

Work Clearance Procedure “Working at gas pipes”

Based on SG standard Toxic Agent Standard, 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction of the persons assigned with the activity on the risks related to the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information on first aid and fire fighting measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information on material characteristics, predominant line pressures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointment of coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If necessary appointment of security guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specification of activities to be performed and safety precautions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area	req.	n. req.	done
Cordoning off the affected areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ascertainment of gas clearance (gas clearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring gas concentration (e. g. use of a personal gas detector)	<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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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	2001.2014	B. Reichel	Erstausgabe
B	16.07.2018	D. Kalkbrenner	Umkodierung und Anpassung