|  |  |  |
| --- | --- | --- |
| **Description:**  | **ID#:**  | **Date:**  |
| **Building:**  | **Verified by:**  | **Date:**  |
| **Specific Location:**  | **Next Audit Due:**  |
| **Scope/Use:** This procedure is required whenever machine guards or other safety devices are removed or bypassed or any hazardous exposure to a point of operation or an associated danger takes place. |
| **Purpose:** This lockout will bring this equipment (or section) to a fully de-energized condition for inspections, cleaning, and repairs. |
| Special Precautions |
|  |
| X | Lockout Points |
| Lockout devices needed | – 483 gate valve devices- 481 gate valve devices - ball valve devices- circuit breaker device– lockout hasps- Tags- locks per employee  |
| PPE Required | * Safety glasses
* heat resistant gloves
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| **Lockout Application Steps** |
| **Step 1 – Review procedure and verify you have all of the needed lockout devices and locks required** |
| **Step 2 – Notify all affected persons and occupants that the equipment is being shut down** |
| **Step 3 – Shut down the equipment from the operator controls** |
| **STEP 4 – Isolate energy and lockout each point in order** |
| Order | Energy Source | Point | LOTO Device | Method | Visual |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Order | Energy Source | Point | LOTO Device | Method | Visual |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| **STEP 5 – Verify lock out is complete by testing operation and/or verifying there is no energy at the work location. Dissipate any energy from the system that may release into the work area. Use the steps outlined below.** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| **Step 6 – Begin Work** |

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| **Lockout Release Steps** |
| Step 1 – Inspect equipment and ensure all tools, spare parts, and waste are clear of the equipment |
| Step 2 – Review the procedure and make sure all authorized persons are present with their keys |
| Step 3 – Notify all affected persons and occupants that the equipment will be re-energized and tested |
| Step 4 Check area to make sure all affected person and occupants are clear of the equipment and it is safe to begin |
| Step 5 – Remove locks and re-energize |
| Order | Energy  | Point | Device | Method |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| **Step 6 – Notify affected employees and occupants the system is energized and ready for testing** |
| **Step 7 – Startup equipment and verify proper operation** |