

## Appendix E - Unattended Apparatus

# Please Leave Running.

Location: .....

<b>Type of Apparatus</b>	
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Services used	Electricity	Water	3 Phase Power	Compressed gases	In room	
					yes	no

<b>Special Hazards</b>	
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<b>To Shut down in an emergency</b>

Contacts			
<b>Name</b>			
<b>Telephone #</b>			

**NB: 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/lab. In certain circumstances, it may be prudent to attach an additional copy of this notice to the equipment concerned.

When completing this notice please:

1. Print clearly.
2. Define the item of equipment to which the notice refers in a clear manner, for example 'Vacuum 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 boxes 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 an ordered sequence,
6. For example:
  - CLOSE VALVE 'A'
  - OPEN VALVE 'B'
  - ISOLATE MAINS ELECTRICAL SUPPLY AT SOCKET 'C'
  - TURN OFF COOLING WATER AT TAP 'D'
7. Ensure you clearly label the named valves, sockets, etc.
8. 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.

**Remove this notice from display when the equipment is no longer running.**

