

Work Clearance Procedure “Working on roofs”

Based on SG standard: Working at heights and fall protection

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 duration 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 activities to be performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Load capacity of the roof (considering spare parts if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preventive medical check-ups of the staff members performing the work (G41)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic and special instruction for working on roofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area	req.	n. req.	done
Drop / fall protections (load capacity and use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk ways on roofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment against falling from a height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cordoning off of impacted areas (streets / car parks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<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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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