

SPECIAL EFFECTS SAFETY INSPECTION

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Production	Location
Episode Name and #	Shooting Date(s)
Permit # / Issuing AHJ	Date Issued
Person Completing Checklist	Date Checklist Completed

Key Personnel

Special Effects Coordinator	Special Effects Assistant(s)
Assistant Director	First Aid
Production Safety Rep	Fire Dept Rep / FSO
Transportation Coordinator	Stunt Coordinator

Basic Procedures

1. Notify all essential personnel of your intention to use special effects.
2. Conduct a detailed briefing of the action: What will happen, the hazards involved, equipment involved, emergency procedures and the location of emergency medical facilities / personnel.
3. Answer any questions or respond to concerns completely.
4. Ensure adequate rehearsal time has been provided.
5. Conduct as many dry runs as necessary.
6. Have one last briefing and dry run to ensure everyone understands the sequence of events.
7. Hold final safety meeting.
8. If there are any changes, start over and review from the beginning.
9. Clear the set of non-essential personnel.
10. Make sure that communications are absolutely clear between everyone involved.
11. Following any pyrotechnic effect, keep all personnel clear until area has been deemed safe by the Special Effects Coordinator.

Describe IN DETAIL the special effects to be used:

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Please answer all questions. "N/A" means "Non Applicable." If action required, give brief description.

Yes	No	N/A	Inspection Item
			Do all Special Effects Personnel have Pyrotechnic Operator / Special Effects Cards as required?
			Have all required permits been pulled with local Authority Having Jurisdiction (AHJ)?
			If smoke is being used, will proper ventilation be provided and is additional safety equipment required (e.g., respiratory protection, goggles, etc.)?
			Have Safety Data Sheets (SDS) been obtained for any hazardous substance to be used?
			Have you planned procedures for: <ul style="list-style-type: none"> • Human error • Outside Interference • Anything unexpected • Mechanical error • Natural acts (i.e. weather changes)
			Has all special effects equipment been carefully inspected prior to use?
			Have the following personnel been briefed on the specifics of the effects: <ul style="list-style-type: none"> • Special Effects Coordinator / Assistant(s) • Production Safety • UPM • Medical / First Aid • Director • Cast • Local Authority Having Jurisdiction (AHJ) • Assistant Directors • Fire Safety Officer
			If minors (under 18) are involved, have you obtained the teacher / welfare workers' approval?
			Have proper arrangements been made for emergency medical services?
			Have proper arrangements been made for emergency medical services? <ul style="list-style-type: none"> • Is a standby ambulance or helicopter needed? • Has the nearest emergency medical facility been located? • Is a doctor needed on set?

Pre-Planned Special Effects Diagram

(add additional pages as necessary)

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