

LOCK OUT / TAG OUT PROCEDURE

GREIF

Authorization: Only employees who have successfully completed the training program on at least an annual basis are authorized to implement the Lockout/Tagout Procedure

Date: 12/27/18

Revision No : 1

EQUIPMENT ID#

MACHINE

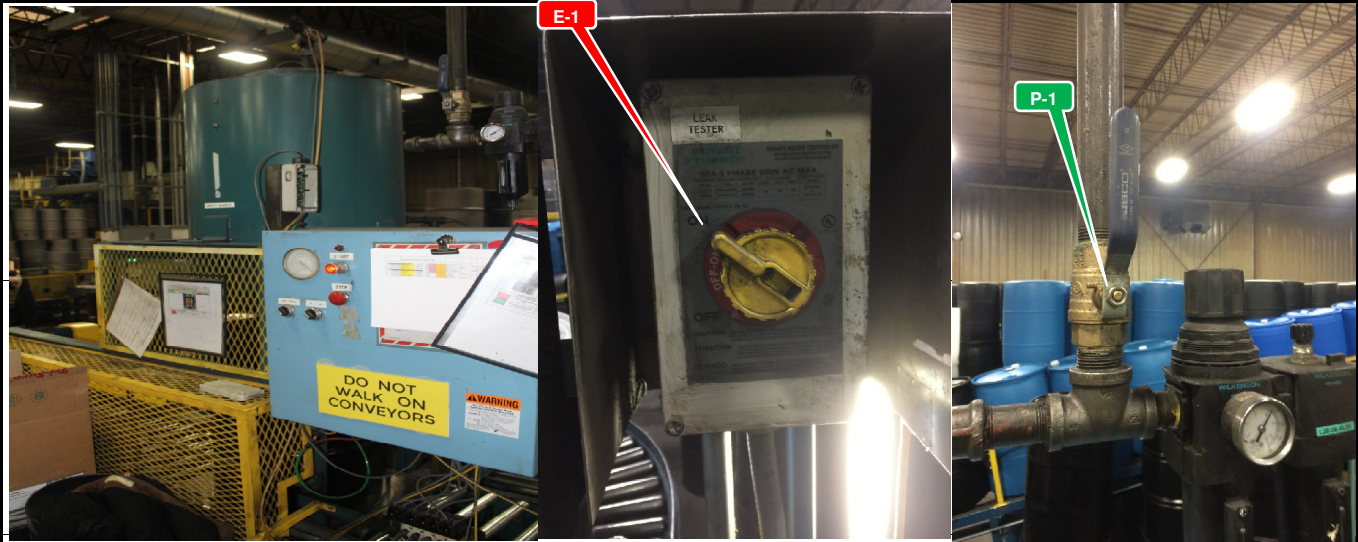
Closed Drum Leak Tester

LOCATION

Steel Drum Line

2

LOCK POINTS



LOCK THE ENERGY SOURCES IN SEQUENCE

ID	SOURCE	Location & Magnitude (volts, pressure, degrees, etc.)	Method	Check/Device
E-1	ELECTRICAL	480v Lockable Disconnect at Leak Testor	Turn Disconnect to the off position and lock out.	Attempt to restart at control panel. / Lock and Hasp
P-1	PNEUMATIC	100 psi Lockable 1" Ball Valve above Control Panel	Depress handle of valve to "Off" position and lock out.	Lock & Tag; Be sure air system bleeds to zero pressure.

CP=CONTROL PANEL

E = ELECTRICAL

W = WATER

P = PNEUMATIC

G = GAS

H = HYDRAULIC

K = KINETIC

TH = THERMAL

Date: 12/27/18		Revision No : 1	
EQUIPMENT ID#		MACHINE Closed Drum Leak Tester	
LOCATION Steel Drum Line		2	LOCK POINTS
DE-ENERGIZING PROCEDURE			
STEP	DESCRIPTION		
1	Prepare for Shutdown	Review and understand the applicable procedure(s) before beginning the task, acquire the necessary protective materials and hardware, determine any related issues, and assess the consequences of shutdown. Notify "affected personnel" in the area that the service or maintenance task will be performed.	
2	Shutdown the Equipment	Shut down the equipment according to the control procedure, which is: <u>Power off at electrical panel.</u>	
3	Isolate all Energy Sources	Deactivate the energy isolating device so that the machine or equipment is isolated from energy sources.	
4	Place Locks & Tags	Lockout the energy isolating devices with assigned individual locks and tags.	
5	Release Stored Energy	All potentially hazardous stored, residual or potential energy shall be relieved, disconnected, restrained, or otherwise controlled. Where re-accumulation of energy is possible, additional measures will be taken to control or prevent the re-accumulation of stored energy.	
6	Verify Equipment Isolation/Safe State	Try to start the machine via normal methods, attempt to activate the machine, test circuitry, visually inspect position, manually try, monitor movement or discharge, observe bleeds/gauges/indicators, etc. <i>Caution: Return operating controls to neutral or "OFF" position after verifying the isolation equipment.</i>	
RE-ENERGIZING PROCEDURE			
STEP	DESCRIPTION		
1	Check Machine	Unlocked and removed any blocking devices and replaced mechanical linkages.	
2	Check Area	Inspected work zone to ensure it is clear of equipment, workers, tools and test equipment.	
3	Verify Machine	Repositioned safety valve(s) left open to prevent re-buildup of pressure. Checked all guarding and safety controls properly replaced	
4	Remove Lockout	Removed all locks and tags from energy control points	
5	Notify	Warned workers to stay clear of area	
6	Verify Area	Verified area clear of personnel	
7	Restart	Restarted/re-energized equipment	
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