

## Work Clearance Procedure "Scaffolding work"

**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.

<b>SGSD External Company Coordinator</b>  Division _____ Name _____ Date _____ Signature _____	<b>Coordinator of External Company</b>  Company _____ Name _____ Date _____ 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 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"/>
Safe working areas for ascending and descending			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitability assessment for work at height (e. g. by proof of preventive examination G41)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of hazardous area			req.	n. req.	done
Stability of scaffold (suitability test and inspection for obvious defects)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixing the scaffold to the object			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scaffold release completed and attached visibly to scaffold			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Side protection available			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders in good order			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distance of scaffold to object less than 30 cm			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Load capacity of scaffold sufficient			<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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 ”Scaffolding 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	2001.2014	B. Reichel	Erstausgabe
B	16.07.2018	D. Kalkbrenner	Umkodierung und Anpassung