

## Work Clearance Procedure “Working on high-voltage stations”

**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			
<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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instruction of the persons assigned with the activity about the hazards related to the activity			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specification of activities to be performed			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verification of the qualification of the persons assigned with the work			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointment of supervisor for work on live equipment			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area			req.	n. req.	done
Ascertain the size of the hazardous area (distance to adjacent live equipment)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify compliance with 5 safety rules for electric work			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If necessary cover or cordon off adjacent areas, establish separation sections			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with LOTO procedure, switching authorizations			<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				
<b>Validity of work clearance:</b>					
From _____ to _____, from _____ to _____					
<small>DD.MM.YY                      DD.MM.YY                      HH:MM                      HH:MM</small>					

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	23.01.2014	B. Reichel	Erstausgabe
B	16.07.2018	D. Kalkbrenner	Umkodierung und Anpassung