

**NATIONAL HIGH MAGNETIC
FIELD LABORATORY**

NHMFL

FLORIDA STATE UNIVERSITY

**NHMFL
LOCKOUT/TAGOUT
SAFETY PROCEDURE**

SP-1

**TITLE: SAFETY CLEARANCE PROCEDURE
LOCKOUT/TAGOUT**

HEAD of MAGNET OPERATIONS
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LOCKOUT/TAGOUT

SAFETY PROCEDURE

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1.0 PURPOSE

The purpose of this procedure is to ensure that before any employee, user, visitor, contractor, or other person performs any servicing or maintenance on machines, equipment, or systems where the unexpected release of stored energy or the unexpected energization and operation of equipment being serviced or maintained could cause injury, the machine, equipment, or system being serviced or maintained shall be isolated from the energy sources and rendered inoperable.

This procedure is written in accordance with the Code of Federal Regulations CFR 29 1910.147 (The Control of Hazardous Energy).

2.0 SCOPE

This document applies to all personnel working on equipment or systems that are under the control of the NHMFL. It is to be used as part of the overall NHMFL Safety Program.

This procedure is to be used by all personnel at the NHMFL, including employees, and contractors. This procedure identifies the specific requirements for the protection of personnel working on facility machinery, equipment, and systems from the hazards due to the unexpected or accidental release of stored or potential energy. This procedure also establishes responsibilities as applicable for the administration and implementation of the program.

3.0 DEFINITIONS

- 3.1 **Primary Authorized Employee** - An employee who locks out or tags out equipment or systems in order to perform servicing or maintenance on that machine, equipment, or system. The primary authorized employee initiates the paperwork and is the first to hang their lock and the last to remove it from the energy isolation point or lock box.
- 3.2 **Authorized Employee** - An employee who locks out or tags out equipment or systems by adding his or her lock to an existing lockout in order to perform servicing or maintenance on that machine, equipment, or system.
- 3.3 **Issuing Authority** - The Issuing Authority has the ultimate responsibility for checking and approving the Energy Isolation Points of equipment, machines, or systems to ensure that

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the appropriate isolation points have been identified and locked out, for verifying that the lockout procedure for the equipment has been properly documented on the safety clearance form and is completely accurate. Their responsibilities also include performing an independent check of the physical lock out or tag out at each Energy Isolation Point.

Issuing Authorities shall be the following NHMFL personnel: Electrical Supervisor – Wes Morris, Head Magnet Operations - Bryon Dalton, Head Facilities - John Kynoch, Control Room Operators – Larry Gordon and Joel Piotrowski

Issuing Authorities are the only employees authorized to issue a Safety Clearance.

An employee can not be the Issuing Authority and Primary Authorized Employee on the same Safety Clearance. A lockout can not be performed without the signature of a knowledgeable Issuing Authority.

3.5 **Energy Isolation Point** - An Energy Isolation Point is any piece of equipment that is used to isolate an employee or work site from hazards associated with the servicing or maintenance on machines, equipment, or systems as a part of this procedure.

3.6 **Tagout** - A written warning utilizing a **Danger Do Not Operate** tag on an energy isolating device to indicate that the operation of that equipment is prohibited. Tagouts are to be utilized only when it is not physically possible to lockout the equipment.

Tagouts identify the date, equipment, energy isolation point, position, name of the primary authorized employee and the safety clearance number.

3.7 **Lockout** - The placement of a lock or locking device on an energy isolating device, in accordance with this procedure, to ensure that the energy isolating device and the equipment cannot be operated until the lock or locking device is removed.

Lockouts are to be utilized as necessary to ensure that the equipment being serviced or repaired can not be physically restarted or operated. Lockouts are to be used in conjunction with a Danger Tag (**DANGER DO NOT OPERATE**).

4.0 **RESPONSIBILITIES**

4.1 It is the responsibility of the **Issuing Authority** to understand the task covered by the Safety Clearance and to verify that the proper Energy Isolation Points have been chosen for the clearance.

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The **Issuing Authority** is also responsible for performing an independent verification of the physical lock out or tag out at each Energy Isolation Point and verifying the proper documentation of the lockout procedure on the Safety Clearance Sheet.

The **Issuing Authority** must have the knowledge level or expertise to determine how to lock out the system before signing the "**ISSUING AUTHORITY APPROVAL TO BEGIN WORK**" line of the Safety Clearance Sheet.

- 4.2 It is the **Primary Authorized Employee's** responsibility to complete all paperwork and to ensure that their lock is the first on and last off on all Energy Isolation Points. The **Primary Authorized Employee** is also responsible for ensuring that equipment is ready to be returned to service at the completion of work.

When Safety Clearances are released, the **Primary Authorized Employee** shall forward the Safety Clearance Sheet to the NHMFL Safety Office by the end of each month.

- 4.3 It is the **Authorized Employee's** responsibility to protect themselves by placing their own lock on each Energy Isolation Point listed on the Safety Clearance sheet before work begins, and removing it when their work is done.

- 4.4 The **NHMFL Safety Office** will administer and control the Safety Clearance Procedure SP-1. The NHMFL Safety Office will authorize the appropriate personnel to act as Issuing Authorities on an as needed basis.

The **NHMFL Safety Office** shall verify Primary Authorized Employees maintain the Equipment Tagout Log in accordance with this procedure.

The released Safety Clearance Sheets are to be filed by the NHMFL Safety Office for a minimum period of one (1) year.

- 4.5 The **NHMFL Safety Office** shall conduct at a minimum, an annual inspection of this procedure to ensure the requirements of these procedures and the requirements established within the Code of Federal Regulations (CFR) 1910.147; Control of Hazardous Energy are being followed.

- 4.6 The **NHMFL Safety Office** shall ensure pertinent employees are trained in the purpose, scope, application, and function of this procedure. Personnel working under this procedure shall be competent in the skills required for the safe application, usage, and release of Safety Clearances prior to starting work. The NHMFL Safety Office shall provide for the training of all affected personnel on this procedure.

- 4.7 Employees, users, visitors and contractors shall be retrained in the purpose, implementation, administration, and function of this procedure (as applicable) whenever there is a change in their job assignments, a change in the equipment or systems they operate, or processes that present a new hazard, or when there is revision to this procedure.

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- 4.8 The **NHMFL Safety Office** shall conduct additional retraining of employees or contractors (as applicable) whenever a periodic inspection or other event indicates there are deviations from or inadequacies in the administration, knowledge, and application of this procedure. This retraining shall reestablish proficiency and introduce new or revised steps of this procedure to the employee, user, visitor, or contractor.
- 4.9 It is the responsibility of the NHMFL personnel who contracted the labor to ensure the requirements, application, administration, and adherence to the provisions of this procedure are maintained by the contractor. In general, the person who contracted the labor shall act as the Primary Authorized Employee.

5.0 **SAFETY CLEARANCE PROCEDURE**

5.1 **General**

- 5.1.1 No servicing or maintenance on equipment, machines, or systems may be performed without proper Safety Clearance unless all of the following conditions exist: 1) The machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees 2) The machine or equipment has a single energy source which can be readily identified and isolated 3) The isolation and locking out of the energy source will completely deenergize and deactivate the machine or equipment 4) The machine or equipment is isolated from that energy source and locked out during servicing or maintenance 5) A single lockout device will achieve a locked-out condition 6) The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance 7) The servicing or maintenance does not create hazards for other employees 8) More than one person is present during the servicing or maintenance of the equipment 9) The equipment, machine or system is not located in the plant area, magnet cells or power supply rooms.

If all of the listed conditions exist, the machine or equipment can be locked out without obtaining a safety clearance.

- 5.1.2 A Safety Clearance may be requested by a FSU or NHMFL employee, contractor, City of Tallahassee Electric (COTE) employee, or other person having cause, other than vendor representatives.
- 5.1.3 Each person relying on the Safety Clearance for safe completion of work, shall place their locks on all Energy Isolation Points as specified in the Safety Clearance, unless operating under a group lock out.
- 5.1.4 One job per Safety Clearance. To ensure that each job is reviewed for appropriate protection, each job must have a unique Safety Clearance.

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- 5.1.5 The lock out of an Energy Isolation Point by a Primary Authorized Employee shall include:
1. A lock
 2. A ganging device (if needed)
 3. A Danger Do Not Operate Tag with the date, equipment, energy isolation point, position, name of the primary authorized employee and the safety clearance number.
- 5.1.6 The lock out of an Energy Isolation Point by an Authorized Employee shall include:
1. A lock
 2. The identity of the employee applying the device
- 5.1.7 Each Authorized Employee must personally hang and remove their lock.
- 5.1.8 A Safety Clearance is not to be used to keep equipment out of service unless the operation of that equipment poses a threat to life or limb. Safety Clearances are issued for the safety of personnel working at the NHMFL.
- 5.1.9 All personnel requiring access to the roof shall contact the NHMFL Safety Office prior to accessing the roof. Any necessary Safety Clearances shall be issued as required.
- 5.1.10 When the boundaries of a Lockout Safety Clearance changes and additional equipment must be lock out to complete the job, a new safety clearance must be obtained.
- 5.1.11 Individual lockouts may be only be removed from a Safety Clearance upon the approval of the Issuing Authority and shall be indicated on the safety clearance sheet with an initial and date by the individual lockout point.

5.2 **Procedural steps for obtaining a Safety Clearance are:**

Step 1: Complete Safety Clearance Sheet

The Primary Authorized Employee shall identify workplace hazards associated with their work, identify Energy Isolation Points, Position of Isolation, Energy Isolation Methods and properly complete Section I of the Safety Clearance Sheet and Safety Clearance Summary Index.

The Primary Authorized Employee determines the Safety Clearance Number from the Equipment Tag Index Log, and adds the Safety Clearance Number to the Safety Clearance Sheet.

1. For the OPMD Building- OP- the last two digits of the year, followed by sequential numbering (i.e., OP-00001)

2. For the General Sciences or NMR Building- GS-00001

Step 2: Approval to Shutdown - Operator or Facilities

Lockouts Affecting Plant Operations

The on duty control room operator or the Head of Magnet Operations shall determine if the safety clearance request will interfere with planned or scheduled operations. The control room operator or the Head of Magnet Operations must sign the **“OPERATIONS / FACILITIES APPROVAL TO INSTALL LOCK OUT / TAG OUT DEVICES”** line of the Safety Clearance Sheet. Any Lockout/Tagout associated with Cell #15 shall have the signature or initial of the Hybrid Operations staff on the **“OPERATIONS/FACILITIES APPROVAL TO INSTALL LOCKOUT/TAGOUT DEVICES”** line of the Safety Clearance Sheet.

Lockouts Affecting Building Operations

The facilities mechanical or electrical supervisor or mechanical or electrical engineer will determine if the request will impact building operations. This facilities representative must sign the **“OPERATIONS / FACILITIES APPROVAL TO INSTALL LOCK OUT / TAG OUT DEVICES”** line of the Safety Clearance Sheet.

Step 3: Lock Out Equipment – Primary Authorized Employee

Equipment may now be de-energized, repositioned, or otherwise manipulated by the Primary Authorized Employee to release or isolate stored energy hazards.

The Primary Authorized Employee must hang a lock, ganging device (if needed) and a Danger Do Not Operate Tag at each the Energy Isolation Point. The tag must display the date, equipment, energy isolation point, position, name of the primary authorized employee and the safety clearance number.

If employees other than the Primary Authorized Employee needs to become Authorized Employees, they shall read and understand the Safety Clearance and sign their name under the **“PERSONNEL WORKING UNDER THESE BOUNDARIES”** line of the Safety Clearance Sheet. Each employee must then hang his or her own lock on all Energy Isolation Points. Authorized Employees are not required to hang a Danger Do Not Operate Tag unless the lock itself does not identify the person who hung it.

Step 4: Test Lock Out

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Once locking devices and Danger Do Not Operate Tags have been installed, a qualified operator shall attempt to operate the equipment from the normal control station to verify that the equipment cannot be restarted. The Primary Authorized Employee shall sign the **“PRIMARY AUTHORIZED EMPLOYEE TEST LOCKOUT”** line on the Safety Clearance Sheet.

If the equipment cannot be tested using the normal control station, a qualified employee shall test the system using a voltage tester, pressure gauge or other appropriate means.

Step 5: Approval to Begin Work – Issuing Authority

The Issuing Authority then visits the actual Energy Isolation Points for adequate isolation and to determine if the work site is free from hazards associated with equipment servicing or maintenance to be performed under the Safety Clearance.

The Issuing Authority then signs the Safety Clearance in the **"ISSUING AUTHORITY APPROVAL TO BEGIN WORK"** line of the Safety Clearance Sheet.

Step 6: Begin Work

All Authorized Employees can now proceed with the servicing or maintenance on the equipment or system under the Safety Clearance.

Step 7: Completion of work

As soon as work is completed, the Authorized Employee can remove his or her lock from equipment. The Primary Authorized Employee must be the last person to remove their lock and Danger Do Not Operate Tag.

The Primary Authorized Employee must ensure the work is complete and the equipment and systems are repaired and the machine, equipment, or system is ready for service. The Primary Authorized Employee may require assistance from operations to return the equipment to service.

Prior to energizing equipment there shall be a visual determination that all employees are clear of that equipment. This includes an equipment or system walk-down by qualified personnel. This walk down shall include verifying that system electrical and mechanical equipment alignment is in normal or approved test positions. If applicable, refer to **“REMOVAL OF LOCKS TO TEST EQUIPMENT”** section 9.0 and ensure an Issuing Authority has signed on the **“ISSUING AUTHORITY AUTHORIZED TO TEST EQUIPMENT”** line of the Safety Clearance.

Once ensuring that the system is ready for service, the Primary Authorized

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Employee, Operations/Facilities and Hybrid Operator if any Lockout/Tagout is associated with Cell #15 shall sign the **“EQUIPMENT READY TO BE RETURNED TO SERVICE”** line. The Primary Authorized Employee shall date the closed column of the Safety Clearance Index.

6.0 PRECAUTIONS AND ADDITIONAL GUIDANCE

6.1 Energy Isolation Using a Danger Do Not Operate Tag Only.

- 6.1.1 All Energy Isolation Points shall be locked out if the equipment is capable of being locked out. In cases where a locking mechanism is not integral to the equipment design and lock out is not possible, double tag isolation is required. This means two points of isolation from hazards must be established before work is to progress.
- 6.1.2 This additional Danger Do Not Operate Tag shall be hung on the next upstream opened disconnect or blocked open control device. If an unlockable circuit breaker is to be danger tagged open, the circuit breaker may be racked out of the switch gear with the switch gear cubicle cover danger tagged "closed with the circuit breaker removed" in order to satisfy the second tag requirement. If the circuit breaker will not be removed from the cubicle, then the racking mechanism will be danger tagged in the open position.
- 6.1.3 Under no circumstance shall any valve, part of a control circuit, starter, or breaker be energized or operated, or manipulated in anyway, if a Danger Do Not Operate Tag is hung on that equipment.

6.2 LOCKS AND KEYS

- 6.2.1 The NHMFL Safety Office stocks and distributes all Danger Do Not Operate Tags, locks, locking devices, and other equipment as may be necessary to establish a proper Safety Clearance. NHMFL supplied locks to be used for Safety Clearances will be issued to Authorized Employees.
- 6.2.2 Each lock shall identify the person who hung the lock, either directly on the lock or on a Danger Do Not Operate Tag that shall accompany the lock.
- 6.2.3 Keys shall be controlled to ensure that no one other than the employee who hung the lock can remove it, unless the procedure in section **“REMOVAL OF LOCKS IN THE ABSENCE OF THE AUTHORIZED EMPLOYEE”** is used.

6.3 REMOVAL OF LOCKS IN THE ABSENCE OF THE AUTHORIZED EMPLOYEE

- 6.3.1 If an employee holding a Safety Clearance forgets to release it immediately following the completion of work and goes home or becomes unavailable, and the Safety Clearance needs to be released to support facility operation, the employee is to be notified and required to return to work to release the Safety Clearance.

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- 6.3.2 In cases where it is not possible to communicate with an absent or unavailable Authorized Employee who holds a Safety Clearance and that Safety Clearance needs to be released to support facility operation, the Safety Clearance may be released by that Authorized Employee's Supervisor. The Supervisor releasing the Safety Clearance shall:
 - 6.3.2.1 Ensure that all reasonable means of communication with the Authorized Employee have been exhausted and the employee is unavailable.
 - 6.3.2.2 Ensure the jobs associated with that Safety Clearance are complete and the equipment and systems are safe to return to service.
- 6.3.3 Personally ensure that the Authorized Employee is aware the Safety Clearance has been released, locking devices have been removed, Danger Do Not Operate Tags have been removed, and the equipment or system has been returned to a "**READY TO RUN**" state.
- 6.3.4 This communication must occur the next workday that the employee is present and prior to that employee resuming work. All other employees involved with work being performed under that Safety Clearance must be notified prior to them resuming work at that work site.

7.0 GROUP SAFETY CLEARANCE

- 7.1 A Group Safety Clearance may be used on jobs that require more than 1 lock to isolate the system from all forms of energy, or on jobs where installing locks on equipment requires specialized training (i.e. 12.4 kV breakers)
- 7.2 In addition to the steps in section 5.0:
 - 7.2.1 The Primary Authorized Employee shall list a lock box number on the Safety Clearance Form for each isolation point that will be part of the group lock out. Include an additional lock on the clearance form for the lock box cover.
 - 7.2.2 Obtain approval and install locks at each Energy Isolation Point.
 - 7.2.3 All of the keys used for this Safety Clearance shall be placed inside the proper lock box, and an additional lock shall be placed on the lock box.
 - 7.2.4 Additional Authorized Employees will then place their locks on the box. As in other type of lock outs, the Primary Authorized Employee is the first to put a lock on the box and the last to remove it.
 - 7.2.5 If a Primary Authorized Employee uses a lock that is part of a group of locks with the same key, all keys common to these locks shall be placed in the lock box.

- 7.2.6 If a different, concurrent job requires all or some of the Energy Isolation Points whose keys are contained in the lock box, a new Safety Clearance shall be filled out referencing the lock box number next to pertinent isolation points. The Primary Authorized Employee shall then place a lock and Danger Do Not Operate Tag on the lock box.

8.0 TRANSFER OF PRIMARY AUTHORIZED EMPLOYEE

- 8.1 When a Safety Clearance is originally authorized for a Primary Authorized Employee and the responsibilities of the Primary Authorized Employee is to be continued by another employee; the Safety Clearance must be transferred to the new Primary Authorized Employee. The original Primary Authorized Employee holding the Safety Clearance shall sign on the **“Transferred By”** and record the clearance number, time, and date on the Letter of Transfer.
- 8.2 When a new Primary Authorized Employee accepts a Safety Clearance belonging to another, the new Primary Authorized Employee must check the equipment or system Energy Isolation Points and sign the **"Accepted By"** block on the Letter of Transfer. The Letter Of Transfer must be turned over to the to the Issuing Authority. The Letter of Transfer shall be stapled to the Safety Clearance Sheet. The locks of the original Primary Authorized Employee are removed and the locks of the new Primary Authorized Employee are installed.

9.0 REMOVAL OF LOCKS TO TEST EQUIPMENT

- 9.1 In instances where equipment or systems must be energized for testing or positioning purposes where locks, locking devices, and Danger Do Not Operate Tags need to be removed from Energy Isolation Points the following sequence of actions must be followed. This work is to be done by Authorized Personnel Only.
- 9.2 The machine, equipment, or system must be cleared of all tools, debris or other material, which might interfere with its operation. Non essential items are to be removed and the machine, equipment, or system operational components ensured to be intact and ready for operation.
- 9.3 The work area shall be verified to be clear of all employees, users, visitors, contractors, or other personnel who are nonessential to the testing.
- 9.4 Issuing Authority shall sign the **“ISSUING AUTHORITY APPROVAL TO TEST EQUIPMENT”** line on the Safety Clearance Sheet.
- 9.5 The locks, locking devices, and Danger Do Not Operate Tags may now be removed.
- 9.6 The equipment may now be energized, tested, or manipulated as necessary for completion of the testing.

- 9.7 When testing is complete all machines, equipment, or systems must be deenergized. The Energy Isolation Points must be reestablished before any further servicing or maintenance is initiated.

10.0 ENERGY ISOLATION POINT GUIDELINES

10.1 Mechanical Isolation Points

- 10.1.1 For mechanical work on machines powered by motors up to and including 4160 volts, the motor shall be rendered inoperable by locking the electrical disconnect in the open position.
- 10.1.2 For maintenance on mechanical systems, the “Energy Isolation Points shall include the disconnect of any rotating equipment that would be damaged if started.
- 10.1.3 When isolating systems from pressure sources, if the pressure is > 25 psig, and a leaking isolation valve could cause the isolated section to repressurize, a vent or drain valve shall be included in Energy Isolation Point list. This includes air systems, cryogenic systems and water systems.
- 10.1.4 If the potential leak through of an isolation valve listed as Energy Isolation Point poses a threat to personnel, a blind flange or double block and bleed shall be used.
- 10.1.5 Valves with hand wheels or levers shall be locked into position using a chain and a locking device.
- 10.1.6 Pneumatic valves that have a manual hand wheel that can lock the position of the valve shall be locked in position using a chain and lock in accordance with this procedure.
- 10.1.7 When a person is working in the vicinity of exposed electrical conductors, the person may not bring a conductive object within 10 feet of the conductor, unless the conductor has been locked out in accordance with this procedure.
- 10.1.8 Any crane or vehicle capable of coming in contact with an exposed electrical conductor shall not be operated within 10 feet of the conductor unless the circuit has been locked out in accordance with this procedure.

10.2 Electrical Isolation Points

- 10.2.1 While any Authorized Employee is working on equipment that has the possibility of being energized electrically, the circuits supplying power to such equipment shall be de-energized and the electrical path shall be mechanically broken and locked in this position in accordance with this procedure.

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- 10.2.2 For maintenance on 15KV electrical systems, breakers will be racked to disconnect position, locked out and electrical bussing de-energized, as appropriate, to ensure safety of personnel.
- 10.2.3 Hot Work - If exposed conductors cannot be de-energized for reasons of increased or additional hazard or infeasibility, a Hot Work permit must be completed and other safety related work practices shall be used to protect employees who may be exposed to the electrical hazards involved. Such work practices shall protect employees against contact with energized circuits directly with any part of their body or indirectly through some other conductive object.
- 10.2.3.1 Only qualified persons may work on electric circuit parts or equipment that have not been deenergized. Such persons shall be capable of working safely on energized circuits and shall be familiar with the proper use of special precautionary techniques, personnel protective equipment, insulating and shielding materials and insulated tools.
- 10.2.3.2 For maintenance on or near exposed conductors connected to capacitors or superconducting magnets, a qualified employee shall determine if the stored energy has been dissipated before work may begin.
- 10.2.3.3 In cases where jumpers, fuses, grounds, or other such devices are part of the Energy Isolation Points of a Safety Clearance, the equipment may not be removed, operated, or manipulated in any way until the Safety Clearance has been released.
- 10.2.3.4 The OPMD Building Control Room, Distributed Control System (DCS) computer has the operational capability for assigning software lockouts on equipment under its control. This is an operator aid and is not to be used as a source of hazard isolation for a Safety Clearance.

In cases where jumpers, fuses, grounds, or other such devices are part of the Safety Clearance, the equipment may not be removed, operated, or manipulated in any way until the Safety Clearance has been released by Authorized Employee and Supervisor.

11.0 ENFORCEMENT

The failure to follow this established Safety Procedure may result in disciplinary actions. The employee's direct supervisor or the Safety Office will be responsible for enforcing and administering the actions. The actions will be based on a review of the incident and the severity of the potential hazards(s) involved. Disciplinary actions will include:

- 11.1.1 First Occurrence of a minor infraction: Counseling on proper procedure.
- 11.1.2 First Occurrence of a significant infraction or repeated occurrences of minor

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infractions: Oral reprimand or up to three days suspension.

11.1.3 Second Occurrence: Three days suspension to dismissal.

11.1.4 Third Occurrence: Dismissal

12.0 APPENDIX

Copies of the administrative documents used with the NHMFL Safety Clearance Procedure are included on the following pages.

12.1	Safety Clearance Sheet	Page 14,15
12.2	Safety Clearance Summary Index	Page 16
12.3	Letter of Transfer	Page 17
12.4	Danger Tag	Page 18

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**NHMFL
SAFETY CLEARANCE SHEET
APPENDIX 12.1**

SECTION 1 – CLEARANCE REQUEST

Page ___ of ___

DATE: _____ PRIMARY AUTHORIZED EMPLOYEE: _____

EQUIPMENT: _____

REASON FOR CLEARANCE: _____

SAFETY CLEARANCE NUMBER _____

SECTION II – EQUIPMENT SPECIFIC LOCKOUT PROCEDURE

	ENERGY ISOLATION POINT	POSITION	METHOD	LOCK BOX
1				
2				
3				
4				
5				
6				
7				

SECTION III - APPROVAL

OPERATIONS/FACILITIES APPROVAL TO INSTALL LOCK OUT / TAG OUT DEVICES

OPERATIONS/FACILITIES / HYBRID OPERATOR

PRIMARY AUTHORIZED EMPLOYEE TEST LOCKOUT: _____

ISSUING AUTHORITY APPROVAL TO BEGIN WORK : _____

**PERSONNEL WORKING UNDER THESE BOUNDARIES
I UNDERSTAND THE HAZARDS THAT NEED TO BE ISOLATED BEFORE BEGINNING WORK**

ISSUING AUTHORITY APPROVAL TO TEST EQUIPMENT: _____

SECTION IV – CLOSEOUT EQUIPMENT READY FOR SERVICE

PRIMARY AUTHORIZED EMPLOYEE / OPERATIONS/FACILITIES / HYBRID OPERATOR

ENERGY ISOLATION POINT CONTINUATION FORM

Page ___ of ___

	ENERGY ISOLATION POINT	POSITION	METHOD	LOCK BOX
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
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32				

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**NHMFL
SAFETY CLEARANCE SUMMARY INDEX
APPENDIX 12.2**

Clearance #	Equipment	time/date active	time/date cleared

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**NHMFL
LETTER OF TRANSFER
APPENDIX 12.3**

CLEARANCE NUMBER:

TRANSFERRED FROM	DATE	TIME	ACCEPTED BY	DATE	TIME	JOB DESCRIPTION

TRANSFERRED FROM	DATE	TIME	ACCEPTED BY	DATE	TIME	JOB DESCRIPTION

TRANSFERRED FROM	DATE	TIME	ACCEPTED BY	DATE	TIME	JOB DESCRIPTION

TRANSFERRED FROM	DATE	TIME	ACCEPTED BY	DATE	TIME	JOB DESCRIPTION

TRANSFERRED FROM	DATE	TIME	ACCEPTED BY	DATE	TIME	JOB DESCRIPTION

TRANSFERRED FROM	DATE	TIME	ACCEPTED BY	DATE	TIME	JOB DESCRIPTION


TRANSFERRED FROM	DATE	TIME	ACCEPTED BY	DATE	TIME	JOB DESCRIPTION

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NHMFL
Lock Out Tag
Appendix 12.4

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**DO NOT
OPERATE**

Date: _____
Equipment: _____

Energy Isolation Points: _____

Position: _____
Hung By: _____

Safety Clearance No: _____

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Revisions

Date	Revision #	Section	Description
11/12/06	6	Cover	Names and positions changed to reflect current management
11/22/06	6	3.3	Issuing Authority has additional duty of verifying that the lockout procedure is accurate and properly documented on the safety clearance form.
11/22/06	6	5.1.1	Exceptions to the requirement of obtaining a safety clearance before locking out the machine or equipment.