

2600SEG118
STANDARD FOR EQUIPMENT LOCKOUT / TAGOUT

CHECKLIST

PREPARATION FOR LOCKOUT / TAGOUT			
#	OK	N/A	
1.			Supervisors shall provide authorized employees the lockout devices and tags (ACP Form Nos. 4394 and 4397L).
2.			Tags shall be filled out in accordance with the ACP "Guidelines for Entries on Standard Lockout/Tagout".
3.			Employees authorized to perform isolation shall identify all energy sources and make sure which switches, valves, or other isolating devices apply to the system being isolated. More than one energy source (electrical, mechanical, or others) may be involved.
LOCK OUT / TAG OUT SEQUENCE			
4.			<u>Notify</u> : Notify all employees that a system is to be isolated and the reasons therefore.
5.			<u>Shut down</u> : If the system is operating, shut it down by the normal stopping procedures.
6.			<u>Isolate</u> : <u>Isolate</u> the system by operating the switch(es), valve(s), and other control devices, and perform other procedures so that all energy sources are disconnected or isolated from the system. Stored energy (such as that in capacitors, springs, elevated machine parts rotating flywheels, pressure in hydraulic, air, gas, steam, or water systems) must also be dissipated or restrained by methods, such as grounding, repositioning, blocking, bleeding down, etc.
7.			<u>Lockout</u> : Lockout the energy isolating devices with individually assigned locks when there are requirements for the lock out.
8.			<u>Tagout</u> : Place a tag along with each lock or other isolating device.
9.			<u>Test</u> . After ensuring that no personnel are exposed, and as a check on having disconnected all energy sources, operate the "on" switch (or other operating controls) to make certain that the system will not operate. CAUTION : RETURN OPERATING CONTROLS TO THE "OFF" OR SAFE POSITION AFTER THE TEST.
10.			The equipment is now isolated.
INTERIM TESTING OR POSITIONING			
11.			<u>Clear</u> the system, machinery, or equipment and area of all tools, materials, and people.
12.			<u>Remove</u> isolation devices.
13.			<u>Energize</u> the system, machinery, or equipment, and proceed with testing or positioning.
14.			<u>Shut down and isolate</u> the system, machinery, or equipment again.
RESTORING SYSTEM TO SERVICE			
15.			<u>Clear</u> : Check the system, machinery or equipment, and area to see that it is clear from all tools, material, and people.
16.			<u>Notify</u> : Notify affected people that the system, machinery, or equipment is going to be put back into service.
17.			<u>Remove</u> : When the system and area are clear, remove all tags, locks and other isolation devices. Each lock and tag shall be removed by the authorized person who applied it, or under his/her direct supervision. However, if this person is absent from the workplace, the lock or tag may be removed by another authorized person assigned to perform that task, provided that: <ul style="list-style-type: none"> • The supervisor ensures that the person who placed the lock or tag is not available at the workplace, and • The supervisor ensures that the person is notified that the lock or tag has been removed before he or she resumes work at that site.
18.			<u>Restore energy to the system</u> .
19.			<u>Check</u> the system and all components to ensure that it is operating properly before returning it to operating personnel.

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20.			Return tags to supervisor.
PROCEDURE INVOLVING MORE THAN ONE AUTHORIZED PERSON.			
21.			In the preceding steps, if more than one authorized person is required to work on the same system, each authorized person shall place his/her own personally assigned lock/tag on a multiple energy isolating device. However, one designated person from a crew working together on a system may (with the knowledge of the rest of the crew) be assigned to lockout a system, machinery, or equipment for the whole crew. It shall be the responsibility of that person to carry out all the steps of the lockout / tagout procedure, and to inform the crew when it is safe to work on the system, machinery, or equipment. As an added precaution, any authorized person in the crew may also place his lock and tag on the energy isolating devices. The person assigned to perform the group lockout/tagout shall not remove a crew lock/tag until he/she has verified that the system, machinery, or equipment and area are cleared of all tools, materials, and personnel.
SPECIAL SITUATIONS			
22.			There is no place to install the isolation devices – see Section 9a of the Standard.
23.			The person who installed the isolation device and tag is not available or accessible – see Section 9b of the Standard.
CONFINED SPACES			
24.			Confined spaces (except Non-permit Entry Spaces) will be isolated from all adjacent or connecting spaces, systems, or energy sources prior to entry.
25.			In the case that hot work is to be performed in or on a confined space, the space shall be isolated from any adjacent spaces or connected systems that may be adversely affected by, or might generate an explosive or toxic atmosphere as result of the hot work.
26.			Isolation from energy sources involves physically blocking any actual or potential energy source from entering the confined space, and will be performed in accordance with this Standard and the Lockout and Tagout Procedure for Isolating Energy Sources. <ul style="list-style-type: none"> • The use of additional procedures when the confined space is of double wall construction will be determined by the Competent Person and noted on the entry permit.
27.			In continuous systems where complete isolation is not possible (sewers, utility tunnels, etc.) specific written procedures will be used to safeguard against hazards normally prevented by isolation.