

Work Clearance Procedure “Channels / Drains“

Based on SG standard Safety of machinery and LoTo

Work clearance is a document that is part of a safety system used for potentially dangerous work. This system is binding both for staff members and external companies. The clearance describes the work to be performed, where it is to be performed and when, by whom and what precautions are to be taken.

SGSD External Company Coordinator		Coordinator of External Company	
Division	_____	Company	_____
Name	_____	Name	_____
Date	_____	Date	_____
Signature	_____	Signature	_____

Organisation	req.	n. req.	done
Determination and designation of division; marking on the plant layout plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specify date and term of activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information of persons responsible for the division as well as ZEHSR and factory security service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment of the activities to be performed and instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize guard rails for fall protection and signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordination of changed traffic management (traffic lights, signage...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preventative examinations such as G42 “Work with infection hazard“	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area	req.	n. req.	done
Establish fall protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas measurements before work starts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demand personal protection equipment against fall, helmet etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cordoning off of impacted areas (streets / car parks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other, specific provisions			done
			<input type="checkbox"/>
			<input type="checkbox"/>
Date	Release	Name	Signature
	SGSD coordinator		
	ZEHSR		
	Plant management		

Validity of work clearance: From _____ to _____, from _____ to _____
DD.MM.YY DD.MM.YY HH:MM HH:MM

req. = required

n. req. = not required

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Approval certificate of the last version

Created on	Created by	Approved on	Approved by
16.07.2018	D. Kalkbrenner	12.07.2018	B. Reichel

Change evidence

Vers.	Date	Editor	Change / remark
A	20.01.2014	B. Reichel	Erstausgabe
B	16.07.2018	D. Kalkbrenner	Umkodierung und Anpassung