

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM -025			Revision No :00
Date Issued : 01.01.2021			Page No : 1 of 2
Revision date:			
Title : Lockout and Tag Out Procedure			

## Purpose

To Establish the requirements for lock out or tag out of energy isolating devices ensuring that the equipment or machinery is isolated from all potentially hazardous energy and locked out or tagged out before an authorized employee perform any servicing or maintenance activity where the unexpected energization, start-up or release of stored energy could cause bodily injury or to prevent damage to equipment, machinery or the environment.

## Scope :

All Energy sources, This is any source of Electrical, Mechanical, Hydraulic, Pneumatic, Chemical, Steam, Thermal or other energy.

## Responsibility:

Engineering Manager, HOD (department)


## Procedure:

Hazard Risk assessment shall be performed for each machinery that is used, serviced or maintained. (Machine Risk Assessment )

### Lock Out or Tag Out

1. All energy sources to, equipment and machinery shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
2. Do not attempt to operate any switch, valve or other energy isolation device when it is locked or tagged out
3. Only the authorized employee placing the lock or tag, shall remove it
4. The tags, padlocks and lockout devices used for locking out machinery and equipment should only be used for lockout and not for any other activity.
5. If there is a need arises to remove lock or tag in an emergency, only the maintenance engineer may do so after contacting the authorized person who placed the lock or tag.
6. The engineer or authorized engineering employee shall notify all affected parties that a lockout or tag out system is going to be utilized and the reason for that action.

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM -025			Revision No :00
Date Issued : 01.01.2021			Page No : 2 of 2
Revision date:			
Title : Lockout and Tag Out Procedure			

7. Lockout and/or tagout the energy-isolating devices with assigned individual lock(s) or tag(s)
8. Tags shall indicate that the energy-isolated device(s) shall not be operated until after the removal of the tag
9. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to ensure the equipment will not operate.
10. The equipment is now locked out or tagged out.
11. Cord and plug equipment is exempt from the provisions of this procedure provided that the following two conditions are met.
  - 11.i. Power to the equipment or machine must be completely removed by unplugging.
  - 11.ii. The authorized engineering employee must have the plug under his or her exclusive control (i.e. in sight at all times). If not, the plug must be locked out.

### **Restoring machines or equipment to normal production operations**

12. After servicing or maintenance is completed and the equipment or machinery is ready for normal operation, check the area around the equipment or machinery to ensure that no one is exposed
13. After all the tools have been removed from the equipment or machinery, guards have been reinstalled and associates are in the clear, remove all lockout or tagout devices.
14. Notify all affected persons that the lockout or tagout has been removed. Operate the energy-isolating devices to restore energy to the equipment or machinery.

### **Training:**

Ensure that all employees know the details of this procedure and that they know what to do and what not to do when they encounter a lock or a tag on a switch or a device they require to operate.

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	