Permits to Work in Deep Space

Setting up your permit form, Permit Numbers, the live permit list, selecting a permit from other forms, and linking forms such as Fire Watch Checks to a permit

Deep Space Horizon & DS Site · Version 1.1 · October 2026

1. What you get

Permits to Work are raised on a DS Site form and managed in Horizon's Permits to Work register (**HSEQ → Risk & Controls → Permits to Work**). On top of the register, Deep Space does four things for every workspace automatically:

- **Every permit gets a Permit Number**, such as `PER0030002`: the second permit on project 3. The number is unique and never reused. It shows on the permit itself, in the register and wherever the permit is referenced.
- **A live list of active permits**, called `permit_list`, is published to your DS Site channel as a CSV resource. Deep Space keeps it up to date as permits are raised, change, start and expire.
- **Any other form can select a permit from that list.** A Fire Watch, Gas Test, Isolation, inspection or close-out form can record the exact permit it relates to, with its number filled in automatically.
- **Forms linked to a permit** NEW. A form such as a daily **Fire Watch Check** can be raised straight from the permit with a link or QR code that already has the permit filled in. Every one that's submitted is linked to its permit automatically: it shows under the permit's **Linked Records** and is counted in the register (section 8).

1 Raise a permit
With New Permit in Horizon, or on DS Site.

→

2 Deep Space numbers it
Usually within a minute: PER0030002.

→

3 Permit list updated
`permit_list` lists the permits that are active today.

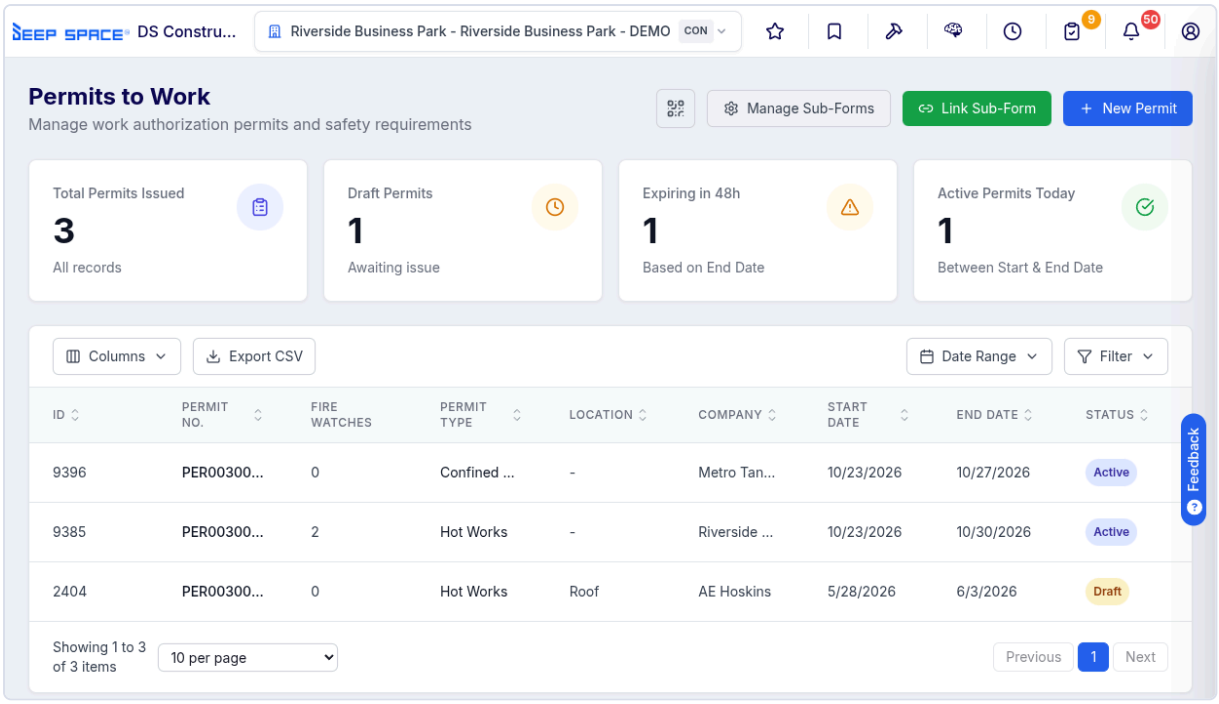
→

4 Fire Watch raised from the permit
Quick link or QR, permit already filled in.

→

5 Linked automatically
Shown on the permit and counted in the register.

Every night the **Permit List - Daily Rebuild** automation re-checks every permit. Permits that start or expire overnight join or leave the list without anyone editing them, and anything missed during the day is caught up, including the links of forms raised against permits.



The Permits to Work register in Horizon. The Permit No. column shows each permit's number, the Fire Watches column counts the Fire Watch Checks linked to each permit, and the tiles count permits issued, drafts, permits expiring within 48 hours and permits active today.

2. Before you start

Most of this is already in place for every connected workspace. Check these points once, when you start using permits or build a new permit form:

> **How quickly changes arrive.** New permits are numbered, and changes to a permit reach the permit list, within about a minute, whether the change is made in Horizon or in DS Site. Two things wait for the nightly rebuild: a permit whose start or end date passes without anyone editing it, and a permit deleted directly in DS Site.

☐ Your DS Site channel is connected to your Deep Space workspace, so the Project picker on your forms lists your Deep Space projects.

☐ Your permit form's alias is `permits_to_work`, or `permit_hot_works` for a dedicated Hot Works permit form (section 3.1).

☐ The form has a required Project field that uses the Deep Space projects list (section 3.2).

☐ The form's **Submission editing** is not **Disabled**, so Deep Space can write the number onto each permit (section 3.4).

☐ Your channel sends new and edited submissions to Deep Space. This is the **Deep Space Form Integration** webhook under **Admin** → **Advanced** → **Webhooks** in DS Site, which Deep Space sets up when your channel is connected.

☐ If you want Fire Watch Checks (or any other form) linked to permits, the form is set up as in section 8.6.

3. Setting up the Permits to Work form

3.1 The form alias

Deep Space recognises a permit form by its **Alias**, under **Form options** in the DS Site form editor. Two aliases are numbered as permits:

Alias	Use it for
`permits_to_work`	The standard Permits to Work form, covering every permit type (Hot Works, Confined Space, Working at Heights and so on). It is the form the Horizon register reads.
`permit_hot_works`	A dedicated Hot Works permit form, for channels that raise hot work permits on their own form. Link it to the register as a sub-form (**Link Sub-Form**) so its permits list there too.

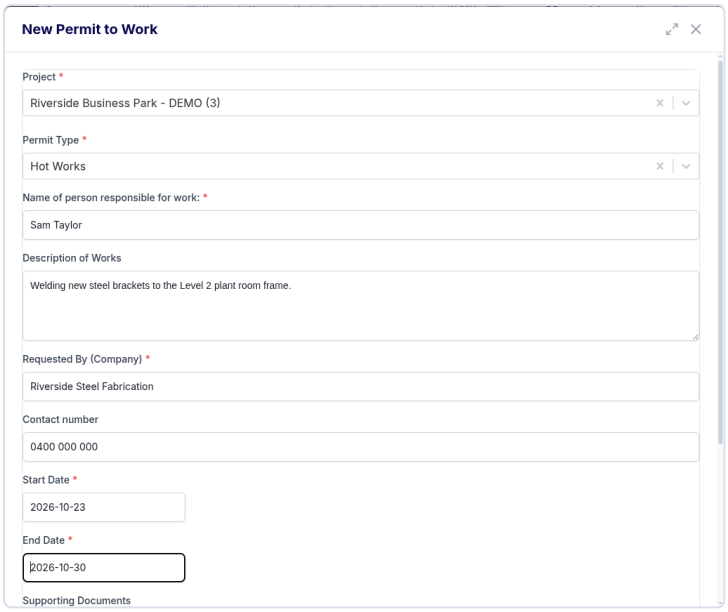
Both are numbered in the same sequence per project (a project's permits count up from 0001 whichever form they're raised on) and both are published in the same permit list. The form's name can be anything, such as *Permits to Work* or *Hot Works Permit*. Only one form in a channel should carry each alias.

3.2 The fields Deep Space reads

Deep Space reads the fields below by their aliases, which are set under each field's **Advanced…** options. Keep the aliases exactly as shown. You can change labels, help text and field order freely.

Field (alias)	Needed?	What Deep Space uses it for
Project `project`	Required	The project part of the Permit Number, and the project columns of the permit list. It must use the Deep Space projects lookup, whose values look like *Riverside Business Park - DEMO (3)*. A permit without a project is not numbered.
Status `status`	For listing	Only a permit whose status is **Active** is listed (section 6.2). In the standard Deep Space permit form, Status sits in a hidden States section and is set from the register with **Update Status**.
Start Date / End Date `start_date`, `end_date`	For listing	A permit is listed only on the days from its start date to its end date, inclusive. A permit with either date missing is never listed.
Permit Type `permit_type`	Recommended	Part of the permit's label in pickers, and a column of its own.
Requested By (Company) `requested_by__company_`	Recommended	Part of the label, and shown after each permit in pickers.
Location `location`	Optional	Shown after each permit in pickers, if your form has a text field with this alias.

The form can carry any other fields you need, such as the person responsible, a description of works, hazards, controls, checklists, photos, signatures and supporting documents. Deep Space ignores them. A label simply leaves out any part the form doesn't have.

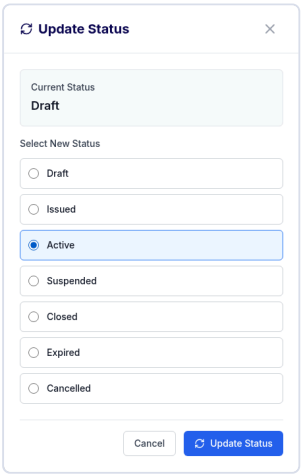


Raising a permit with New Permit on the register. The project is filled in from the project you are working in. No Permit Number is shown yet, because Deep Space allocates it once the permit is submitted.

3.3 Status

Open a permit in the register and use **Update Status** to move it between statuses:

Status	In the permit list?
Draft	No. New permits start here.
Issued	No. Issued is not yet active.
Active	Yes, from the start date to the end date
Suspended	No, until it is made Active again
Closed · Expired · Cancelled	No

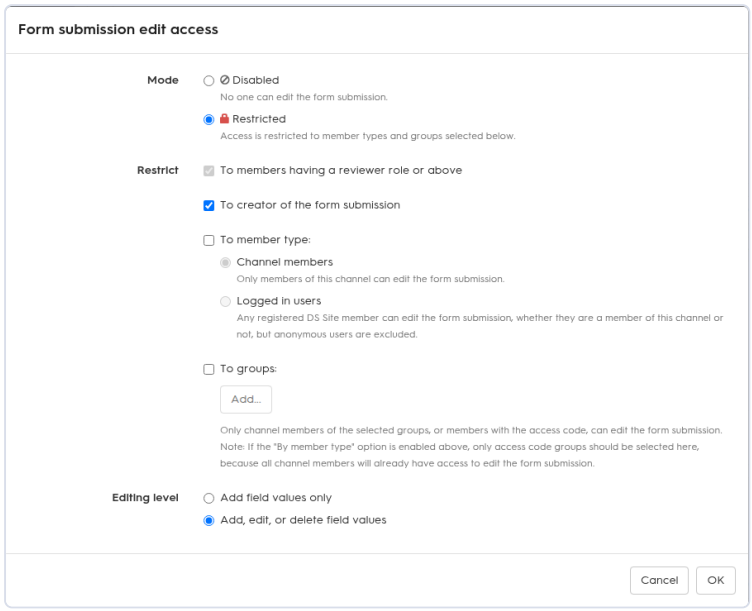


Update Status on a permit.

If your form's Status field uses different choices, the rule is the same: only the value **Active** (in any capitalisation) lists a permit.

3.4 Allow submissions to be edited

Deep Space writes each permit's number back onto the permit, which is an edit of the submission. In the DS Site form editor, the form's **Submission editing** setting (in the Form panel) must therefore not be **Disabled**. Restricted is fine, because reviewers and above can always edit. Deep Space never changes this setting itself, because it decides who may edit your permits.



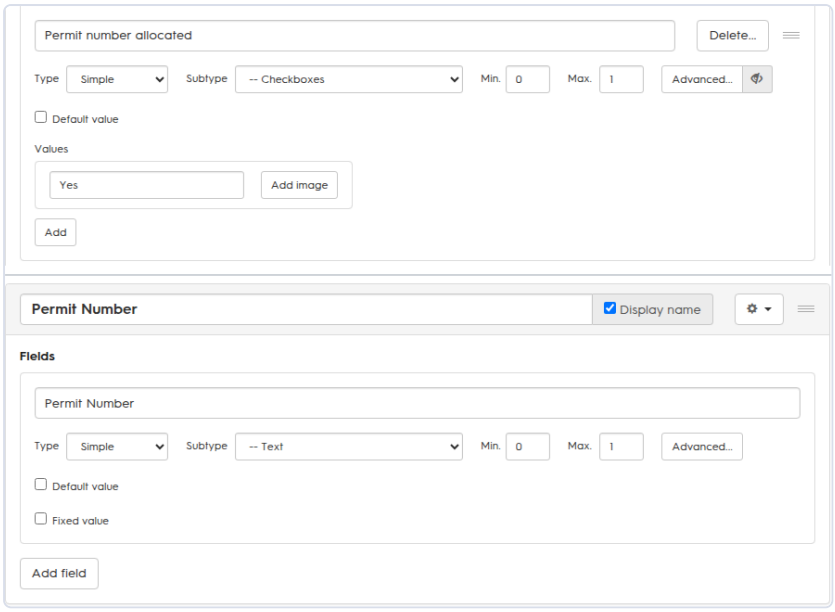
Submission editing. Any mode other than Disabled lets Deep Space write the number.

If editing is disabled, permits are still numbered, and the number still shows in the register and in the permit list. It just isn't written onto the permit. Once you allow editing, the waiting numbers are written at the next nightly rebuild.

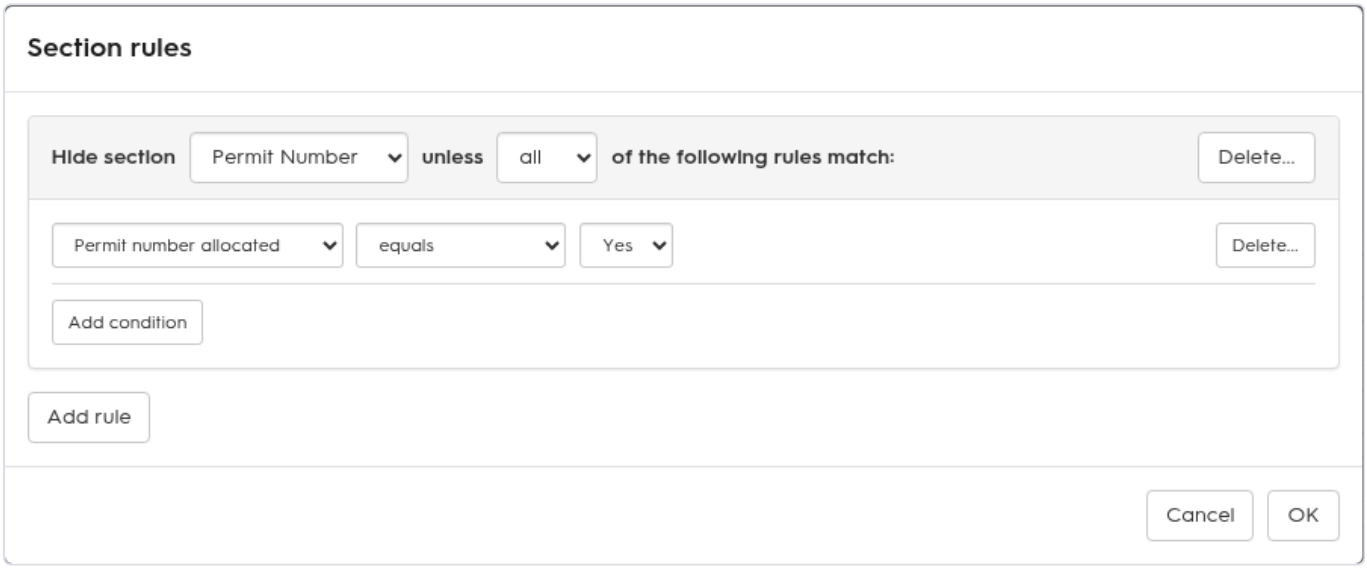
3.5 What Deep Space adds to your form

When the first permit is processed, Deep Space adds three small items to your permit form. It does not change anything else on the form.

Added item	Purpose
A **Permit Number** section at the end, with a Permit Number text field (`permit_number`)	Holds the number on the permit, so it shows on the permit, in exports and in the register.
A hidden tick box, **Permit number allocated** (`permit_number_allocated`), in the first section	Deep Space ticks it when it writes the number. People filling in the form never see it.
A section rule	*Hide section Permit Number unless Permit number allocated equals Yes.* The Permit Number section therefore only appears once there is a number in it.



In the form editor: the hidden Permit number allocated tick box (top) and the Permit Number section Deep Space added at the end of the form (bottom).



The section rule, under Form options → Section rules.

Keep these items on the form. If they are removed, Deep Space adds them back. Permits submitted in the meantime keep their numbers in Deep Space only. The form needs at least one section for the hidden tick box to go into.

3.6 The first permit on a new channel, or on a newly numbered form

Nothing else needs setting up. The first permit submitted:

1. numbers that permit, and any permits already on the form, oldest first;
2. adds the Permit Number section to the form (section 3.5);
3. creates the `permit_list` CSV in the channel's resources, so you can point other forms at it straight away;
4. creates the **Permit List - Daily Rebuild** automation in Horizon (section 9).

Permits that already existed when a form started being numbered keep their numbers in Deep Space only (section 4.4). Permits raised after that carry the number on the permit itself.

4. Permit Numbers

4.1 The format

PER	003	0002
Permit	Project ID (3 digits)	Permit on that project (4 digits)

`PER0030002` is the second permit raised on project 3, and `PER0180001` is the first permit on project 18.

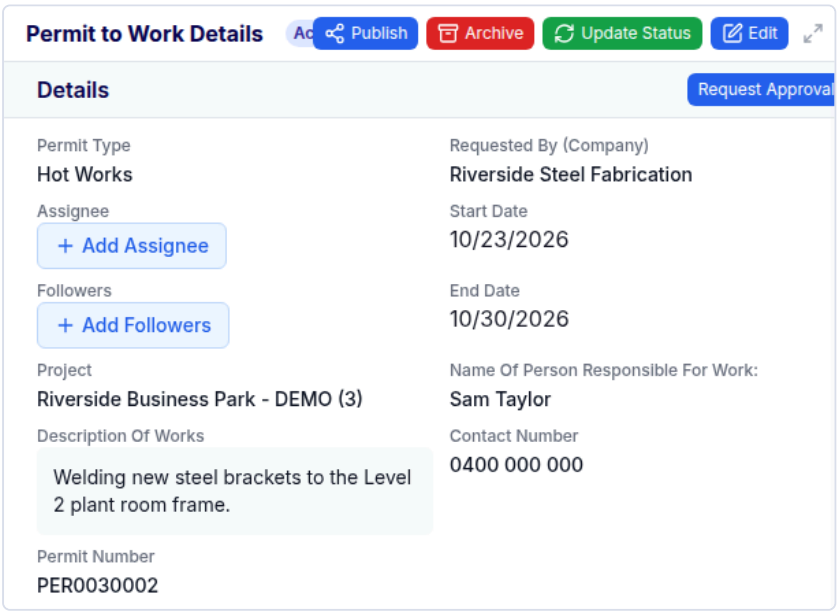
- **Per project:** each project's permits count up from 0001, across both permit forms.
- **Every permit:** every permit is numbered whatever its status, including drafts, closed and cancelled permits, so the sequence is complete.
- **Permanent:** a number is never changed or reused, even if the permit is later deleted.
- **The project is fixed:** a permit's number belongs to its project. If a permit is later edited to a different project, it keeps its original number and project. To move the work to another project, close the permit and raise a new one there.
- **Limits:** project IDs up to 999, and up to 9,999 permits per project. A permit on a project whose ID is 1000 or more can't be numbered. Contact support if that applies to you.

4.2 When the number appears

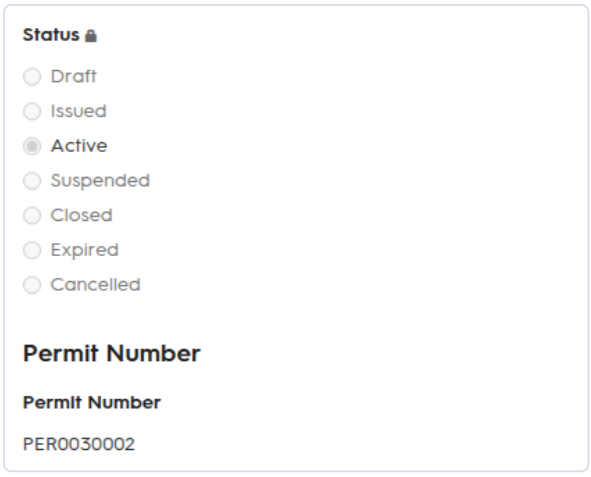
A new permit is usually numbered within a minute of being submitted. Refresh the register or reopen the permit to see it. Any permit missed for whatever reason is numbered at the next nightly rebuild.

4.3 Where you see it

- In the register, in the **Permit No.** column (figure in section 1).
- On the permit: in Horizon's permit details, and in the permit's Permit Number section on DS Site.
- In the permit list, and so in every form that picks the permit (sections 6 and 7), and on every form linked to it (section 8).



Permit to Work Details in Horizon.



The same permit on DS Site, with its Permit Number section.

> **Treat the Permit Number as read-only.** Don't change or clear it on a permit. The permit list always uses the number Deep Space allocated, so a changed number would no longer match what other forms record against the permit.

4.4 Permits raised before numbering started

When numbering was switched on for a form, every existing permit on it was numbered, oldest first on each project. A permit submitted before its form had the Permit Number section can't hold the number itself, because DS Site never adds new fields to an existing submission. Deep Space still keeps its number, and it shows in the register's Permit No. column, in the permit list and on linked forms.

5. Raising and managing permits

- **Raise a permit** with **New Permit** on the register, or from DS Site.
- **Find permits** in the register. Filter it by permit type and status, or use the date range.
- **Open a permit** to see its details. From there you can **Edit** it, **Update Status**, **Publish** or **Archive** it, send it for approval with **Request Approval**, and raise a related form such as a Fire Watch Check from **Related Forms** (section 8).

Making a permit Active, within its dates, adds it to the permit list. Suspending, closing, cancelling or expiring it removes it. Changes reach the list within about a minute, whether they're made here or in DS Site.

> **Archiving is permanent.** An archived permit leaves the permit list within about a minute, and its number is never reused. For a clear record of how a permit ended, close or cancel it first, and archive it only once you've finished with it.

6. The permit list

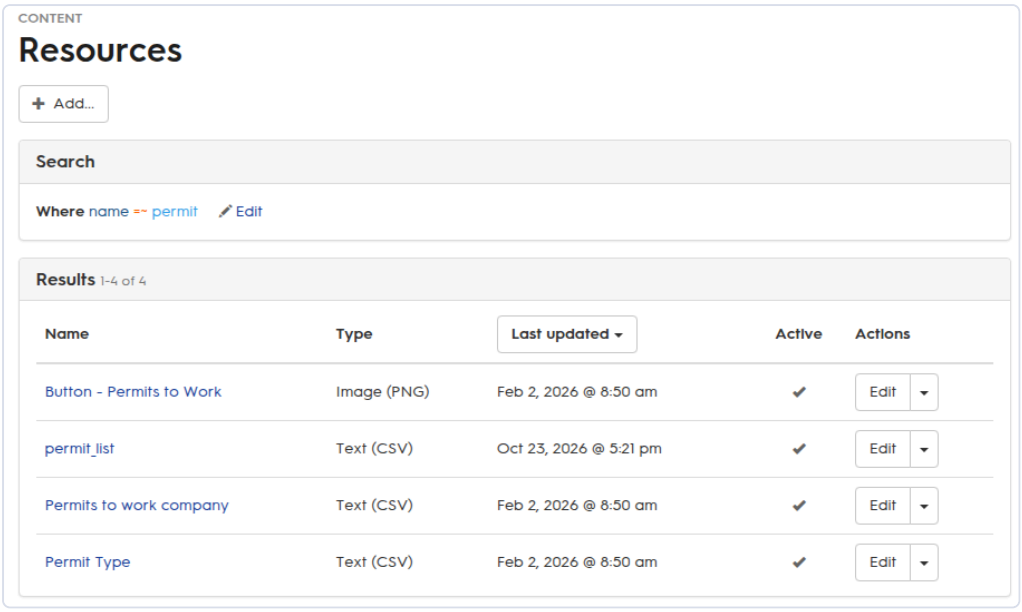
6.1 Where it lives

Deep Space publishes the list to your DS Site channel as a CSV resource, under **Admin** → **Content** → **Resources**:

Resource name	`permit_list` (type Text (CSV))
Alias	`permit_list_csv`

File	`permit_list.csv`

Deep Space owns this resource and replaces it whenever the list changes, so don't edit it by hand. There is one list for the whole channel, covering every project and both permit forms.



The permit_list CSV among the channel's resources in DS Site, with the time it was last updated.

6.2 Which permits are listed

A permit is in the list when its status is **Active** and today falls between its start date and end date (both inclusive, Australian Eastern time). Both dates must be filled in. Every other permit is still numbered, but isn't listed.

6.3 What each row holds

Column	What it holds	Example
`permit_number`	The Permit Number	PER0030002
`permit_label`	What pickers show: the number, type, project and company, separated by `--`, with any blank parts left out	PER0030002 -- Hot Works -- Riverside Business Park - DEMO -- Riverside Steel Fabrication
`project_id`	Deep Space project ID	3
`project_name`	Project name	Riverside Business Park - DEMO
`permit_type`	Permit Type	Hot Works
`company`	Requested By (Company)	Riverside Steel Fabrication
`location`	Location, where the form has one	(blank)
`start_date`	Start Date, as stored on the permit	2026-10-23T00:00:00+10:00
`end_date`	End Date, as stored on the permit	2026-10-30T00:00:00+10:00
`status`	Status	Active
`submission_id`	The permit's DS Site submission ID: a permanent link to the exact permit record	9385

6.4 When nothing is active

If no permit is active today, the list still has every column and holds one placeholder row: `permit_number` is `NONE` and `permit_label` is *No active permits*. Forms that use the list keep working, and their pickers show *No active permits* rather than an empty list or an error.

6.5 When it updates

The list is only re-uploaded when its content has changed, so forms that use it aren't disturbed unnecessarily.

What happens	When the list catches up
A permit is submitted already Active (on a form where the submitter sets the status)	Usually within a minute
A permit's status, dates, type or company changes, in Horizon or DS Site	Within about a minute
A permit is archived in Horizon	Within about a minute: it leaves the list
A permit is deleted directly in DS Site	At the nightly rebuild
A permit's start date arrives, or its end date passes, without anyone editing it	At the nightly rebuild, shortly after midnight
Anything missed during the day	At the nightly rebuild

7. Selecting a permit from another form

Any DS Site form can reference a permit by looking it up in `permit_list`. Typical uses are a Fire Watch Check after hot work, a Gas Test before confined space entry, an Isolation record, a Permit Close-out, or an inspection carried out under a permit. The person filling in the form picks from the permits active today, and the form records exactly which permit, and which number, it relates to.

7.1 Fields to add

Field (alias)	Type	Set up as
Permit `permit`	Simple → Text, with a value lookup on `permit_list`	Shows `permit_label`, followed by the company and location. Make it required (Min. 1) only if the work must not go ahead without a permit. On a form that's also raised from a permit after the work, such as a Fire Watch Check, leave it optional (section 8.6).
Permit Number `permit_number`	Simple → Text	Filled automatically from the selected permit's `permit_number`.
Permit submission ID `permit_submission_id`	Simple → Text, hidden (optional)	Filled automatically from `submission_id`. It links the record to the exact permit, even if labels change later.

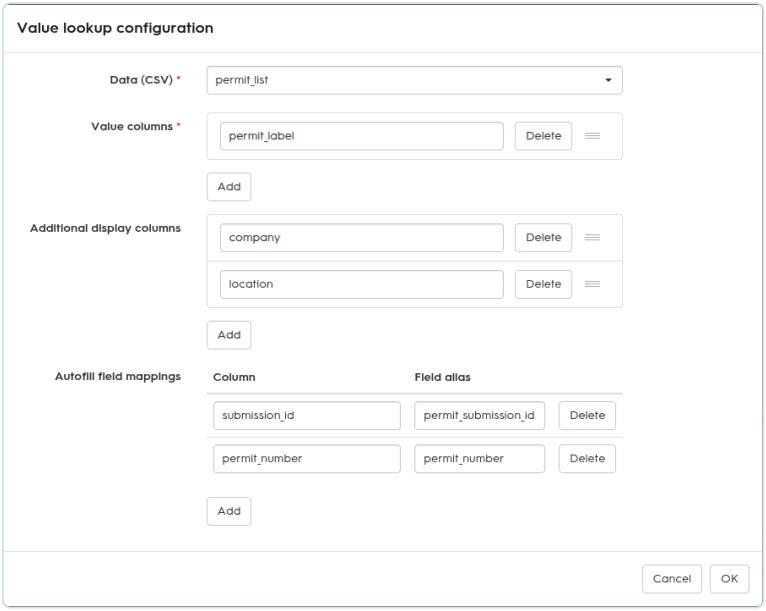
The aliases are suggestions. Use any aliases you like, as long as the autofill mappings point at them.

7.2 Step by step in the DS Site form editor

1. In DS Site, go to **Admin** → **Forms**. Open the form that should reference a permit, or create a new one.
2. Add three fields, each with Type **Simple** and Subtype **Text**: Permit, Permit Number and, if you want it, Permit submission ID.

3. For each field, click **Advanced…** and set its Alias: `permit`, `permit_number` and `permit_submission_id`. On Permit submission ID, also tick **Hide field**.
4. On the Permit field, click **Advanced…**, then **Add** next to **Value lookup configuration**.
5. Fill in the lookup:
   - **Data (CSV):** `permit_list`
   - **Value columns:** `permit_label`
   - **Additional display columns:** `company` and `location`
   - **Autofill field mappings:** Column `permit_number` → Field alias `permit_number`, and Column `submission_id` → Field alias `permit_submission_id`

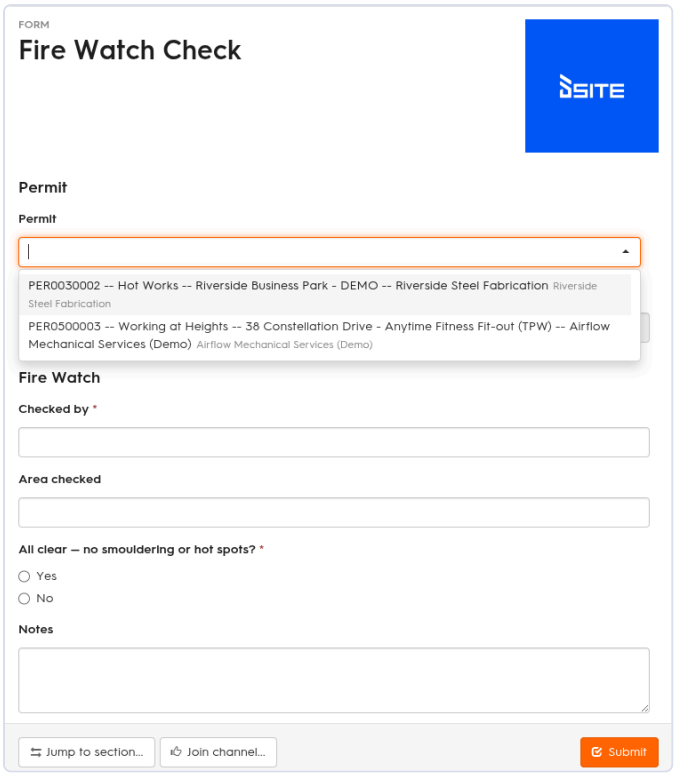
   Click **OK** on both dialogs.
6. Set the Permit field's **Min.** to 1 to make it required, if appropriate. Then **Save** the form and check that its Status is Active.



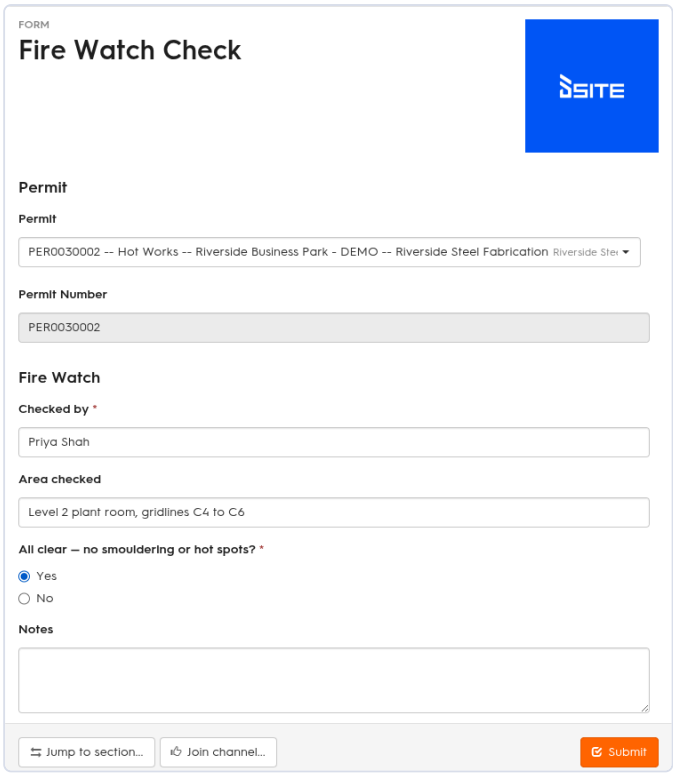
The Permit field's Value lookup configuration: the permit_list data, permit_label as the value column, company and location as display columns, and the two autofill mappings.

7.3 What people see

When someone fills in the form, the Permit field lists the permits active today. Typing part of a number, permit type, project or company narrows the list. Choosing a permit fills in the Permit Number, which can't then be edited by hand.



The permit picker on a Fire Watch Check form. Each active permit shows its label, followed by its company.



With a permit selected, its Permit Number is filled in automatically.

7.4 Good practice

- **Keep the picker off public forms.** A lookup field sends its whole list to anyone who opens the form. Don't add the permit picker to a public or kiosk form that people use without signing in.
- **"No active permits" as the only option** means no permit is active today. Check with the permit issuer before work starts.
- **Working without signal:** the DS Site app uses the list it last downloaded. Open the app while you are connected before going somewhere without coverage.
- **All projects in one list:** the list covers every project in the channel, and each label includes the project name. Every row also carries `project_id` and `project_name`, ready for narrowing pickers to the current project.
- **Report across forms:** because each form stores the Permit Number, you can search and export by number to see everything recorded against a permit.

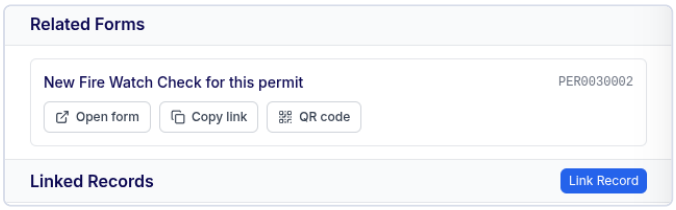
8. Linking forms to a permit: Fire Watch Checks and more NEW

A form such as a **Fire Watch Check** belongs to one permit: it is done for that permit's hot work, often several times a shift and for a while after the work stops. Deep Space treats such a form as a **related form** of the Permits to Work register:

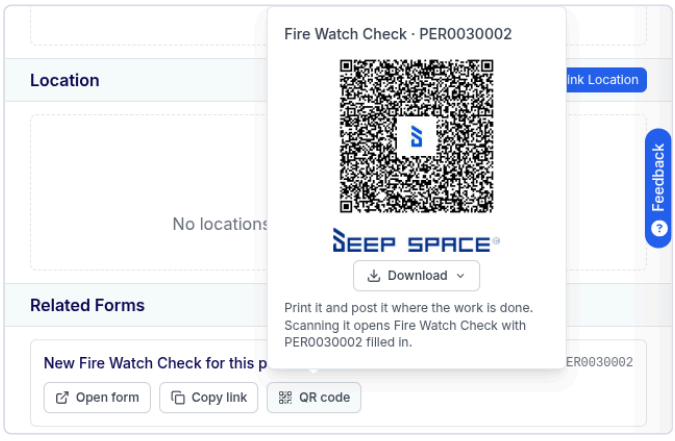
- **Quick link and QR.** From the permit in Horizon, open the form, copy a link to it, or print a QR code. Each one opens the form with the permit already filled in. Post the QR at the work area and whoever does the check scans it.
- **Linked automatically.** Every submission is linked to its permit within about a minute, whether it came from the quick link, the QR, or the plain form with the permit picked by hand.
- **Shown on the permit.** Linked submissions appear under the permit's **Linked Records**, and the register's **Fire Watches** column counts them.
- **Works after the permit closes.** A quick link or QR keeps working after the permit has left the permit list, so a fire watch done after the hot work has finished is still linked to its permit.

8.1 Raise a Fire Watch from the permit (Horizon)

1. Open the permit in the Permits to Work register.
2. Scroll to **Related Forms**. Each form linked to the register has a card: **New Fire Watch Check for this permit**, with the Permit Number on the right.
3. Choose how to hand it out:
   - **Open form** opens it in DS Site now, with the permit filled in.
   - **Copy link** copies the same link, to send by message or email.
   - **QR code** shows a branded QR titled with the form and the Permit Number. Use **Download** to save it as a PNG or PDF, then print it and post it where the work is done.



Related Forms in Permit to Work Details: one card per related form, with Open form, Copy link and QR code.



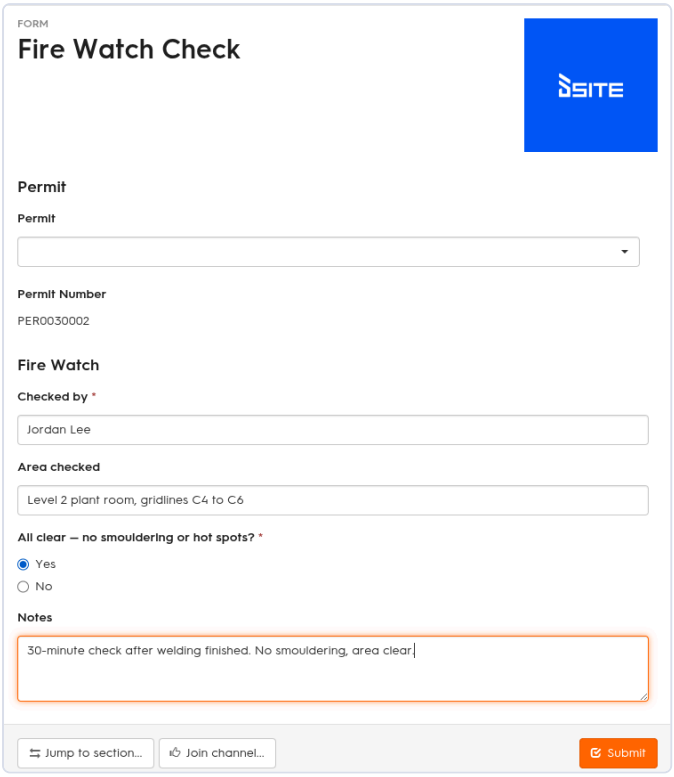
The QR code for PER0030002's Fire Watch Check. Scanning it opens the form with PER0030002 filled in.

The link is built afresh every time you open the permit, from the form as it is now, so renaming a field on the form never breaks it. A printed QR keeps working for the life of the permit and after it.

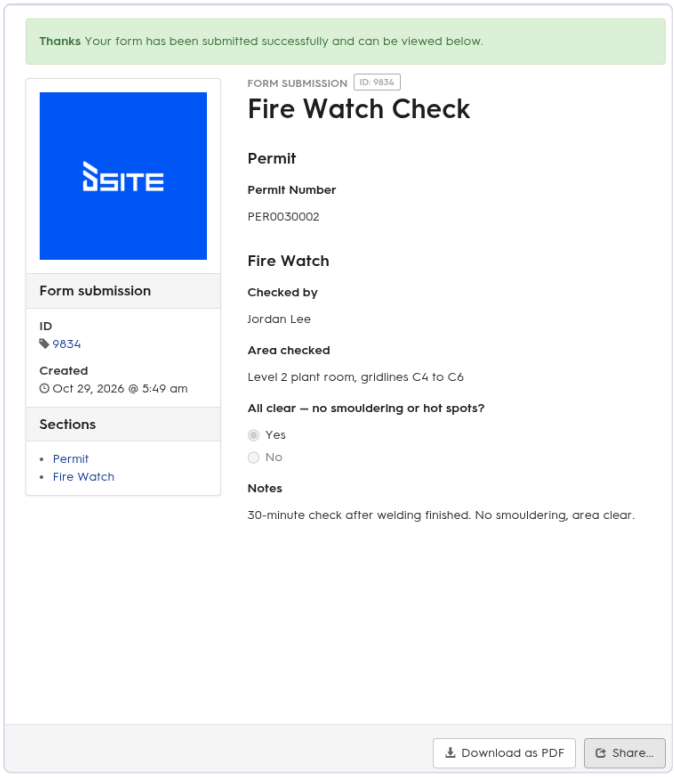
8.2 Fill it in on site (DS Site)

From the link or QR: the form opens with the Permit Number (and the hidden Permit submission ID) already filled in and locked. The person doing the check fills in their name, what they checked and the result, and submits. Nothing else is needed.

From the plain form: open the Fire Watch Check as usual and pick the permit from the Permit field (section 7.3). Only permits that are active today are listed, so for a fire watch after the permit has closed, use the permit's link or QR.



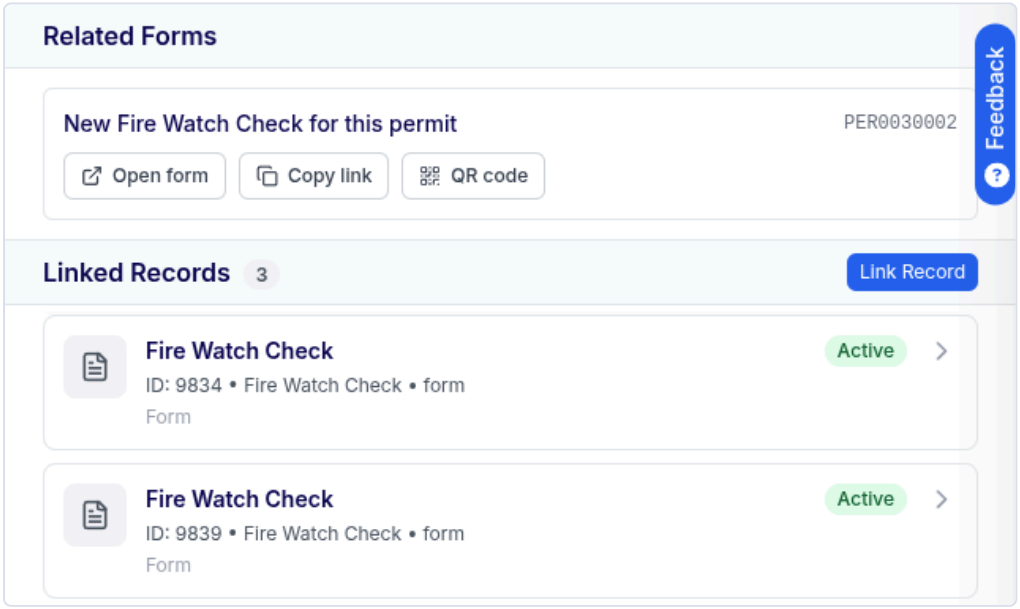
A Fire Watch Check opened from the permit's quick link: PER0030002 is already filled in.



The submitted Fire Watch Check, recording the Permit Number and who did the check.

8.3 Where it shows

Within about a minute of being submitted, the Fire Watch Check appears under the permit's **Linked Records** in Horizon, where it can be opened, and the permit's count in the register's **Fire Watches** column goes up by one (figure in section 1).



PER0030002's Linked Records with two Fire Watch Checks: one raised from the quick link, one picked by hand.

What happens to a Fire Watch Check	Its link to the permit
Submitted from the link or QR, or with the permit picked by hand	Linked within about a minute
Submitted again or edited without changing the permit	Unchanged; no duplicate
Edited to a different permit (on a form that allows editing)	Moves to the new permit
Archived or deleted	Removed, and the count goes down
Missed for whatever reason	Linked at the nightly rebuild
The permit closes or its end date passes	Kept. The permit simply leaves the picker list

8.4 After the permit closes: post-work fire watches

Fire watches often carry on after the hot work has stopped, when the permit may already be closed or past its end date and so no longer in the permit list:

- **The link and QR keep working.** They carry the permit's number, not a choice from the list, so the form still opens with the permit filled in and the submission is still linked to it.
- **The plain form can't pick it.** The picker only lists active permits. Use the permit's link or QR for post-work checks, which is why the Permit field on a Fire Watch Check should be optional (section 8.6).

8.5 What makes a good related form

- **Record who did it.** The link opens the form without signing in, so the form itself must capture the person: a required name field (for example *Checked by*) or a signature, or require sign-in on the form.
- **Ask the question that matters,** such as *All clear: no smouldering or hot spots?*, as a required choice.
- **Keep the Permit Number and Permit submission ID fields** exactly as mapped. They're how Deep Space knows which permit the form belongs to.

8.6 Setting it up

On the related form (DS Site). Start from the fields in section 7.1, with these differences:

Field (alias)	Set up as
Permit `permit`	Value lookup on `permit_list`, autofilling the two fields below (section 7.2). **Leave it optional** (Min. empty), so links and QR codes work after the permit has left the list. DS Site refuses a picker value that's no longer in the list.
Permit Number `permit_number`	Text. Filled by the picker, or by the link and QR.
Permit submission ID `permit_submission_id`	Text, hidden. Filled by the picker, or by the link and QR.
Checked by (or a signature)	Required, so every record shows who submitted it. Not needed if the form requires sign-in.

On the register (Deep Space). The related form is linked to the Permits to Work register with a small configuration. Today Deep Space sets it up for you (contact support with the form's name); a setup screen in Horizon is on the way. The configuration says:

Setting	Fire Watch Check example
Register (master form)	Permits to Work (`permits_to_work`)
Related form	Fire Watch Check (`fire_watch_check`)
Resource	The register's list: `permit_list_csv`
Prefill mappings	Column `permit_number` → field `permit_number`; column `submission_id` → field `permit_submission_id`
Register column	Fire Watches

Setup checks. Related Forms checks the form every time the permit is opened, and says if something needs fixing. Advice (amber) still offers the link; a blocking problem (red) doesn't.

What Related Forms says	What to do
The Permit field is required, so the link stops working once the permit leaves the list	Make the Permit field optional (section 8.6). Blocking once the permit is no longer listed.
Anyone with this link can submit without signing in, and the form has no name or signature field	Add a required name or signature field, or require sign-in.
The form has no field with the alias …	A mapped field was removed or renamed. Restore its alias, or ask support to update the mapping.
The form is not active / there is no form with the alias …	Activate the form in DS Site, or check its alias.
The permit no longer exists in DS Site	The permit was archived or deleted. No link is offered.

8.7 Under the hood: the reusable layer

Linked forms are not specific to fire watches or permits. They are a general part of the Deep Space and DS Site integration, built on two things every numbered register has: a stable number for each record, and the published list (CSV resource) of those records.

Master record
A numbered record, such as a permit (PER0030002), with its row in the register's CSV resource.

→

Related form type
Configured against the resource, with column → field mappings.

→

Quick link
Prefills the mapped fields from the record's row, using the form's current field names.

→

Submission
Deep Space reads the mapped fields back: the submission ID first, then the number.

→

Linked
A standard Deep Space link, shown in Linked Records and counted on the register.

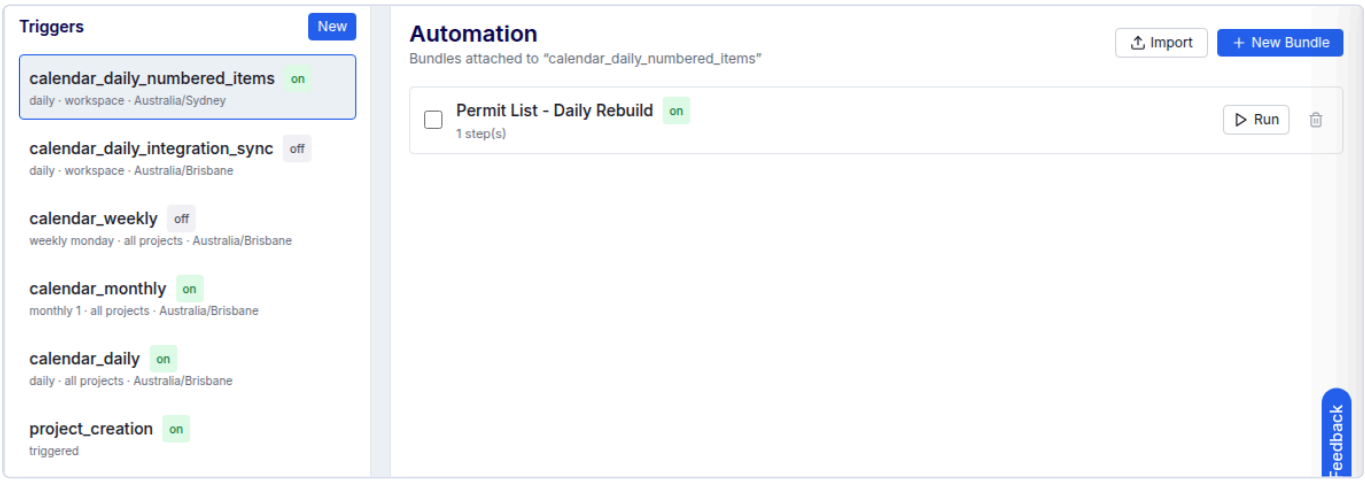
- **Any related form.** The same configuration links a Gas Test, an Isolation record, a Permit Close-out or a daily inspection to its permit. A register can have several related forms, each with its own card in Related Forms and its own column.
- **Any numbered register.** Anything other forms need to reference by number can use the same pattern: NCRs, incidents and investigations, isolation and LOTO certificates, lifting plans, ITP hold points.
- **The record's row, even when it isn't listed.** Deep Space keeps every numbered record, active or not; the CSV is just today's active view of them. That's why a link for a closed permit still works.
- **Nothing new to learn in Horizon.** Links are the same Linked Records you already use. Related forms are separate from **sub-forms** (Link Sub-Form / Manage Sub-Forms), which merge another form's submissions

into the register's own listing.

9. The nightly rebuild

Deep Space creates an automation bundle called **Permit List - Daily Rebuild** in each workspace that uses permits. Workspace administrators can see it in Horizon under **Admin → Automation**, attached to the daily trigger `calendar_daily_numbered_items`. It runs once a day, shortly after midnight Australian Eastern time, and:

- numbers any permit that hasn't been numbered yet;
- refreshes each permit's status, dates, type and company, catching any change that was missed;
- removes permits that have been archived or deleted;
- writes any waiting numbers onto their permits, for example after you allow submissions to be edited;
- checks that the Permit Number section is still on the form;
- links any related form (such as a Fire Watch Check) that was missed, follows changed permits, and removes the links of related forms deleted in DS Site;
- republishes `permit_list` for the new day, if anything has changed.



Admin → Automation: the calendar_daily_numbered_items trigger and the Permit List - Daily Rebuild bundle attached to it.

Leave it switched on. Without it, the list only updates when a permit is submitted or changed. Permits that start or expire overnight won't join or leave the list, and permits deleted directly in DS Site won't leave it. If the bundle has been deleted, contact support to restore it.

10. Troubleshooting

What you see	What to check
A new permit has no number after a few minutes	Check the permit's Project is filled in, because permits without a project aren't numbered. Projects with an ID of 1000 or more can't be numbered. Check the form's alias is `permits_to_work` or `permit_hot_works`. Otherwise the nightly rebuild will number it. If it still has no number the next day, contact support.
The number shows in the register but not on the permit	Either the permit was submitted before the form had its Permit Number section (section 4.4), or the form's Submission editing is Disabled (section 3.4). The number is valid either way.

A permit you've just made Active isn't in the picker	Allow a minute after the change. Check that both dates are filled in and include today, and that the app has the latest list. If it's still missing after a few minutes, contact support.
A permit is never in the picker	Its status must be Active, because Issued and Draft don't count. Both dates must be filled in and include today.
A closed or expired permit still shows in the picker	It's removed within about a minute of the change. A permit that simply passed its end date drops off at the nightly rebuild.
An archived permit still shows in the picker	It leaves the list within about a minute of being archived in Horizon. A permit deleted directly in DS Site leaves at the nightly rebuild. On the app, check it has the latest list.
The picker only offers "No active permits"	No permit is active today (section 6.4). For a fire watch on a closed permit, use the permit's link or QR (section 8.4).
A permit was moved to another project	It keeps its original number and project (section 4.1). Close it and raise a new permit on the right project.
The Permit Number section isn't visible on a new permit	That is by design. The section appears once Deep Space has written the number.
A permit has no Related Forms section	No related form is set up for the register yet (section 8.6).
A Fire Watch Check isn't under its permit after a few minutes	Check it records the Permit Number (or was raised from the permit's link). A form submitted with no permit, or with "No active permits", isn't linked to anything. Otherwise the nightly rebuild links it.
A QR posted at the work area stopped working after the permit closed	The form's Permit field is required. Make it optional (section 8.6). Related Forms shows this as a warning.
The Fire Watches count is higher or lower than expected	It counts the linked forms that still exist. An archived or deleted Fire Watch Check leaves the count.

11. Quick reference

Item	Value
Permit form aliases	`permits_to_work`; `permit_hot_works` for a dedicated Hot Works permit form
Fields read	Project (`project`, required); Status (`status`), Start Date (`start_date`) and End Date (`end_date`) for listing; Permit Type, Requested By (Company) and Location for labels
Form settings	Submission editing not Disabled
Number format	PER + project ID (3 digits) + sequence per project (4 digits), for example PER0030002
Number on the permit	Section Permit Number, field `permit_number`
Listed when	Status is Active, and today is between the start and end dates
Permit list resource	`permit_list` (alias `permit_list_csv`, file `permit_list.csv`)
Picker set-up	Value column `permit_label`; display columns `company` and `location`; autofill `permit_number` and `submission_id`
Related form (e.g. Fire Watch Check)	Permit picker optional; fields `permit_number` and `permit_submission_id`; a required name or signature field

Related form configuration	Register + related form + resource `permit_list_csv` + mappings `permit_number` → `permit_number`, `submission_id` → `permit_submission_id`; set up by Deep Space
Raise from a permit	Permit to Work Details → Related Forms → Open form / Copy link / QR code
Where links show	The permit's Linked Records; the register's Fire Watches column
Updates	New permits, changes and linked forms, in Horizon or DS Site, within about a minute; permits whose dates pass, deletions in DS Site and anything missed, nightly
Register	Horizon → HSEQ → Risk & Controls → Permits to Work
Nightly automation	Horizon → Admin → Automation → Permit List - Daily Rebuild