

Equipment should only be left running when absolutely necessary.

INSTRUCTIONS FOR COMPLETING THIS NOTICE.

If unattended equipment is left running, a completed copy of this notice must **be** left on the outside of the main doorway of the workroom. In certain circumstances, it may be prudent to attach an additional copy(ies) of this notice to the equipment concerned.

When completing this notice please:

Remember to remove this notice from display when the equipment is no longer running.

- 1) Print clearly.
- 2) Define the item of equipment to which the notice refers in a clear manner, for example 'Vac rig A' referring to a vacuum system with the letter 'A' boldly displayed on it. If necessary, define the location of the machine to avoid confusion.
- 3) Tick the appropriate box(es) to indicate the service(s) being used and name the cylinder gases/piped gases (if any). If a gas cylinder is used rather than piped gas, check the appropriate box.
- 4) Provide information relating to any special hazards, such as high temperature, high voltage etc, in the 'Hazards' section.
- 5) State the emergency shutdown procedure in a numbered sequence, for example:
 - CLOSE VALVE 'A'
 - OPEN VALVE 'S'
 - ISOLATE MAINS ELECTRICAL SUPPLY AT SOCKET 'C'
 - TURN OFF COOLING WATER AT TAP 'D'
- 6) State your name, home address and telephone number and include details of an alternate who is reasonably familiar with the equipment in the 'NOW contact' section.

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Unattended Apparatus

Please leave running.

Location:

Date:

Type of apparatus	
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Services used	Electricity	Water	Compressed gas	Cylinder in room	

Special hazards

To shutdown in an emergency

Contacts
Name
Telephone