

OVERHEAD DOOR

GROUP 28

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Building 930	Room / Column M0200	Location Name	Equipment ID 39970751	Date Printed 7/22/2021
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Lockout Must Follow Raytheon Lockout Procedures and be Performed Only By Authorized Personnel Follow all area PPE and Safety Notices

Purpose - This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment.

Scope - It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees and or contractors perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Enforcement - Servicing equipment without following the LOTO procedure will result in serious injury or death. Failure to properly follow LOTO procedure will result in disciplinary action.

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| <ol style="list-style-type: none"> 1. Notify all affected personnel that servicing or maintenance is required and the equipment will be shut down and locked out. 2. The authorized employee shall refer to the lockout procedure and completely understand the methods to control hazardous energy. 3. Perform controlled shut down on the equipment. 4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). 5. Lock out the energy isolating device(s) with assigned individual lock(s). | <ol style="list-style-type: none"> 6. Stored or residual energy must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. 7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment. | <ol style="list-style-type: none"> 8. When restoring equipment to normal operating condition, the following steps shall be taken. <ul style="list-style-type: none"> • Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the equipment components are operationally intact. • Check the work area to ensure that all employees are safely positioned or removed from the area. • Verify that the controls are in neutral. • Remove the lockout devices and reenergize the machine or equipment. • Notify affected personnel that the servicing or maintenance is completed and the machine or equipment is ready for use. |
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Always Perform Controlled Shutdown Before Lock Out

Energy Type / Magnitude / Source	Lockout Location	Procedure For Locking Out And / Or Releasing Energies	Verify Procedure
ELECTRICAL 480 VOLTS	MAIN ELECTRICAL DISCONNECT	PLACE DISCONNECT SWITCH IN THE OFF POSITION AND APPLY SAFETY LOCK. SHUTS OFF ELECTRICAL POWER TO THE CIRCUITS.	TEST THE ELECTRICAL CIRCUITS AND INDICATORS POWERED BY THIS DISCONNECT SWITCH. THEY SHOULD NOT TURN ON AND NO ACTION SHOULD OCCUR. ATTEMPT TO START OR OPERATE THE EQUIPMENT.
CG - CONTROL GRAVITY	SUPPORT, BLOCK, OR BOTTOM OUT EQUIPMENT	SUPPORT, BLOCK, OR BOTTOM OUT THE EQUIPMENT TO PREVENT ANY UNPREDICTABLE MOVEMENT.	VISUALLY CONFIRM THAT THE EQUIPMENT IS SUPPORTED, BLOCKED, OR BOTTOMED OUT.
RM - RELEASE / CONTROL MECHANICAL	RELEASE, DISSIPATE, BLOCK OR RESTRAIN	DISSIPATE, NEUTRALIZE, BLOCK OR RESTRAIN THE EQUIPMENT TO PREVENT SUDDEN MOVEMENT.	VISUALLY CONFIRM THAT THE EQUIPMENT IS DISSIPATED, NEUTRALIZED, BLOCKED OR RESTRAINED.

Always Follow Operational Procedures For Startup of this Equipment

STOP! If System Cannot Be Locked Out OR If System Fails Verification Contact Your Supervisor

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