

## Work Clearance Procedure “Mobile elevating work platforms”

**Based on SG standard Work clearance, Working at heights, External company management.**

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.

<p style="text-align: center;"><b>SGSD External Company Coordinator</b></p> <p><b>Division</b> _____</p> <p><b>Name</b> _____</p> <p><b>Date</b> _____</p> <p><b>Signature</b> _____</p>	<p style="text-align: center;"><b>Coordinator of External Company</b></p> <p><b>Company</b> _____</p> <p><b>Name</b> _____</p> <p><b>Date</b> _____</p> <p><b>Signature</b> _____</p>		
<b>Organisation</b>	<b>req.</b>	<b>n. req.</b>	<b>done</b>
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 of the persons assigned with the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety fences / barriers, signage etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitability assessment for working at heights (G41) and driving, controlling and monitoring activities (G25)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Protection of hazardous area</b>	<b>req.</b>	<b>n. req.</b>	<b>done</b>
Stability of mobile elevating work platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The operator of the mobile elevating work platform has proof that he has been trained in accordance with BGG 966	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The operator is commissioned in writing to operate the mobile elevating work platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cordoning off to adjacent areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSA (personal safety equipment) against fall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other, specific provisions</b>			<b>done</b>
			<input type="checkbox"/>
			<input type="checkbox"/>
<b>Date</b>	<b>Release</b>	<b>Name</b>	<b>Signature</b>
	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	23.01.2014	B. Reichel	Erstausgabe
B	16.07.2018	D. Kalkbrenner	Umkodierung und Anpassung