

ADMINISTRATIVE PROCEDURE CLEARANCE REQUEST FORM PROCESSING

APPLICATION

Completing and posting the *LBNL Work Clearance Request* form prior to shutting down equipment for servicing. Applies to Facilities Division personnel responsible for performing equipment maintenance or repair.

PURPOSE:

Assist researchers prepare the maintenance portion of Activity Hazard Documents (AHDs).

SPECIAL INSTRUCTIONS

1. The *LBNL Work Clearance Request* form must be used to notify building occupants of equipment service interruption whenever equipment is to be shut down for maintenance or repair.

WORK STEPS

1. Obtain an *LBNL Work Clearance Request* form and fill out the Job Information and Personnel Assigned sections completely.

REFERENCES

1. *LBNL Work Clearance Request*.

RESPONSIBILITIES AND CONTROLS

Provide signature lines as follows:

Rev. No.	SME/Title	Approved/Title	Date	Effective Date
1	 Jim Murphy Immediate Service Supervisor	 Ken Fletcher Operations Department Head	<u>3/31/2009</u>	<u>3/31/2009</u>

Facilities Division

NOTICE

Out of Service

EQUIPMENT: _____

FOR

MAINTENANCE AND REPAIRS

FOR APPROXIMATELY _____ HOURS

DO NOT USE

EQUIPMENT: _____

Note: This notice to be removed by posting individual ONLY upon completion of repairs

Date: _____ Name: _____

For information call x 5481