

NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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1.0 PURPOSE

To provide standardized training and awareness of lockout tag out procedures and to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage and removal of energy controlling devices are acquired.

2.0 APPLICATION

This SOP applies to

- Authorized personnel: who have been trained and recognize the applicable hazardous energy sources. Who know how to control machine and equipment energy and who service or perform maintenance on equipment which contains/utilizes a hazardous energy source.
- Affected personnel: who have been trained and know why energy control procedures are required but do not actually perform maintenance.
- Other employees: whose work operations are in an area where energy controls are being utilized but are trained to never to try to start locked or tagged equipment.

3.0 REFERENCES

- OPNAVINST 5100.23E
- 29 CFR 1910.147
- NAESINST 5100.1E
- SAF-TM-5100

4.0 PROCEDURES

1. Sequence of lockout tag out procedures:

- Identify machine energy types, their hazards and the control devices need to control energy.
- Inform affected employees of planned lockout.
- Determine who has primary responsibility if service/maintenance is a group assignment.
- Shut down equipment with normal stopping procedures (neutral position).
- Locate and isolate all energy sources and release any stored energy (such as air, gas, steam, water pressures; block elevated parts, release tension on springs, etc).
- Lockout and Tagout all hazardous energy sources (each individual attach their own personal lock and tag.)
- If this is a group service/maintenance procedure, deposit your personal key in "group lockout box".
- Test operating controls to ensure equipment is de-energized, then return operating control to "neutral" or off position.
- After the service/maintenance is complete and the equipment is ready to normal operation, ensure no one is near equipment and remove tools, replace guards and remove all lockout devices.