

# SEAJ Check list before working in a clean room after a disaster (for emergency entry) For implementation by client 1/2

Company name:  
Company A, Inc., Office

Building:  
Bldg. C, Clean Room No. 1

Date: Year / Month / Date / Day / Time (Hr:Min)

[Front] Items to check before entering the clean room

Confirmed by: [Person in charge of Clean Room No. 1 in Bldg. C]

Major category	Subcategory	Check items			Remarks	
		Check point	Check column			
1. Check of safety	1) Check of range of clean room entry	(1) Check of entry range	Is the range of the clean room that you are trying to enter clearly identified?	<input type="radio"/>		
		(2) Check of work area	Is the work area clearly identified?	<input type="radio"/>		
	2) Check of damage and injury	(1) Assessment of damage and injury	Are you able to assess the extent of damage and injury (people and facilities)?	<input type="radio"/>	Evacuation site No. 1 can not be used. Temporary evacuation site will be set up in front of the employee entrance. Announced at April 1st morning meeting.	
		3) Evacuation site	(1) Location of evacuation site	Have you checked where the evacuation site is located in the event of an emergency?		<input type="radio"/>
			(2) Knowledge about evacuation site	Have you checked that all of the workers know where the evacuation site is located in the event of an emergency?		<input type="radio"/>
	4) Medical facilities	(1) Medical facilities	Have you checked what system and methods of communication can be used after an evacuation?	<input type="radio"/>	Confirmed that Hospital D and Clinic E are operating.	
			Have you checked the location, operating status and contact method of medical facilities?	<input type="radio"/>		
2. Items to check before entering the clean room	1) Understanding the clean room interior	(1) Overall layout diagram	Have you checked the overall layout diagram of the clean room? (Are the locations of hazardous materials, etc. marked?)	<input type="radio"/>	Air conditioning is operating, but exhaust fans are not operational. Always wear a portable oxygen concentration meter and CO sensor. Lighting is not on in some areas, but flashlights were prepared.	
		(2) Emergency exits	Have you checked that emergency exits are located in at least two places?	<input type="radio"/>		
		(3) Locations of installed target devices	Have you checked the locations of target devices and equipment?	<input type="radio"/>		
	2) Operating status of equipment	(1) Air conditioning	Are the air conditioning and ventilation facilities operating?	<input type="radio"/>		
		(2) Means of sensing gas leakage and lack of oxygen	Do you bring a portable gas leak detector and oxygen concentration meter?	<input type="radio"/>		
		(3) Lighting	Have you checked the availability of flashlights and lighting?	<input type="radio"/>		
		(4) Power supply	Have you checked the status of power supply for the work area?	<input type="radio"/>		
		(5) Countermeasures for water leakage and liquid leakage	Do you bring pH test papers in preparation for water leakage and liquid leakage?	<input type="radio"/>		
	3) Preparing to enter the clean room	(6) Fire alarms	Are the fire alarms and smoke detectors in a functioning state?	<input type="radio"/>		Secured supplies for 50 people.
		(1) Protective equipment and protective clothing	Are the required protective equipment and protective clothing in a usable state? (Protective hats, Safety footwear, boots, gloves, etc.)	<input type="radio"/>		Equipment not operational. Prepared buckets with water in the changing room.
			(2) Emergency shower and eyewash	Are you able to check their location and functioning state?		<input type="radio"/>
		(3) Communication method	Do you secure a means of communication (mobile phone, transceiver, etc.) with the outside?	<input type="radio"/>		Confirmed that we can make phone calls using company mobile phones.
	4) Pre-entry determination	(1) Final determination on entry permission	Do you have the required tools (tools, lighting equipment, detectors)?	<input type="radio"/>		
			Has it been determined that there is a low possibility of a secondary disaster occurring? (Gas, lack of oxygen, chemicals, etc.)	<input type="radio"/>		
Freely use this space if needed.				<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); border: 1px solid black; padding: 2px;">Entry Permitted</div> <div style="margin: 0 10px;"> <input checked="" type="radio"/> Yes / <input type="radio"/> No         </div> <div style="border: 1px solid black; padding: 5px;">           Signature of client's person in charge:  <i>[Person in charge of Business]</i> </div> </div>		

**Notes:**

- \* The client is requested to use this check list after understanding the content of the "Guidelines for entering and working in clean rooms after a disaster."
- \* When a declaration of safety is made after this check list is completed, we request that this information be disclosed to the safety officers of each company.
- \* Provided checklists are for reference use only, which does not assure the safety of personnel or property at the time of a disaster or thereafter, and SEAJ is not liable for any accident or injury to any personal or persons, or damage to property.

**SEAJ** Check list before working in a clean room after a disaster (for emergency entry) For implementation by client 2/2

[Back] Items to check after entering the clean room, before working, and when leaving the clean room

**"Always enter the clean room with at least one other worker."**

Confirmed by: [Person in charge of Clean Room No. 1 in Bldg.]

Major category	Subcategory	Check items			
		Check point	Check column	Remarks	
3. Items to check after entering the clean room	1) Indoor environment	(1) Air conditioning	Are the air conditioning and ventilation facilities operating? Is there any unusual odor?	△	Exhaust fans have stopped, but there is no lack of oxygen and no gas leakage.
		(2) Lighting	Is the lighting lit?	△	Lighting is not on in some areas, but there are no areas that are completely dark.
		(3) Power supply	Is power being supplied to the work areas?	○	
	2) State of the building	(1) Floors	Are there any floor (grating pile) abnormalities such as broken, slippery, or sunken parts?	○	
		(2) Passageways and stairs	Are there any risks of danger in the passageways or stairs such as due to breakage, damage, collapse, hazardous materials?	○	Stairs and safety passages are normal.
		(3) Wind-blown and falling objects	Are there any wind-blown and falling objects?	△	Entry was prohibited to areas with large fallen objects by marking them with yellow tape.
		(4) State of water leakage and liquid leakage	Is there any leakage of liquid on the floor? Have you checked the chemical pH of the leakage liquid?	△	Some liquid was on the floor. All pH tests were 7. There is no chemical leakage.
(5) Walls	Is there any damage to the walls, and is there any risk of walls collapsing, etc.?	△	Entry was prohibited to areas with large fallen objects by marking them with yellow tape.		
(6) Fire extinguishers	Are fire extinguishers and fire extinguishing equipment in a usable state?	○			
4. Items to check before working	1) Building	(1) Evacuation routes and emergency exits	Are the evacuation routes and emergency exits in a usable state?	△	Only Emergency Door No. 3 is deformed and can not open. (Notice was put up.)
		(2) Restricted access areas	Are displays installed indicating where restricted access areas are?	○	Entry was prohibited to dangerous areas by marking them with yellow tape.
		(3) Work areas	Was it possible to secure the safety of work areas?	○	
	2) Utility status check	(1) Power supply	Are there any abnormalities such as disconnections or leakage of electricity in the power lines?	○	
		(2) Piping	Are there any abnormalities to the pipe lines such as damage?	○	
	3) Detectors and alarms	(1) Fire alarms	Are the fire and smoke detectors operating? (Indicator lamps on, etc.)	○	
		(2) Gas leak detectors	Are the gas leak detectors and oxygen concentration meters operating? (Indicator lamps on, etc.)	○	
		(3) Water leakage and liquid leakage detectors	Are the water leakage and liquid leakage detectors operating? (Indicator lamps on, etc.)	○	
	4) Devices and equipment	(1) Existence of damage	Is there any damage to the equipment?	△	Some of the devices are damaged, but there is no problem working in the clean room.
	5. Items to implement after leaving the clean room	1) Products	(1) Attachment of harmful substances	Are any hazardous substances attached to the workers?	○
2) Health check		(1) Check of worker physical condition	Are there any issues with the physical condition of the workers?	○	
3) Waste		(1) Waste check	Has waste been treated as prescribed for the work?	○	
Freely use this space if needed.				Final confirmation	Signature of client's person in charge. [Person in charge of Business Office B of Company A]

**Note:**

\* If any disaster victims have been found, first of all please contact the relevant departments. Never take any action alone.



# Check list before working in a clean room after a disaster (for recovery work entry) 1/1

Company name:  
Company A, Inc., Office B

Building:  
Bldg. C, Clean Room No. 1

Date: Year / Month / Date / Day  
Confirmed by: [Signature of Vendor Rep.]

Major category	Subcategory	Check items						
		Check point	Check column	Remarks				
1. Safety management	1) Check of range of clean room entry	(1) Check of entry range	Is the range of the clean room that you are trying to enter clearly identified?	<input type="radio"/>				
		(2) Check of work area	Is the work area clearly identified?	<input type="radio"/>				
	2) Check of damage and injury	(1) Assessment of damage and injury	Are you able to assess the extent of damage and injury (people and facilities)?	<input type="radio"/>				
		(1) Location of evacuation site	Have you checked where the evacuation site is located in the event of an emergency?	<input type="radio"/>	Use the temporary evacuation site set up in front of the client's employee entrance. Announced at the April 3rd meeting before working.			
		(2) Knowledge about evacuation site	Have you checked that all of the workers know where the evacuation site is located in the event of an emergency?	<input type="radio"/>	Confirmed the emergency contact list posted on the wall of the temporary evacuation site.			
	3) Evacuation site	(3) System of communication after evacuation	Have you checked what system and methods of communication can be used after an evacuation?	<input type="radio"/>	Hospital D and Clinic E can be used. (Information from Company A's safety manager)			
4) Medical facilities		(1) Medical facilities	Have you checked the location, operating status and contact method of medical facilities?	<input type="radio"/>				
5) Health management	(1) Health management	Did the workers become fatigued? Is it necessary to request assistance?	<input type="radio"/>					
6) Entry determination	(1) Entry permission determination	Have you checked the methods to prevent secondary disasters? (Gas, lack of oxygen, chemicals, etc.)	<input type="radio"/>	At 13:00 on April 1st (Wednesday) Company A announced that safety was confirmed.				
2. Checking safety in the clean room, subfabs, etc.	1) Understanding the clean room interior	(1) Overall layout diagram	Have you checked the overall layout diagram of the clean room?	<input type="radio"/>				
		(1) Air conditioning	Are the air conditioning and ventilation facilities operating?	<input type="radio"/>				
	2) Operating status of safety equipment	(2) Means of sensing gas leakage and lack of oxygen	Are the gas leakage detectors and oxygen concentration meters in a functioning state?	<input type="radio"/>				
		(3) Lighting	Is the lighting lit?	<input type="triangle-up"/>	Our company's fixtures are not lighting, but it is possible to work using flashlights.			
		(4) Power supply	Have you checked the status of power supply for the work area?	<input type="radio"/>				
		(5) Check of water leakage and liquid leakage	Are the water leakage and liquid leakage detectors in a functioning state?	<input type="radio"/>				
		(6) Fire alarms	Are the fire alarms and smoke detectors in a functioning state?	<input type="radio"/>				
	3) Preparing to enter the clean room	(1) Protective equipment and protective clothing	Are the required protective equipment and protective clothing in a usable state?	<input type="radio"/>				
		(2) Emergency shower and eyewash	Have you been able to check their location and functioning state?	<input type="radio"/>	Facilities in the clean room can not be used. There are buckets of water in the changing room.			
		(3) Communication method	Do you secure a means of communication (mobile phone, transceiver, etc.) with the outside?	<input type="radio"/>	Company A's safety manager has permitted personal use of mobile phones in the clean room.			
		(4) Tools and measuring instruments	Do you have the required tools (tools, lighting equipment, detectors)?	<input type="radio"/>				
	4) State of the building	(1) Floors	Are there any floor (grating pile) abnormalities such as broken, slippery, or sunken parts?	<input type="radio"/>				
		(2) Passageways and stairs	Are there any risks of danger in the passageways or stairs such as due to breakage, damage, collapse, hazardous materials?	<input type="radio"/>				
		(3) Wind-blown and falling objects	Are there any wind-blown and falling objects?	<input type="radio"/>	There is a notice that entry is prohibited to areas with large fallen objects that are marked with			
		(4) State of water leakage and liquid leakage	Is there any leakage of liquid on the floor? Have you checked the chemical pH of the leakage liquid?	<input type="radio"/>				
		(5) Walls	Is there any damage to the walls, and is there any risk of walls collapsing, etc.?	<input type="radio"/>	There is a notice that entry is prohibited to areas with damaged walls that are marked with yellow			
		(6) Fire extinguishers	Are fire extinguishers and fire extinguishing equipment in a usable state?	<input type="radio"/>				
	5) Building	(1) Evacuation routes and emergency exits	Are the evacuation routes and emergency exits in a usable state?	<input type="triangle-up"/>	Emergency door No.3 can not be used. (There is a notice by the client.)			
		(2) Restricted access areas	Are displays installed indicating where restricted access areas are?	<input type="radio"/>	There is a notice that entry is prohibited to restricted areas that are marked with yellow tape.			
		(3) Work areas	Is it possible to secure the safety of work areas?	<input type="radio"/>				
	6) Devices and equipment	(1) Existence of damage	Is there any damage to the equipment?	<input type="triangle-up"/>	There is no noticeable damage other than the deformed arm of the transfer robot.			
	Freely use this space if needed.				Entry Permitted	Yes / No	signature	
							Responsible Person at the Client	Responsible Person at the Vendor
		[Signature of Client Security Mgr.]	[Signature of Vendor Security Mgr.]					

**Notes:**

\* Please use this check list to satisfy the criteria of the "Guidelines for entering and working in clean rooms after a disaster."

\* Please use this check list when requested by the client's safety officer to enter a clean room such as to perform equipment restoration.

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