YOUR LOGO HERE

Lockout/Tagout Posted Procedure

ID#:		Facility: YOUR FACILITY HERE	Location: STILL HOUSE B
Created:	08/12/2020	Description: XXXXX CONDENSER UNIT	
Revised:	22/03/2021		

7 **Lockout Points**

Note: THIS EQUIPMENT INTERVENTION MUST BE CARRIED OUT IN ACCORDANCE WITH THE XXX COMPANY LOCK OUT AND TAG OUT ISOLATION PROCEDURE DOCUMENT (XXXX) AND SUPPORTING PLANT INSTRUCTION SHEET. IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE INSTRUCTION SHEET IS COMPLETED, SIGNED AND FILED CORRECTLY.

ENSURE CONDENSER IS IN A SUITABLE CONDITION IN ACCORDANCE WITH RAMS

Purpose: This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment.

Scope: This procedure shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energisation or start-up of the machine or equipment or release of stored energy could cause injury.

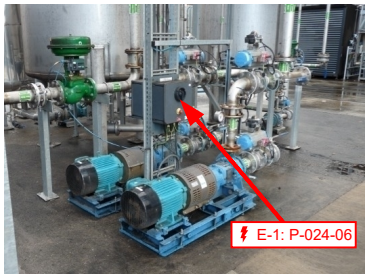
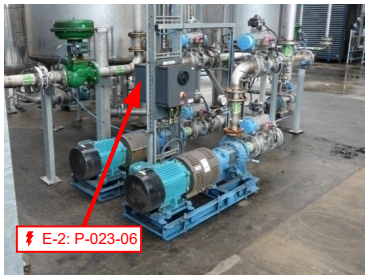
Authorisation: This procedure shall only be used by employees with 'Isolating Authority' status. This applies to Operation Leaders, Area Leaders and Operational Team members. The Permit to Work Issuing Authority is responsible for ensuring that the LOTO sheets are up to date and available and that isolations and devices are maintained for the duration of the work.

Enforcement: Failure to properly follow lockout-tagout procedure may result in corrective action.

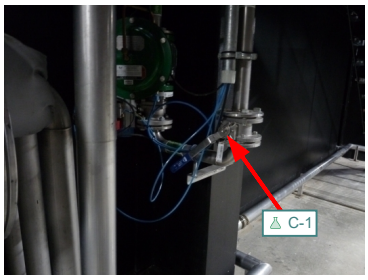
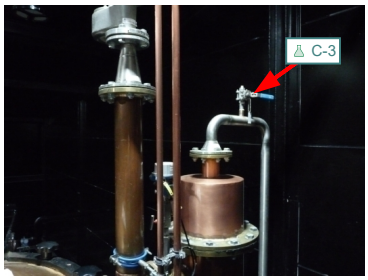
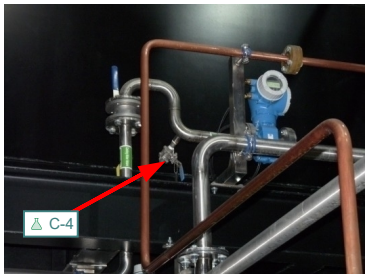
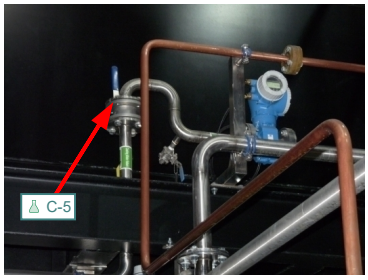
Lockout Application Process

1. Notify affected personnel. 2. Properly shut down machine. 3. Isolate all energy sources. 4. Apply lockout devices, locks, & tags. 5. Verify total de-energisation of all sources.

Lockout Steps

Step #	Action	Info	Verification
1 Electrical E-1 Primary Feed	The E-1 **P-XXX** Disconnect is located on line directly after Cooling Water Tank/Pump located in the Tank Farm area. Turn Disconnect to the off position and lock out. Use a Padlock, hasp and tag device.	**E1 Electrical Isolation** 	Prove pump will not run from Control Screen
2 Electrical E-2 Primary Feed	The E-2 **P-**XXX Disconnect is located on line directly after the Cooling Water Tank/Pump located in the Tank farm area. Turn Disconnect to the off position and lock out. Use a Padlock, hasp and tag device.	**E2 Electrical isolation** 	Prove pump will not run from Control Screen

Lockout Steps

Step #	Action	Info	Verification
3 Chemical C-1 Manual Valve	The C-1 **MV-XXX** Manual Ball Valve is located on line before the XXX Condenser water inlet. Turn Valve to the off position and lock out. Use a Padlock, hasp and tag device.	**C1 Valve Isolation** 	Confirm valve is shut
4 Chemical C-2 Manual Valve	The C-2 **MV-XXX** Manual Ball Valve is located on the side of the machine. Turn Valve to the off position and lock out.	Use a Padlock, hasp and tag device.	Confirm valve is shut
5 Chemical C-3 Manual Valve	The C-3 **MV-XXX** Manual Ball Valve is located on the upper level in SH2 on line after the XXX Condenser Water outlet air vent. Turn Valve to the off position and lock out. Use a Padlock, hasp and tag device.	**C3 Valve Isolation** 	Confirm valve is shut
6 Chemical C-4 Manual Valve	The C-4 **MV-XXX** Manual Ball Valve is located on line high against the left wall after the XXX Condenser Water outlet drain. Turn Valve to the off position and lock out. Use a Padlock, hasp and tag device.	**C4 Valve Isolation** 	Confirm valve is shut
7 Chemical C-5 Manual Valve	The C-5 **MV-XXX** Manual Ball Valve is located on line high against the left wall after XXX Condenser Water outlet. Turn Valve to the off position and lock out. Use a Padlock, hasp and tag device.	**C5 valve Isolation** 	Confirm valve is shut

Verification of Energy Isolation

Verify that all energy sources are isolated and at a Zero Energy State by attempting to start machine with normal operating controls.

Lockout Removal Process

1. Ensure all tools and items have been removed. 2. Confirm that all employees are safely located. 3. Verify that controls are in neutral. 4. Remove lockout devices and reenergise machine. 5. Notify affected employees that servicing is completed.

Lockout Tagout Procedure

Purpose:	To protect authorised employees against unexpected or unplanned activation of equipment or energy while servicing equipment.
Scope:	Utilise this procedure for all scheduled PM shutdowns, any maintenance task that requires you to place your body in harms way of the equipment, or if you have to leave the area while the equipment is in service.
Enforcement:	**Failure to properly follow lockout-tagout procedure may result in corrective action.**

SHUTDOWN, LOCK, TAG & TEST SEQUENCE

#	STEP	DESCRIPTION
1	***Notify Employees***	Notify all affected employees that servicing or maintenance is required on a machine or equipment, and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2	***Review Lockout Procedure***	The authorised employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3	***Perform Machine Stop***	If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.). Reference machine operating procedure for normal shutdown.
4	***Isolate Energy***	Follow graphical lockout-tagout procedure from top to bottom to de-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). NOTE: It may be necessary to dissipate the non-lockable energy sources before isolating the lockable energy sources. (i.e. lower the machine to lowest position before locking out.)
5	***Lockout Energy***	Lock out and tag out the energy-isolating device(s) with assigned lock(s) and tag(s). If the lock(s) need to be transferred to another employee, follow the company procedure for authorised employee transfer.
6	***Dissipate Energy***	Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems,as well as air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7	***Attempt Restart***	Ensure that the equipment is disconnected from the energy sources by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating controls or by testing to make certain the equipment will not operate. Caution: Return operating controls to neutral or "off" position after verifying the isolation of the equipment.

RESTORE TO SERVICE SEQUENCE

#	STEP	DESCRIPTION
1	***Check Machine***	Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2	***Check Area***	Check the work area to ensure that all employees have been safely positioned or removed from the area.
3	***Verify Machine***	Verify that the controls are in neutral.
4	***Remove Lockout***	Remove the locks, tags and lockout devices and re-energise the machine or equipment. In reverse order, follow all of the steps from the visual lockout-tagout procedure found on the previous page. Note: The removal of some forms of blocking may require re-energisation of the machine before safe removal.
5	***Notify Employees***	Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.