

## Work Clearance Procedure "Working in ex-protection areas"

**Based on: SG standard "External company management, 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		
<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"/>
Risk assessment of the activities to be performed and instruction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ascertain ex-protection areas		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use tools and instruments suitable for explosion protection		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check and secure earth connections		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify and assure absence of hazardous substances, if necessary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area		req.	n. req.	done
Cordoning off of affected areas		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for personal protection equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for good ventilation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid sparks, open fire, dust formation		<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