

STANDING OPERATING PROCEDURE
Autocraft Shop, Lockout/Tagout
Fort Monroe, Virginia

1 June 2000

1. This Standing Operating Procedure (SOP) on lockout and tagout is to ensure the safety of all civilian and military employees and outlines the steps needed to disable machinery or energy during maintenance and servicing activities. The energy source equipment includes, electric, electrical circuits, control devices, remote switches, etc.

2. Responsibility:

a. The Autocraft Shop Manager is responsible for implementing the requirements and procedures of lockout/tagout.

b. Branch Chief is responsible for training each affected employee (new or transferred) on lockout/tagout safety procedures.

c. Additionally, the shop manager is responsible for reviewing safety procedures and conducting periodic inspections (at least annually) to determine if any changes in equipment or energy controlled devices are observed.

d. Autocraft Shop Manager will be issued a personal lockout/tagout kit with 3 keyed locks.

e. The lockout and tagout device shall indicate the identity of the employee with name, telephone number and date of installation. The tagout device shall warn against hazardous conditions (labeled danger) and shall include a legend such as the following: Do not start, do not throw switch, man at work on circuit.

3. Preparation for lockout/Tagout:

a. Any hard wired equipment shall be lockout, tagout devices

b. The lockout means the placement of a lock on any energy isolating device, ensuring that the energy isolating device and the equipment is being controlled and cannot be operated until the lockout device is removed.

c. Tagout means the placement of a tag by hand on an energy isolating device, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the tagout device is removed.

4. Sequence of Lockout/Tagout System Procedure:

a. Notify all affected employees that a lockout/tagout system is going to be utilized and the reason therefore. The employee who will apply the lockout/tagout device shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards.

b. If the machine or equipment is operating, shut it down by the normal stopping procedure.

c. Operate the switch, valve or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, capacitors, elevator machine, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

d. Lockout/tagout the energy isolating devices with assigned individual lock(s) or tag(s).

e. After ensuring that no personnel are exposed, and a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

f. The equipment is now locked or tagged out

5. Restoring machines or equipment to normal production operations:

a. After the servicing/maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.

b. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout/tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.



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