|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** | | | | |