

## Work Clearance Procedure “Working on chimneys and funnels”

**Based on SG standard: Working with danger of falls**

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	
<b>Division</b>	_____	<b>Company</b>	_____
<b>Name</b>	_____	<b>Name</b>	_____
<b>Date</b>	_____	<b>Date</b>	_____
<b>Signature</b>	_____	<b>Signature</b>	_____

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"/>
Ascertainment of hazardous substances (toxic / explosive gases / vapors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of ascents and the necessity to use personal protection equipment (PSA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitability assessment for work with danger of falls (e. g. by preventative examination G41 proof)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction of persons assigned with the activity as regards the hazards related to the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment of the activities to be performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about fall protections (slings points, other provisions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area	req.	n. req.	done
Switch off system and secure it from restarting (LOTO procedure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If necessary, clearance measurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Securing the areas of operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of PSA against fall	<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

**Work Clearance Procedure “Working on chimneys and funnels”****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	23.01.2014	B. Reichel	Erstausgabe
B	16.07.2018	D. Kalkbrenner	Umkodierung und Anpassung