

Lockout Tagout Procedure Sample

Lockout/Tagout Posted Procedure

ID# 5879
Created 7/6/2018
Revised 7/6/2018

Facility Brady Good Hope - Production
Location Boiler Room

Description Boiler #1

4 Lockout Points

Note: This machine is capable of generating extremely high temperatures. Allow it to return to room temperature before proceeding Confined Space. Authorized personnel only. Permits are required before entering. Follow all Confined Space procedures. Piping systems can store energy hydraulically. Ensure pressures are isolated and/or have been relieved before proceeding.

MCC 3 Column 3 Bucket A
EAST VIEW
NORTH VIEW

Lockout Steps			
Step #	Action	Info	Verification
1	Electrical The E-1 Disconnect is located on the East side of the machine on the MCC panel Column 3 bucket A. Turn Disconnect to the off position and lock out.	Use a Lock and hasp device.	Attempt to restart at control panel.
2	Gas The G-1 Ball Valve is located on the East side of the machine. Turn Valve to the off position and lock out.	Use a Ball valve lockout device.	Verify pressure has bled off.
3	Water The W-1 Butterfly Valve Lockout is located on the East side of the machine. Turn the valve to the closed position and lock out.	Use a Lock and hasp device.	Verify pressure has bled off.
4	Water The W-2 Butterfly Valve Lockout is located on the East side of the machine. Turn the valve to the closed position and lock out.	Use a Lock and hasp device.	Verify pressure has bled off.

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Purpose: To protect authorized employees against unexpected or unplanned activation of equipment or energy while servicing equipment.

Scope: Utilize 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 will result in corrective action.

SHUTDOWN, LOCK, TAG & TEST SEQUENCE	
#	STEP
1	<i>Notify Employees</i>
2	<i>Review Lockout Procedure</i>
3	<i>Perform Machine Stop</i>
4	<i>Isolate Energy</i>
5	<i>Lockout Energy</i>
6	<i>Disipate Energy</i>
7	<i>Attempt Restart</i>

RESTORE TO SERVICE SEQUENCE	
#	STEP
1	<i>Check Machine</i>
2	<i>Check Area</i>
3	<i>Verify Machine</i>
4	<i>Remove Lockout</i>
5	<i>Notify Employees</i>