

Work Clearance Procedure "Mobile cranes"

Based on SG standard: Working with mobile cranes 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 involved in the activity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Securing the proper condition of the crane (visual inspection / demanding test certificates)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Securing the proper condition of the lifting means (visual inspection / test certificates)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examination of certificate of qualification and the assignment of the crane driver		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assuring the qualification of the slinger and marshalling person		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assure communication between crane driver and marshalling person (specify unique hand signals)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area		req.	n. req.	done
Compliance with security distance from pits and slopes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance with the security distance to electrical overhead lines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verification of load capacity of installation surfaces		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If necessary assure the substructure of supporting plates (support beams or plates)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection of support safeguards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cordoning off and vacating of crane's radius of activity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other, specific provisions				done
				<input type="checkbox"/>
Date	Release	Name	Signature	
	SGSD coordinator			
	ZEHSR			
	Plant management			
Validity of work clearance: 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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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