, Building, Level, Room, Room number, Department, Building Type, Problem (with a 'Set' button), Cause, Remedy, Service contract, CSS group, Room collection, Out of service, and HSE. Each field has a search icon next to it. There are also checkboxes for 'Out of service' and 'HSE'.

Step 3: Give the Job a title and short description in the 'Job' line, e.g.: Grease trap maintenance in kitchen

Step 4: Click on the orange 'contractor' tab



IN PROGRESS
Contractor Employee A

Job: 0000507888 Job type: Permit

GENERAL PLANNED EXPLANATION IMAGES DOCUMENTATION JOB PLANS MAINTENANCE ROUTE PROGRESS MATERIAL PERSONNEL SEQUEL JOBS CHILDJOBS INSPECTION **CONTRACTORS** WORK PERMITS COSTS MISCELLANEOUS

ACTIONS

Add Contractors Change PC

Supplier	Principle contractor	Deactivated	Safe contractor required	Accredited	Grace period
Contractor company A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step 5: Click on the “Add Contractors”. This will open a pop-up window.

On this tab you can add any contractor companies that will be working on the job, including your own company.

You can come back to this page later if you need to add more companies

If the company is not listed, this means they are currently not set up to work at Gatwick. You will not be able to add them until they are registered on AIRDAT.



Supplier

Principle contractor

Deactivated

Safe contractor
required

Accredited

Grace period

Add contractor(s)



SELECT 1 OR MORE ITEMS

Find



Supplier

00 Photos
1 HQ Ltd
10 Squared Ltd
1st Executive
20/20 Ltd
Advanced Life Support Europe
Advanced Manufacturing Corporation Ltd
Advantage Professional Uk Ltd Formerly GW Professional UK Ltd
AECOM Ltd Formerly FaberMaunsell Ltd
AHMARRA DOOR INSTALLATIONS LTD
Ainscough Crane Hire Limited
AMALGA LTD
ATG AIRPORTS
Babcock Airports Ltd
Balfour Beatty Construction Services UK
Biffa Waste Services Ltd
COLAS LIMITED
COOPERS FIRE LIMITED
Copperchase Ltd
DESIGN RATIONALE LTD
Eden Springs
ENVITECH LTD

Contractor(s)



Step 6: Select the contractor companies from the left-hand list

Add them to the right-hand side using the ">" button in the middle of the box.

Add all the companies working on this job. Once you have added all companies click "OK".

OK

Cancel

Creating Work Permits (Hazardous & Non-Hazardous)



Creating a Work Permit is mostly the same for both Hazardous & Non-Hazardous activities.

You will need a Non-Hazardous Work Permit for all work at the airport.

You may also require Hazardous Work Permits for activities such as Hot-Works, Cranes, Confined-Space, Penetration Works and Fire Alarm Isolations, etc.

Step 1: To create a work permit, click on the 'Work Permits' tab.

The screenshot shows a software interface for managing work permits. At the top right, it indicates 'IN PROGRESS Contractor Employee A'. The main area has a search bar for 'Job' with the value '0000507888' and a 'Job type' dropdown set to 'Permit'. Below this is a horizontal navigation menu with tabs: GENERAL, PLANNED, EXPLANATION, IMAGES, DOCUMENTATION, JOB PLANS, MAINTENANCE ROUTE, PROGRESS, MATERIAL, PERSONNEL, SEQUEL JOBS, CHILDJOBS, INSPECTION, CONTRACTORS (highlighted in orange), WORK PERMITS, COSTS, and MISCEL. Below the menu are two buttons: 'Add Contractors' and 'Change PC'. At the bottom is a table with columns: Supplier, Principle contractor, Deactivated, Safe contractor required, Accredited, and Grace period. The table contains three rows: 'Contractor company A', '00 Photos', and '10 Squared Ltd'.

Supplier	Principle contractor	Deactivated	Safe contractor required	Accredited	Grace period
Contractor company A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
00 Photos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 Squared Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

IN PROGRESS
Contractor Employee A >

Job: 0000507888 Job type: Permit

GENERAL | PLANNED | EXPLANATION | IMAGES | DOCUMENTATION | JOB PLANS | MAINTENANCE ROUTE | PROGRESS | MATERIAL | PERSONNEL | SEQUEL JOBS | CHILD JOBS | INSPECTION | **CONTRACTORS** | **WORK PERMITS** | COSTS | MISCELLANEOUS

SETTINGS ACTIONS

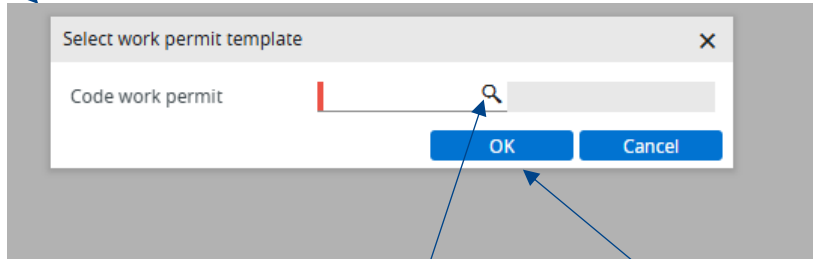
No work permit needed [Create work permit](#)

Code work permit	Work permit type	Description work permit	Employee	Planned start date	Planned finish date	Priority

Step 2: Click “Create work permit”.



This will bring up a pop-up.



Step 2: Click on the magnifying glass, this will allow you to select the Work Permit type. For example, Non-Hazardous Work Permit.

Once you have selected a permit type, click "OK".

If you need to raise multiple Work Permits for a Job, you need to return to this page and repeat for each Work Permit.



Work Permit number

The screenshot shows a web-based interface for managing work permits. At the top, there is a search bar with the text "Work permit" and the value "000271". Below this is a navigation menu with tabs: REQUEST, MEASURES APPLICANT, LOCATIONS, WORK PARTY, DOCUMENTATION, MEASURES ISSUER, MEASURES HOLDER, VALIDATION, CONTRACTORS (highlighted in orange), PROJECT WORK SPONSORS, VALIDATION HISTORY, WORK PARTY LOG, and COMMUNICATIONS. The main content area is divided into several sections: "REQUEST DATA" with fields for Requested by, Modification, Job (0000507888), Project, Process function, Equipment, Room (Asset manager), Building, Site (Gatwick Airport Limited), Planned start date, Planned finish date, Chargeable (checked), MOC (MOC required? unchecked, MOC number), and RISK CATEGORY (Low selected, High unselected). To the right, there is a "FOLLOW-UP PERMIT OF" section with a search bar, and a "WORK PERMIT TYPES" table. The table has columns for Work permit type, Validity period in days, and Transfer QTY. One row is visible: Non-hazardous permit, 56, 0. Below that is a "WORK ACTIVITIES" section which is currently empty. Annotations include a blue arrow pointing from the text "Work Permit number" to the search bar, and another blue arrow pointing from the text "Step 3: Add a title with a brief description in the 'Work permit' bar." to the search bar. A third blue arrow points from the text "Step 4: Add in a planned start date and time." to the "Planned start date" field. A fourth blue arrow points from the text "We suggest that you give yourself at least 7 working days for all Work Permits to be approved." to the "Planned start date" field.

Step 3: Add a title with a brief description in the “Work permit” bar.

Step 4: Add in a planned start date and time.

We suggest that you give yourself at least 7 working days for all Work Permits to be approved.

The system will auto-populate the finish date/time to 56 days from the start date. Depending on the permit type, this could be more days or less days.



Step 5: To select the primary location; click the magnifying glass on the "Room" line.

Filter down the location to the room most of your work will take place in.

You will require the room ID to be able to complete this section accurately. Extra locations can be added later.

If the works requires Management Of Change (MOC) approval, click the tick box and add the MOC number. (This is only applicable when choosing a non-hazardous work permit type)

Work permit 000271

REQUEST MEASURES APPLICANT LOCATIONS WORK PARTY DOCUMENTATION MEASURES ISSUER MEASURES HOLDER VALIDATION **CONTRACTORS** PROJECT WORK SPONSORS VALIDATION HISTORY WORK PARTY LOG COMMUNICATIONS

REQUEST DATA

Requested by

Modification

Job 0000507888

Project

Process function

Equipment

Room Asset manager

Building

Site Gatwick Airport Limited Department

Planned start date

Planned finish date

Chargeable

MOC

MOC required? MOC number

RISK CATEGORY

Low High

FOLLOW-UP PERMIT OF

Work permit

WORK PERMIT TYPES

Work permit type	Validity period in days	Transfer QTY
Non-hazardous permit	56	0

WORK ACTIVITIES



Step 6: In the “Work Activities” box, expand on the work being completed in more detail

Step 7: Select the level of risk, either low or high (there is no medium risk option).

This is calculated from the residual risk scores on your risk assessment.

Work permit 000271

REQUEST MEASURES APPLICANT LOCATIONS WORK PARTY DOCUMENTATION MEASURES ISSUER MEASURES HOLDER VALIDATION **CONTRACTORS** PROJECT WORK SPONSORS VALIDATION HISTORY WORK PARTY LOG COMMUNICATIONS

REQUEST DATA

Requested by [dropdown]
Modification [dropdown]
Job 0000507888
Project [dropdown]
Process function [dropdown]
Equipment [dropdown]
Room [dropdown] Asset manager [dropdown]
Building [dropdown]
Site Gatwick Airport Limited Department [dropdown]
Planned start date [calendar]
Planned finish date [calendar]
Chargeable
MOC
MOC required? MOC number [dropdown]
RISK CATEGORY
 Low High

FOLLOW-UP PERMIT OF
Work permit [dropdown]

WORK PERMIT TYPES

Work permit type	Validity period in days	Transfer QTY
Non-hazardous permit	56	0

WORK ACTIVITIES



Step 8: Click on the “Measures Applicant” tab.

Work permit 000271

REQUEST **MEASURES APPLICANT** LOCATIONS WORK PARTY DOCUMENTATION MEASURES ISSUER MEASURES HOLDER VALIDATION **CONTRACTORS** PROJECT WORK SPONSORS VALIDATION HISTORY WORK PARTY LOG COMMUNICATI

SELECTION LISTS

Description selection list
Isolations required
Hot/Cold Works
Specified risks
Penetration of surfaces
Service avoidance methodology
Types of electrical work to be carried out
Airfield impact works
How much reinstatement time is required?
Low viz restrictions
Fire stopping
Roof access
Asbestos
Other activities

OPTIONS

Applicable	Description	Explanation option
<input type="checkbox"/>	Water/gas/chemicals/free flowing solids	Declaration
<input type="checkbox"/>	Mechanical/electrical drives	Declaration
<input type="checkbox"/>	Auto fire extinguisher systems	Declaration
<input type="checkbox"/>	Hydraulic/electric/gas power	Declaration
<input type="checkbox"/>	Sludge/deposits/waste	Declaration

Step 9: Go through each of the “Description selection list” items individually and click the “Applicable” box as necessary.

Some options may require a comment to be added in the “Explanation option” section.

It is important that this page is filled in correctly. If the selection is not made or if it is made incorrectly, then your work permit **may be declined**. Depending on the selection, you may be told you need additional hazardous permits.



Work permit 000271

REQUEST MEASURES APPLICANT **LOCATIONS** WORK PARTY DOCUMENTATION MEASURES ISSUER MEASURES HOLDER VALIDATION **CONTRACTORS** PROJECT WORK SPONSORS VALIDATION HISTORY WORK PARTY LOG COMMUNICATIO

ACTIONS

Add location

AFFECTED LOCATIONS

Code room	Room	Asset manager	Floor	Building	Asset manager	Progress status
(No data available)						

ACTIVE PERMITS

Code	Description	Planned start date	Planned finish date	Room	Progress status	Code job	Job
(No data available)							

ROOMS ON THE SAME FLOOR

Code room	Room	Asset manager
(No data available)		

ACTIVE PERMITS

Code	Description	Planned start date	Planned finish date	Room
(No data available)				

Step 10: Select the “Locations” tab.

Step 11: Click on “Add location” this will then open a pop-up window.



Step 12: Click on the magnifying glass

Location

Code room

OK Cancel

Step 13: Select any additional locations that are required for the work, including roof if applicable

Click "OK" and repeat for any further locations as necessary

Selection list

Code room	Room number	Room	Room type	Code building	Building
000003	0000	External Areas	External Areas	20001	Cargo Shed Unit 1
000004	001	Rm 001; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000005	002	Rm 002; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000006	003	Rm 003; Office	Office	20001	Cargo Shed Unit 1
000007	004	Rm 004; Male Toilet	Toilet	20001	Cargo Shed Unit 1
000008	005	Rm 005; Female Toilet	Toilet	20001	Cargo Shed Unit 1
000009	006	Rm 006; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000010	008	Rm 008; Male Toilet	Toilet	20001	Cargo Shed Unit 1
000011	009	Rm 009; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000012	010	Rm 010; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000013	011	Rm 011; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000014	012	Rm 012; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000015	013	Rm 013; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000016	014	Rm 014; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000017	015	Rm 015; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000018	016	Rm 016; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000019	017	Rm 017; TBC	To be Confirmed	20001	Cargo Shed Unit 1
000020	018	Rm 018; TBC	To be Confirmed	20001	Cargo Shed Unit 1

number 15172 - page 1 of 843

OK Cancel



Step 14: Select the "Work Party" tab

The screenshot shows a software interface with a navigation bar at the top containing the following tabs: REQUEST, MEASURES APPLICANT, LOCATIONS, WORK PARTY, DOCUMENTATION, MEASURES ISSUER, MEASURES HOLDER, VALIDATION, CONTRACTORS, PROJECT WORK SPONSORS, VALIDATION HISTORY, and WORK PARTY. The 'WORK PARTY' tab is selected and highlighted in blue. Below the navigation bar is an 'ACTIONS' section containing two buttons: 'Add Gatwick employee' and 'Add contractor employee'. Below the buttons is a table with the following columns: Employee id, Employee, Person in charge, Absent, Present, and Supplier. Arrows point from the text 'Step 14: Select the "Work Party" tab' to the 'WORK PARTY' tab, and from the text 'Click on the button relevant to which you want to add "Gatwick employee" or "Contractor employee"' to the respective buttons.

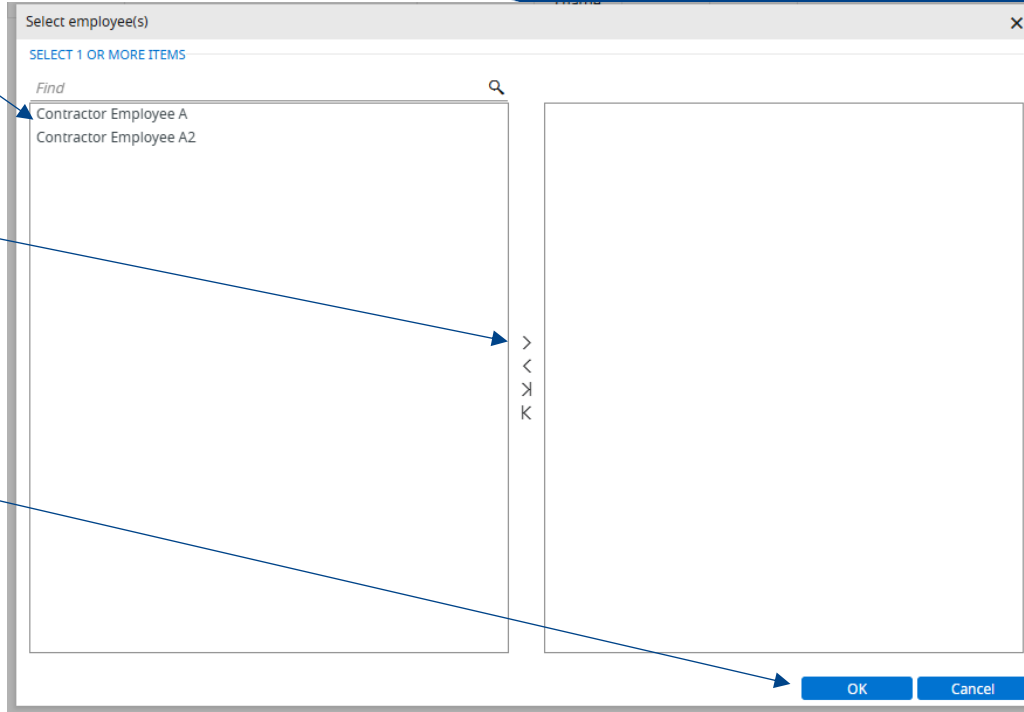
Click on the button relevant to which you want to add "Gatwick employee" or "Contractor employee", this will bring up a pop-up box with all the people that you are able to add



Step 15: Highlight the employees that you wish to add.

Use the ">" to select them.

Click "OK" once you have added everyone



ACTIONS

[Add Gatwick employee](#)[Add contractor employee](#)

	Employee id	Employee		Person in charge	Absent	Present	Supplier
Remove	000022201	 Contractor Employee A	Assign as PIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractor company A

You can assign a person in charge (PIC) by clicking the "Assign as PIC" button next to their name. This person must always be onsite throughout the duration of works, this can be amended as required once the Work Permit has been fully approved.

The system will allow you to add workers even if they don't currently hold the mandatory training, however, you will not physically be able to activate the Work Permit unless they complete it. Please ensure all workers have up to date training before attempting to activate the work permit. This will avoid any delay to works taking place.



REQUIRED DOCUMENTATION BASED ON PERMIT TYPE

Code, document type	Document type
019	Task specific risk assessment
020	Task specific method statement
034	RAMS (combined)
035	Roof access form

Step 16: Select the “Documentation” tab. On this page you need to add all relevant task and site-specific documents by clicking the “Link Documents” button. This will open a pop-up window.

ACTION

Link document

DOCUMENTATION

		Code document	Description document	TRA	File name	Creation date	Document type
--	--	---------------	----------------------	-----	-----------	---------------	---------------

+ Add row

Here, you can see some of the possibly required documents based on the Work Permit type you are applying for. This does not mean you are only limited to these documents; it does however give you an idea on what is needed.

Please check the relevant SOPs for more details on what information you need to include.



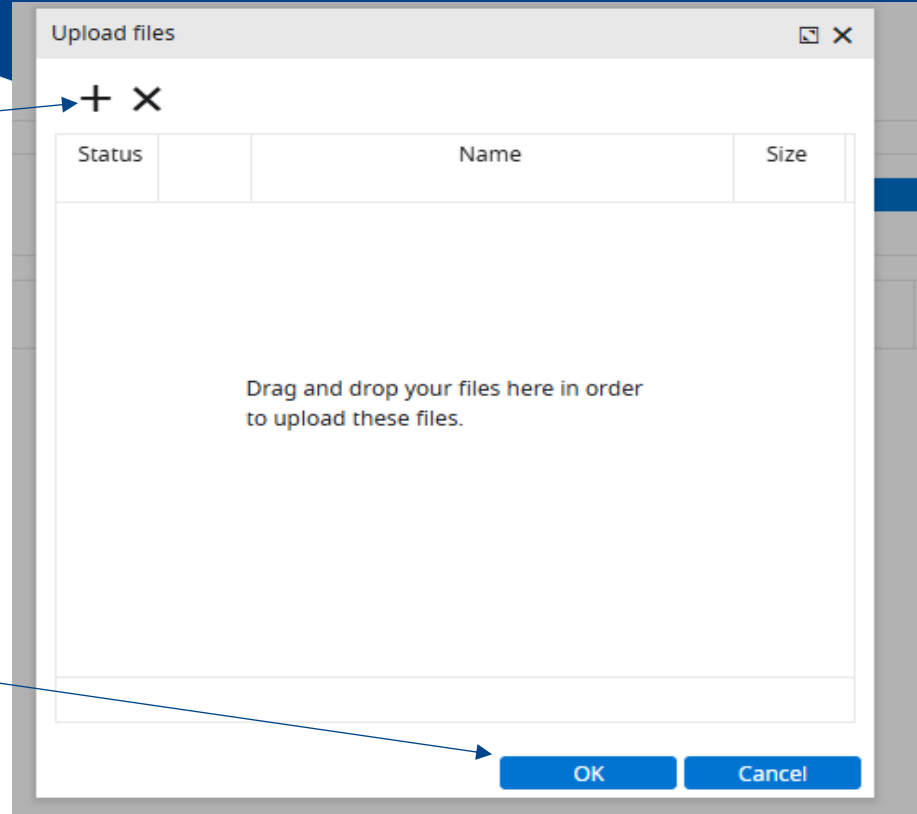
This is the pop-up window you will see once you have clicked “Link documents”.

You can either drag and drop or add documents by clicking the “+” button.

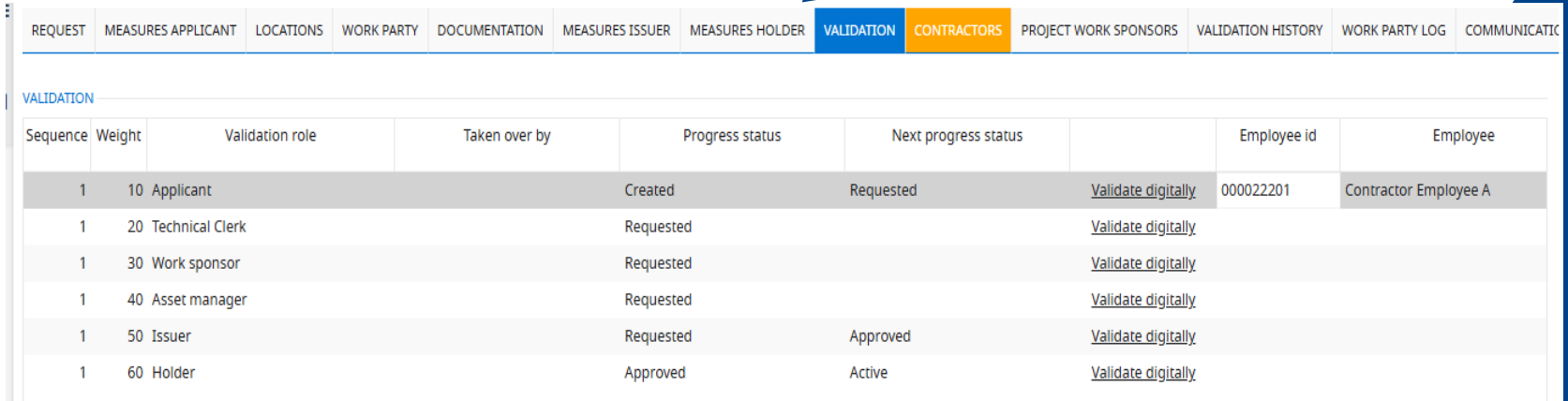
You can upload any file type of a maximum size of 550MB.

Once you have selected the file or dragged the file, click “OK”.

Repeat this process for all the documents needed for the permit type.



Step 17: Select the "Validation" tab.



The screenshot shows a software interface with a navigation menu at the top. The 'VALIDATION' tab is selected and highlighted in blue. Below the menu is a table with the following data:

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status		Employee id	Employee
1	10	Applicant		Created	Requested	Validate digitally	000022201	Contractor Employee A
1	20	Technical Clerk		Requested		Validate digitally		
1	30	Work sponsor		Requested		Validate digitally		
1	40	Asset manager		Requested		Validate digitally		
1	50	Issuer		Requested	Approved	Validate digitally		
1	60	Holder		Approved	Active	Validate digitally		



REQUEST	MEASURES APPLICANT	LOCATIONS	WORK PARTY	DOCUMENTATION	MEASURES ISSUER	MEASURES HOLDER	VALIDATION	CONTRACTORS	PROJECT WORK SPONSORS	VALIDATION HISTORY	WORK PARTY LOG	COMMUNICAT
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VALIDATION

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status		Employee id	Employee
1	10	Applicant		Created	Requested	Validate digitally	000022201	Contractor Employee A
1	20	Technical Clerk		Requested		Validate digitally		
1	30	Work sponsor		Requested		Validate digitally	<input type="text" value=""/>	
1	40	Asset manager		Requested		Validate digitally		
1	50	Issuer		Requested	Approved	Validate digitally		
1	60	Holder		Approved	Active	Validate digitally		

Step 18: Click on the “Work Sponsor” line.

Click on the magnifying glass.

This will bring up a pop-up. Select the correct Work Sponsor for the job.

Click “OK”.



If you need to go back to a previous tab to add more information or change details, you can do this by clicking on the relevant tab.

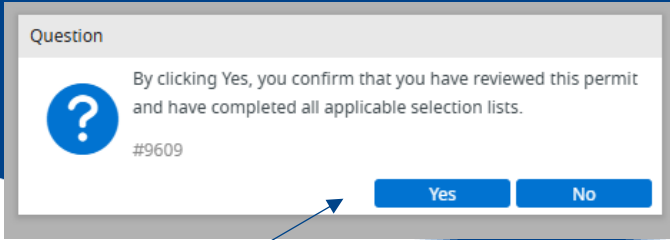
Step 19: When you are ready to submit the permit
Select the “Validation” tab.

Work permit 000271

REQUEST MEASURES APPLICANT LOCATIONS WORK PARTY DOCUMENTATION MEASURES ISSUER MEASURES HOLDER **VALIDATION** CONTRACTORS PROJECT WORK SPONSORS VALIDATION HISTORY WORK PARTY LOG COMMUNICAT

VALIDATION

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status		Employee id	Employee
1	10	Applicant		Created	Requested	Validate digitally	000022201	Contractor Employee A
1	20	Technical Clerk		Requested		Validate digitally		
1	30	Work sponsor		Requested		Validate digitally	<input type="text" value=""/>	
1	40	Asset manager		Requested		Validate digitally		
1	50	Issuer		Requested	Approved	Validate digitally		
1	60	Holder		Approved	Active	Validate digitally		



Step 20: On the “Applicant” line click “Validate Digitally”.

Once you have clicked “Validate Digitally” You will be shown a notification.

Acknowledge this and answer the question appropriately. If you answer ‘Yes’ your permit will be sent for approval.

Work permit 000271 TEST 123

REQUEST	MEASURES APPLICANT	LOCATIONS	WORK PARTY	DOCUMENTATION	MEASURES ISSUER	MEASURES HOLDER	VALIDATION	CONTRACTORS	PROJECT WORK SPONSORS	VALIDATION HISTORY	WORK PARTY LOG	COMMUNICAT
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VALIDATION

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status	Validate digitally	Employee id	Employee
1	10	Applicant		Created	Requested	Validate digitally	000022201	Contractor Employee A
1	20	Technical Clerk		Requested		Validate digitally		
1	30	Work sponsor		Requested		Validate digitally		
1	40	Asset manager		Requested		Validate digitally		
1	50	Issuer		Requested	Approved	Validate digitally		
1	60	Holder		Approved	Active	Validate digitally		

Declined Work Permits



You will be able to see if your Work Permit has been declined by clicking on the “Work Permit Dashboard” widget.



Here you can find the status of all your Work Permits.

21

CREATED

128

REQUESTED

20

DECLINED

Step 1: Click on the ‘declined’ permit.



Step 2: Select the “Validation history” tab

ion date	Employee id	Validated by	Supplier	Declined date	Employee id	Declined by	Remark	Supplier
11:55	000022201	Contractor Employee A	Contractor company A	16/12/2024 13:16				

Step 3: Click on this icon, it will open a window that has a detailed explanation of why the permit has been declined



Work permit 000004 Non-hazardous permit

REQUEST MEASURES APPLICANT LOCATIONS WORK PARTY DOCUMENTATION MEASURES ISSUER MEASURES HOLDER VALIDATION **CONTRACTORS** PROJECT WORK SPONSORS VALIDATION HISTORY WORK PARTY LOG COMMUNICATIONS

REQUEST DATA

Requested by [dropdown]
 Modification [dropdown]
 ob 0000504762
 Project [dropdown]
 Process function [dropdown] [icon]
 Equipment [dropdown] [icon]
 Room 000004 - Rm 001; TBC [icon] Asset manager Phil Tidbury [dropdown]
 Building Cargo Shed Unit 1
 Site Gatwick Airport Limited [dropdown] Department [dropdown] [icon]
 Planned start date 16/12/2024 11:55 [calendar]
 Planned finish date 10/02/2025 11:55 [calendar]
 Chargeable
MOC
 MOC required? MOC number [dropdown]
RISK CATEGORY
 Low High
ACTIONS

FOLLOW-UP PERMIT OF
 Work permit [dropdown]

WORK PERMIT TYPES

Work permit type	Validity period in days	Transfer QTY
Non-hazardous permit	56	0

WORK ACTIVITIES
 Info [text area]

Resubmit

Step 4: To make the required changes select the “Request” tab

Step 5: Once the changes have been made click the “Resubmit” button.

Please remember to correct all the reasons for the decline as it may be declined again if the resubmission is incomplete



Projects, Sub-projects and Jobs



How to submit a Project

A project will be raised by a Gatwick employee.
These are mainly construction type works that will use a 'C' number.

From a project, you can raise sub projects, jobs and permits. This will be in more detail further on.

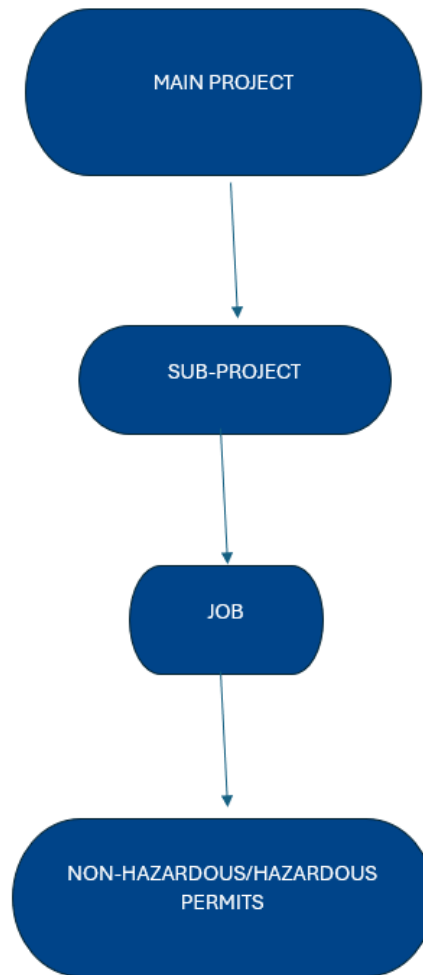


Projects, Sub-projects and Jobs

If you are involved in work at the airport at the Project level, either as GAL or an external contractor, you may be required to help set up those projects on Ultimo. This is to allow you to assign sections of these projects to different teams and/or contractor companies etc.

Ultimo works like an umbrella. The top layer is the **Main Project**, then under that layer you have the various **Sub-Projects**, and under that each sub-project will have **Jobs**, and within each job will be all the **Hazardous & Non-Hazardous Work Permits**.

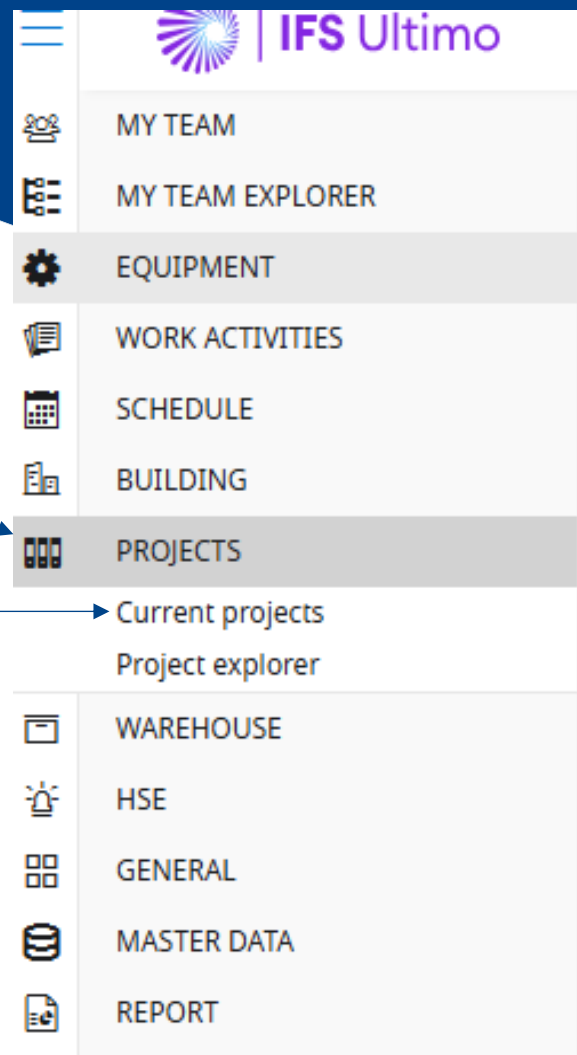
The Main Project will generally be created for you, but you may still need to add multiple Sub-Projects as required to separate the work into the correct stages. Normally it would be the principal contractor that would then raise any jobs or hazardous and non-hazardous Work Permits.



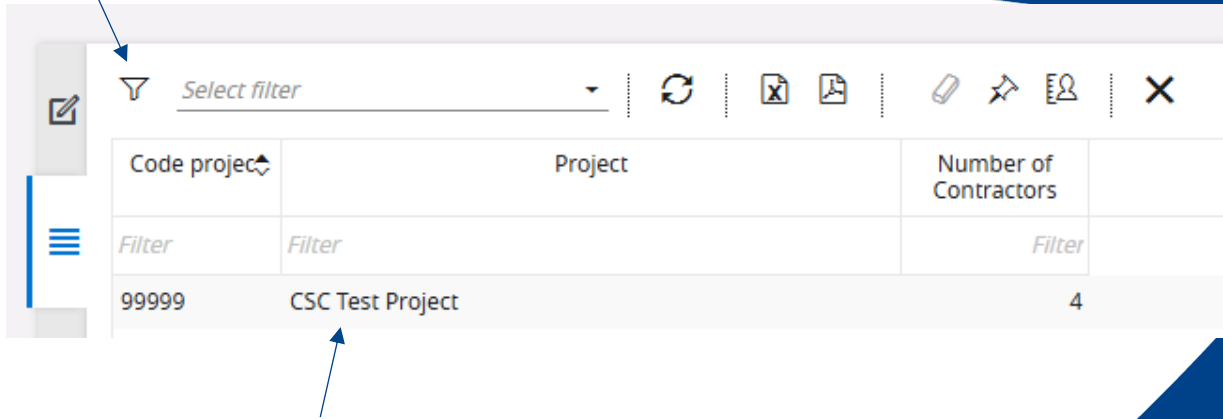
Navigating to the main project

Step 1: Once you are logged into your Ultimo account click on projects down the left-hand side on the “Home” page

Step 2: Click on “Current project”



Step 3: If you have been given the “Project code” or ‘Project title’, you can search for it using the search filter. Alternatively, you can search through the list until you find the relevant one



Code project	Project	Number of Contractors
<i>Filter</i>	<i>Filter</i>	<i>Filter</i>
99999	CSC Test Project	4

Step 4: Double click the Project, when you have found the correct one.

From here you can create Sub-Projects.

From a Sub-Project you can then create a Job and then Hazardous/Non-Hazardous Work Permits.



Project: 99999 CSC Test Project

GENERAL SUBPROJECTS & JOBS CHARACTERISTICS COSTS DOCUMENTATION PROGRESS WORK SPONSORS CONTRACTORS

ACTION

FINISHED

Total percentage finished: 0.00 %

Manually change percentage finished

SUBPROJECTS

				Code subproject	Description subproject	Percentage ready	Record status
View	Create job	Active job	Delete	99999.01	CSC Test Project	0.00	Open

Step 5: Select the “Subprojects & jobs” tab.

Step 6: Click on “Create subproject” Only the principal contractor is authorised to create a subproject



Step 7: You will need to pick the principal contractor, this is a mandatory step

Step 8: You can add subcontractors here, highlight the company/companies and use the arrows in the middle to move them across. Once they are all selected click "OK". You can add multiple subprojects within one project

Add contractor(s)

PRINCIPLE CONTRACTOR

Contractor Company C

Contractor company A

Contractor Company B

SELECT 1 OR MORE ITEMS

Find

Supplier

Contractor Company C

Contractor company A

Contractor Company B

Contractor(s)

>

<

>>

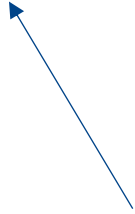
<<

OK Cancel



SUBPROJECTS

				Code subproject	Description subproject	Percentage ready	Record status
View	Create job	Active job	Delete	99999.01	CSC Test Project	0.00	Open
View	Create job	Active job	Delete	99999.02	CSC Test Project	0.00	Open
View	Create job	Active job	Delete	99999.03	CSC Test Project	0.00	Open



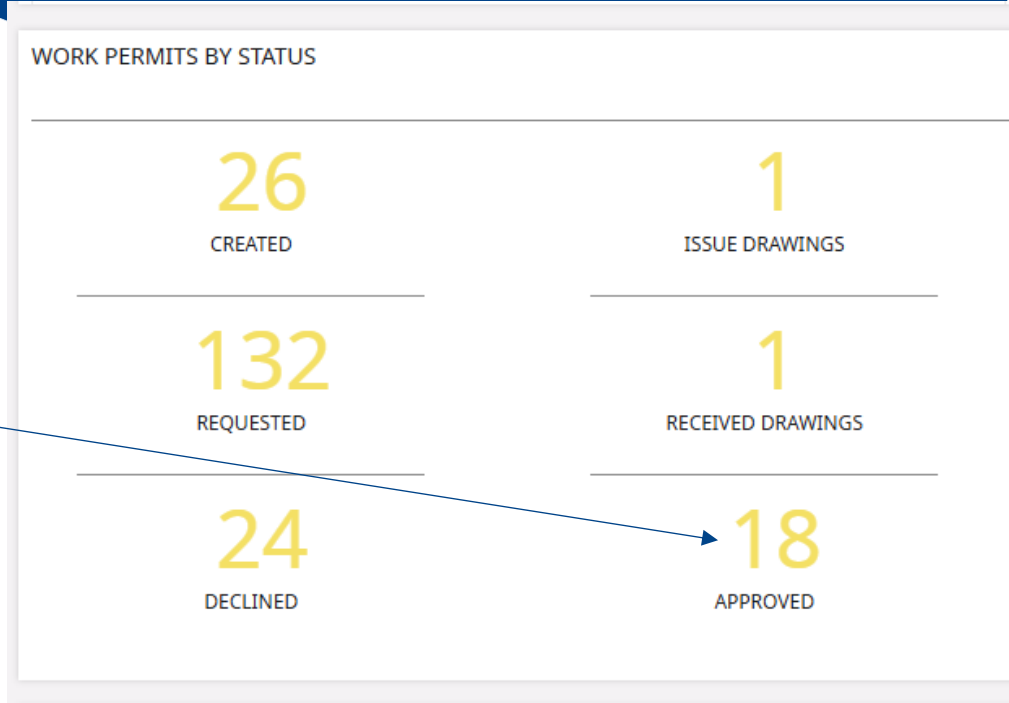
Step 9: From each subproject you can then create a job. From the job you can create the hazardous/non-hazardous work permit



Activating and suspending non-hazardous permits



Step 1: To activate your non-hazardous work permit for the first time, open the permit, you can find it under the “Work Permits By Status”





Work permit 000064

- REQUEST
- MEASURES APPLICANT
- LOCATIONS
- WORK PARTY
- DOCUMENTATION
- MEASURES ISSUER
- MEASURES HOLDER
- VALIDATION**
- CONTRACTORS
- PROJECT WORK SPONSORS
- VALIDATION HISTORY
- WORK PARTY LOG

VALIDATION

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status			Employee id
1	10	Applicant		Created	Requested	Validate digitally	Decline	000022203
1	20	Technical Clerk		Requested		Validate digitally	Decline	
1	30	Work sponsor		Requested		Validate digitally	Decline	000014251
1	40	Asset manager		Requested		Validate digitally	Decline	000000388
1	50	Issuer		Requested	Approved	Validate digitally	Decline	
1	60	Holder		Approved	Active	Validate digitally	Decline	



Step 2: Select the "Validation" tab





Work permit 000064

- REQUEST
- MEASURES APPLICANT
- LOCATIONS
- WORK PARTY
- DOCUMENTATION
- MEASURES ISSUER
- MEASURES HOLDER
- VALIDATION**
- CONTRACTORS**
- PROJECT WORK SPONSORS
- VALIDATION HISTORY
- WORK PARTY LOG

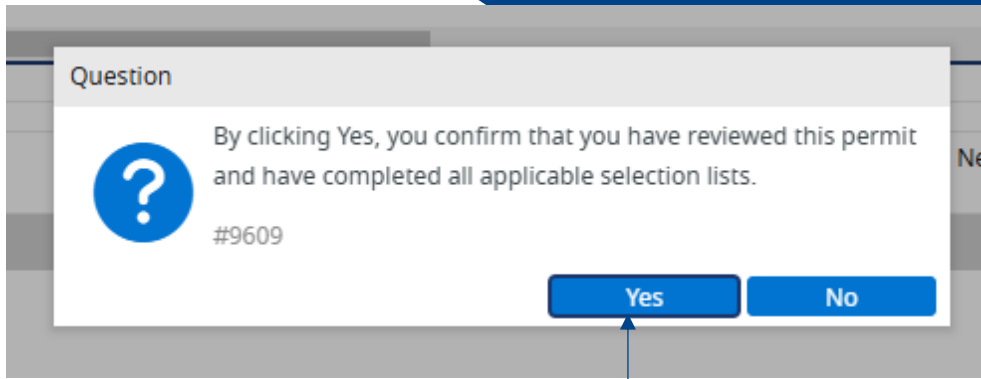


VALIDATION

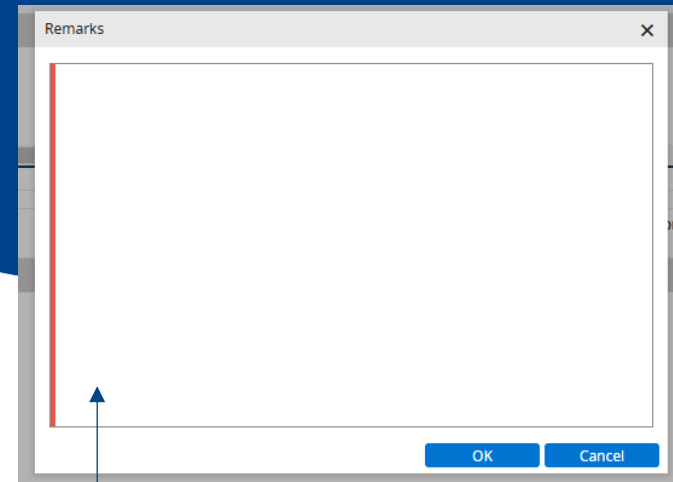
Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status			Employee id
1	10	Applicant		Created	Requested	Validate digitally	Decline	000022203
1	20	Technical Clerk		Requested		Validate digitally	Decline	
1	30	Work sponsor		Requested		Validate digitally	Decline	000014251
1	40	Asset manager		Requested		Validate digitally	Decline	000000388
1	50	Issuer		Requested	Approved	Validate digitally	Decline	
1	60	Holder		Approved	Active	Validate digitally	Decline	

Step 3: On the "Holder" line, click "Validate digitally".





Step 4: Answer the pop-up question. If answered “Yes” another pop-up window will appear called “Remarks” comment on where you will be working and any additional information that is relevant to the works.



If any workers mandatory training has expired or has not been completed, a warning message will appear. You will not be able to activate the work permit unless you remove them or rectify the shortfall in training.



Signing Workers On Site

Work permit: 000064 refurb of lounge

REQUEST MEASURES APPLICANT LOCATIONS **WORK PARTY** DOCUMENTATION MEASURES ISSUER MEASURE

ACTIONS

Add Gatwick employee

Add contractor employee

Employee id	Employee	Person in charge
-------------	----------	------------------

Step 5: Click on the “Work party” tab

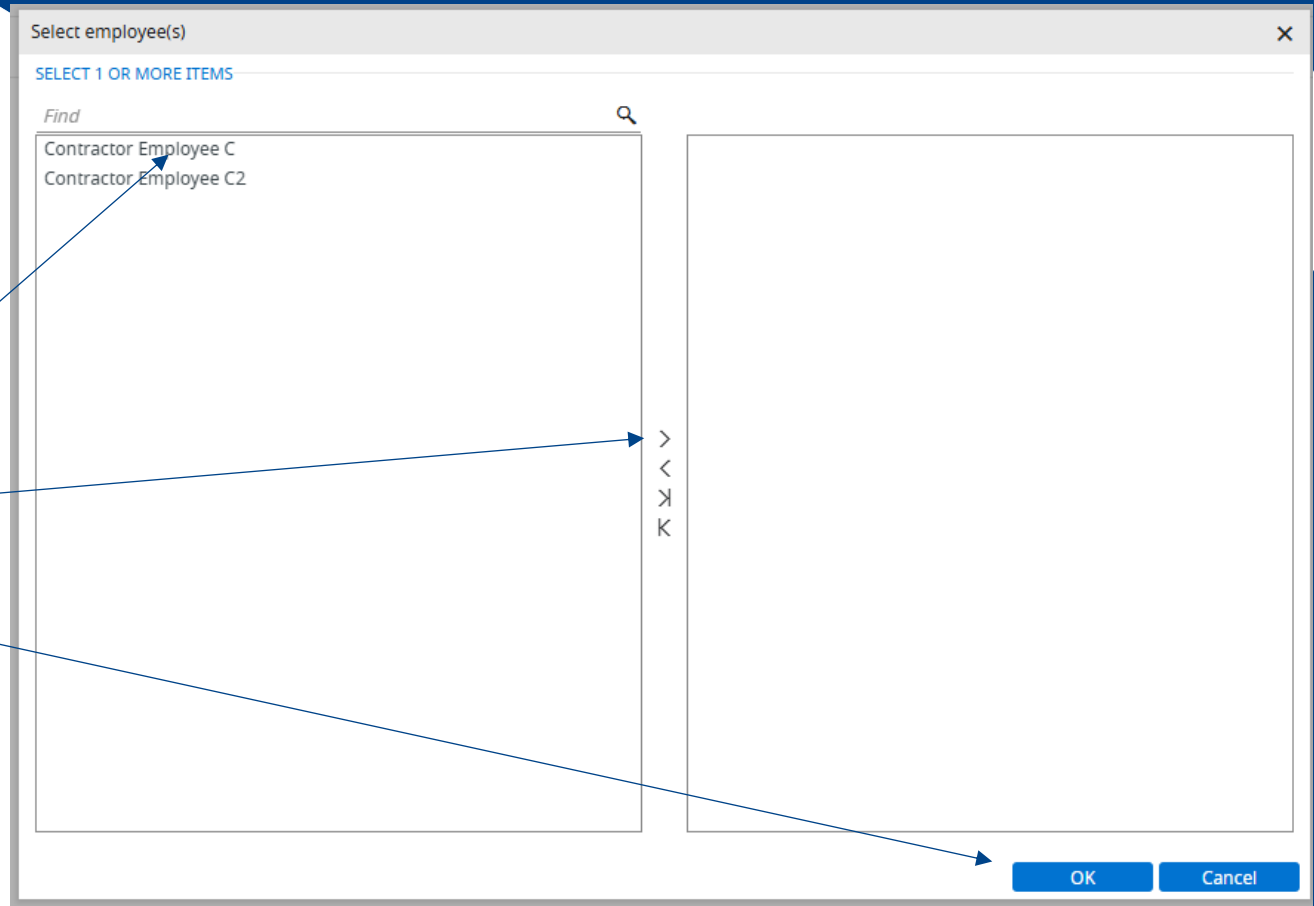
Step 6: Click “Add contractor employee”



Step 7: Highlight all employees that are going to be working on site.

Use the ">" to select them.

Then click "OK".



, , , Contractor Company C. In the top right corner, there is a status indicator 'ACTIVE' with a dropdown arrow, and 'Contractor Employee C' with a right-pointing arrow. Two blue arrows originate from the text below: one points to the 'Log off employee(s)' button, and the other points to the 'ACTIVE' status indicator."/>

Work permit 000064 refurb of lounge

REQUEST MEASURES APPLICANT LOCATIONS WORK PARTY DOCUMENTATION MEASURES ISSUER MEASURES HOLDER VALIDATION CONTRACTORS PROJECT WORK SPONSORS VALIDATION HISTORY WORK PARTY LOG PROGRESS CC

ACTIONS

Add Gatwick employee Add contractor employee Log on employee(s) Log off employee(s)

	Employee id	Employee		Person in charge	Absent	Present	Supplier
Remove	000022203	Contractor Employee C	Assign as PIC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractor Company C

ACTIVE
Contractor Employee C

Step 8: When you are ready to suspend the permit click “Log off employee”.

On the Pop-up that appears select all workers and click on the arrow in the middle to move them back to the other side of the box.

Then click “OK”.

The status of the work permit can be seen here.



Step 9: Select the "Validation" tab.

Work permit: 000064 refurb of lounge

REQUEST MEASURES APPLICANT LOCATIONS WORK PARTY DOCUMENTATION MEASURES ISSUER MEASURES HOLDER **VALIDATION** CONTRACTORS PROJECT WORK SPONSORS VALIDATION HISTORY WORK PARTY LO

ACTIONS

VALIDATION

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status			Employee id
1	10	Applicant		Created	Requested	Validate digitally	Decline	000022203
1	20	Technical Clerk		Requested		Validate digitally	Decline	
1	30	Work sponsor		Requested		Validate digitally	Decline	000014251
1	40	Asset manager		Requested		Validate digitally	Decline	000000388
1	50	Issuer		Requested	Approved	Validate digitally	Decline	
1	60	Holder		Approved	Active	Validate digitally	Decline	

Step 10: Click "Change status".



Change progress status

PROGRESS DATA

Current progress status Active

New progress status **Suspended**

REMARK

OK Cancel

You can see the new status here.

Step 11: Click "OK".



Reactivating a Non-Hazardous Permit



Step 1: Open the Work Permit,
Select the “Validation” tab.

Work permit

[REQUEST](#)
[MEASURES APPLICANT](#)
[LOCATIONS](#)
[WORK PARTY](#)
[DOCUMENTATION](#)
[MEASURES ISSUER](#)
[MEASURES HOLDER](#)
[VALIDATION](#)
[CONTRACTORS](#)
[PROJECT WORK SPONSORS](#)
[VALIDATION HISTORY](#)
[WORK PARTY LOG](#)
[PROGRESS](#)
[CC](#)

ACTIONS

[Change status](#)

VALIDATION

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status			Employee id	
1	10	Applicant		Created	Requested	Validate digitally	Decline	000022203	Contractor Em
1	20	Technical Clerk		Requested		Validate digitally	Decline		
1	30	Work sponsor		Requested		Validate digitally	Decline	000014251	Wayne Plumm
1	40	Asset manager		Requested		Validate digitally	Decline	000000388	David Collin
1	50	Issuer		Requested	Approved	Validate digitally	Decline		
1	60	Holder		Approved	Active	Validate digitally	Decline		

RENEWAL

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status		Date extended	Employee id	
2	10	Holder		Suspended	Active	Validate digitally			
2	10	Holder		Suspended	Active	Validate digitally	09/01/2025 07:37	000022203	Contra



Work permit 000064 refurb of lounge

REQUEST MEASURES APPLICANT LOCATIONS WORK PARTY DOCUMENTATION MEASURES ISSUER MEASURES HOLDER **VALIDATION** **CONTRACTORS** PROJECT WORK SPONSORS VALIDATION HISTORY WORK PARTY LOG PROGRESS CC

ACTIONS

Change status

VALIDATION

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status			Employee id	
1	10	Applicant		Created	Requested	Validate digitally	Decline	000022203	Contractor Em
1	20	Technical Clerk		Requested		Validate digitally	Decline		
1	30	Work sponsor		Requested		Validate digitally	Decline	000014251	Wayne Plumr
1	40	Asset manager		Requested		Validate digitally	Decline	000000388	David Collin
1	50	Issuer		Requested	Approved	Validate digitally	Decline		
1	60	Holder		Approved	Active	Validate digitally	Decline		

RENEWAL

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status		Date extended	Employee id	
2	10	Holder		Suspended	Active	Validate digitally			
2	10	Holder		Suspended	Active	Validate digitally	09/01/2025 07:37	000022203	Contra

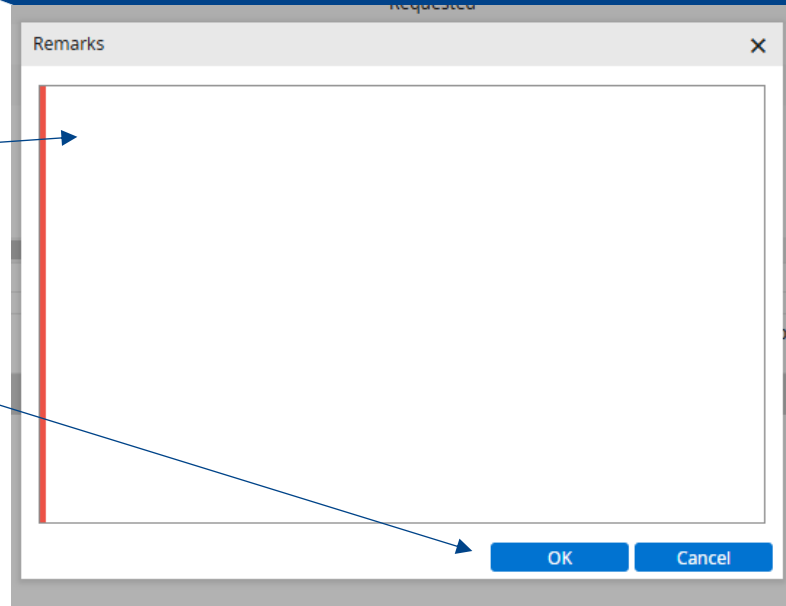
In the “Renewal section” you can see the “Next Progress Status” of the permit e.g. “Active”. These are all date and time stamped.

Step 2: Click on “Validate Digitally” tab.



Step 3: Leave a comment in the 'Remarks' box with the location you are working in for the shift and any other relevant information

Click the "OK" button.



The image shows a screenshot of a software dialog box titled "Remarks". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner. The main area of the dialog is a large, empty white rectangular box, which is the input field for the user's comment. At the bottom of the dialog, there are two blue buttons: "OK" on the left and "Cancel" on the right. Two blue arrows originate from the text on the left: one points to the top-left corner of the input box, and the other points to the "OK" button.



Closing a non-hazardous work permit



Once you have finished all works. When the permit is no longer needed, you will need to cancel it. This is done on the “Validation” tab

COMPLETION

Sequence	Weight	Validation role	Taken over by	Progress status	Next progress status		Employee id	Employee
3	10	Holder		Active	Cancelled	Validate digitally.	000022203	Contractor Employee C
3	20	Technical Clerk		Cancelled	Closed	Validate digitally.		

Step 1: Go to the “Completion” section. Click on “Validate digitally” this will then change the status of the permit to “Cancelled” in the top right corner.

CANCELLED >
Contractor Employee C



SOPs will be made available in ULTIMO.

Any issues please contact the CSC.



