

Work Clearance Procedure "Road and car park work"

Based on: SG standard "Traffic route management" and BGV C22 "Construction work"

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 and interfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organize signage, barriers, traffic lights etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordination of changed traffic management / blocking in due time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform basic and specific instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area	req.	n. req.	done
Establish barriers, fences, signage, traffic lights etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for secured accesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure fall locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demand provision of personal protection equipment such as safety vests, helmets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide for illumination when it is dark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly mark entrances and exits of construction site vehicles			
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

Work Clearance Procedure “Road and car park work“**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