

WORK RELEASE FOR CONSTRUCTION/SERVICES ORGANIZATION INSTRUCTIONS

This form is used to release work documented in Memorandums of Understanding (MOU) or other work authorization documents or work packages used by the work performing subcontractor or organization to authorize and perform work. It may be used to release all or a portion of the work in a work authorizing document or a work package. It may not be used as a stand-alone work request and work authorization document; i.e., it must be associated with the appropriate work authorizing documentation. Determination as to whether the work authorization documents must accompany this form when it is signed to release work is made by the facility owner/person releasing the work.

The original must be retained by the facility owner/Operations. A copy of this form must be maintained at the work site for the duration of the authorized work.

Blocks 1 through 9, 12 and 18 are completed by the subcontractor/organization requesting work release or performing the work. Blocks 10, 11, 13 through 17, 19 and 20 are completed by the person releasing the work.

Block No.	Instructions (<i>What to Enter in the Block</i>)
1.	The date upon which it is desired to start the work.
2.	The shift upon which it is desired to start the work.
3.	The Building and Area in which the work will be performed.
4.	The name of the constructions/subcontractor/service organization point of contract who should be contacted by the work release authority to obtain answers to questions regarding the work or work release matters.
5.	The phone number of the point of contact in Block 4. Include area code if using a cell phone (<i>123-456-7890</i>).
6.	The Job Number assigned to the work document or work package that describes the work to be released.
7.	The Radiological Work Permit (RWP) number, or N/A.
8.	The Responsible Manager (<i>as defined in CPCC-PRO-WKM-12115</i>) for the work.
9.	A description of the work or work scope to be performed. The facility owner/work release authority is responsible for establishing a safe work boundary prior to releasing the work. This entry must therefore provide sufficient detail to allow the person who is releasing the work to fully understand what that work consists of and where it will be performed. This information must be sufficient to determine the effect of the work on facility safety and operability and the safety of the persons performing the work. When requesting release for only part of the work in the work authorizing document/work package, this may be a description of specific steps or tasks to be released or reference to (<i>identity of</i>) those steps or tasks in the work authorizing document/work package. For example, "Remove sheetrock and electrical fixtures and wiring from Room 37 and rewire for new fixtures" or "Complete Tasks 3 through 15 in referenced work package." When requesting release for all of the work described in the work authorizing document/work package, this should be a statement of the scope of the work, rather than a list of the tasks. For example, "All work described in the referenced work package" or "Remove sheetrock, replace electrical wiring and fixtures, and restore wall covering in Rooms 32 through 37."
10.	A description of the support required to perform the work that must be provided by the facility owner/person releasing the work or the organization for which the work is being performed (consumer or customer). Include type of support and duration (<i>e.g., Crane crew for 1 hour</i>).
11.	List special precautions about the work location, or any limitations to the planned work for the period of release.
12.	A description of the requirements that are prerequisite to work release, such as safety, health or environmental protection provisions, permits, lock and tags, work package approval, or other approvals or documents (<i>may include when and/or how long the work release is effective</i>). If the items are part of work package being released, they need not be repeated here. When the shift on which the work will start is other than the one that corresponds to the date & time in Blocks 13 and 14, the starting date and time for the appropriate shift must be specified in this block; e.g., "Released for shift starting 7:30 a.m. 01/07/21."
13.	When the work is being released for more than one shift, the dates and times that describe the duration of work release must be specified in this block; e.g., "Released effective from 7:30 a.m. 01/07/21 to 4:00 p.m. 01/07/21."
13.	Concurrence of the scope that will be released, and of any special requirements listed in Block 10.
14.	The lockout/tagout number initiated by the facility owner/operations to establish the safe working environment. "N/A" if none required.
15.	The name of the person who is authorized to release the work.

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16. The signature of the person who is releasing the work.
17. The time the work release is signed.
18. The date the work release is signed.
19. A description of work performed, etc. If no end of shift report/action is required, the person releasing the work must enter a statement that it is not required in Block 9.
20. Either the "Yes" or "No" box is marked with an "X" to indicate if the lockout/tagout was removed upon completion of the work. "N/A" if none required.
21. The facility release authority signs at end of shift or end of work, as appropriate, to acknowledge report of work completed and acceptance of facility equipment/systems.