
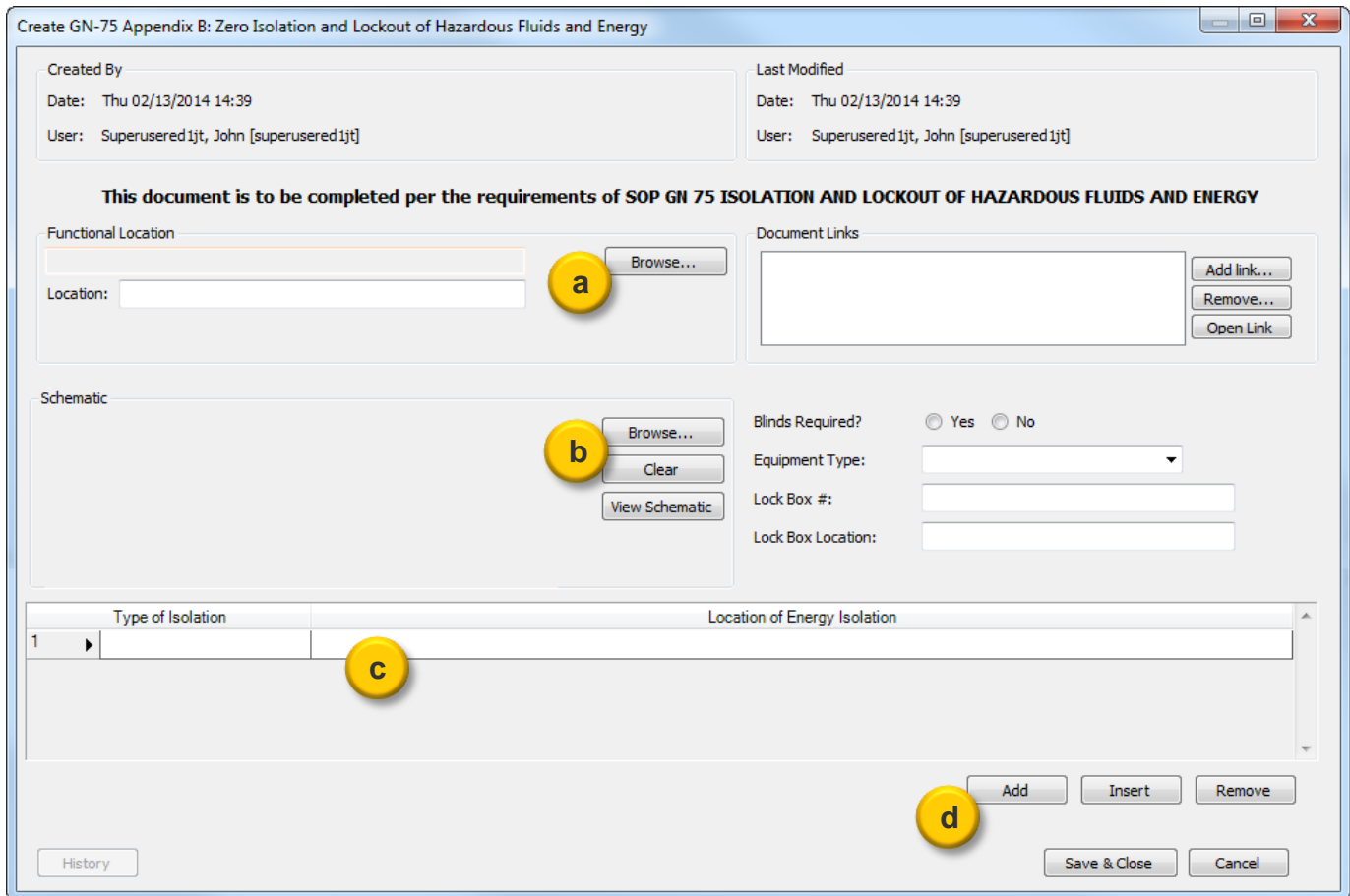


## Helpful Hints

- A **GN-75 Appendix B** is used to identify how the equipment/system is to be isolated and locked out. No approvals are required.
- **Locate and Reuse** existing **GN-75 Appendix B** forms where possible. When a new updated schematic is to be used **close** the existing GN-75 B and **clone** to create a new instance of the form.
- A **GN-75 Appendix B** can be associated / assigned to one or more **Action Items**.

## Procedure

1. On the navigation pane, click on the **Forms** icon  to navigate to the Forms screen.
2. **Select** “GN-75 Appendix B: Zero Isolation and Lockout of Hazardous Fluids and Energy” from the dropdown box (located beneath the Forms tab).
3. **Click** on the **New** button to open a new GN75 Appendix A. **Complete** the fields as required.



Create GN-75 Appendix B: Zero Isolation and Lockout of Hazardous Fluids and Energy

Created By  
Date: Thu 02/13/2014 14:39  
User: Superusered1jt, John [superusered1jt]

Last Modified  
Date: Thu 02/13/2014 14:39  
User: Superusered1jt, John [superusered1jt]

**This document is to be completed per the requirements of SOP GN 75 ISOLATION AND LOCKOUT OF HAZARDOUS FLUIDS AND ENERGY**

Functional Location  
Location:

Document Links  
Add link...  
Remove...  
Open Link

Schematic  
Browse...  
Clear  
View Schematic

Blinds Required? ☐ Yes ☐ No  
Equipment Type:   
Lock Box #:   
Lock Box Location:

Type of Isolation	Location of Energy Isolation
1	


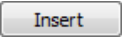
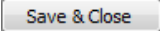
Add Insert Remove

History Save & Close Cancel


- a) **Select** the **Functional Location** that best represents the equipment/system that needs to be isolated and locked out.
- b) **Click** on the **Browse...** button to select a schematic to attach to the form.



As an option you can also link documents to the GN-75B form via Document Links. Linked documents must reside in a location that is shared / available to everyone. If no Schematic or Document Link is added to the form, OLT will confirm if one is required.

- c) **Enter** the Type of Isolation and Location of Energy Isolation in the Isolation table.
- d) **Click** on  or  buttons to manage the lines/rows in the Isolation table.
4. Click on the  button to verify and **save** the form.



All **Errors**  must be correct before the form can be saved.