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|  | **APARNA PROPERTY MANAGEMENT SERVICES PRIVATE LIMITED**  **STANDARD OPERATING PROCEDURE FOR LOTO** |

**Purpose**:

To establish, document to set out the requirements for Lock out tag out procedures for plant and equipment’s so as to protect the employees/ workers from serious injuries that could happen due to unexpected release of energy while servicing machinery/ equipment’s.

**Scope**: This procedure provides guide lines on LOTO process shall be carried out in safe smooth environment by all the APMSPL staff members.

**Responsibility:** Technician / Supervisor**.**

**Operational Procedure:**

1. Should there be a need for system/ equipment maintenance/ service, the Initiator will communicate the same to Supervisor as a first step.
2. Shift Technician will check the availability of power sources affecting that equipment/ machine like electrical and cleaning of vessels.
3. If the power sources are not affecting the equipment/ machine then the Supervisor /Technician will allow the maintenance person to perform service/ maintenance on the system/ equipment.
4. In case there are any power sources affecting the machine/ equipment, the shift technician/Supervisor will alert the operator that for performing maintenance of the system/ equipment, lock-out tag-out procedure compliance is required.
5. Lock-out Tag-out related activities will be permitted only if the following three conditions are met.
6. The activity is being performed by the person designated to perform the specific task who is familiar with the equipment, its operation, its energy sources, isolation points, sequence of isolation and any materials transported by the equipment.
7. LOTO permit form is filled and duly signed by the Supervisor.
8. Person conducting this task has completed LOTO specific induction.
9. Once the need for the LOTO has been established and person (initiator) identified, the initiator will fill the LOTO tag and attach to the equipment.
10. On completion of service/ maintenance, the technician will ensure that all the equipment’s are safe to operate. Only on such confirmation, initiator will remove the lock-out tag-out. LOTO tags will not be permitted to be removed by anyone other than initiator and unless the equipment has been testing for safe operation. Once work has been completed, the person removing the tag must also complete and sign off the Register at the facility Management office.
11. On removal of the Lock-out Tag-out, Supervisor will again check for the proper functioning of the machine/ equipment which had undergone maintenance work and upon getting fully satisfied will sign on the LOTO permit form to close it as well as sign on the LOTO register.
12. If there is an Organization requirement to reinstate this equipment, in the absence of those who installed the locks & tags, it is permissible for the Supervisor or other person authorized by the operation head, to remove the locking devices and tags. This action may only be taken after a detailed Safety Inspection is carried out and confirmation witnessed by at least one other suitably qualified person authorized by the Client. Both must sign the register.

**Safety Instructions:**

1. In addition to LOTO tags, Caution boards must also be used for the areas where more attention and visibility is required. There are mainly two types of caution boards as mentioned below – (Red background & white letter). This caution board is to be utilized (with a lock where possible) when isolating a source of energy to isolate a piece of equipment and placed at the point of isolation.
2. A lock-out mechanism must be used where there is a possibility that the persons or equipment would be at risk if other unsuspecting persons or members of the public were to operate the equipment. Only locks issued by the plant in charge will be permitted to be used.
3. The person who has placed the isolation must ensure that the isolation is tested prior to the commencement of work. Where the energy source is electricity, conductors must be checked for live electricity (e.g. voltmeter, test lamp, buzzer, etc.) and/or attempting to start the machine.
4. If the isolation is to be overnight or longer then all details must be entered on the Excel sheet, which will then be pasted to the notice board at the plant office and the same information must be recorded in a LOTO Register.
5. Tag No: “The unique number on every tag must be
   1. Maintained by Supervisor e.g. “(01 – 100…)”
6. Permit No.: “Permit Number (XX-122334 ….)”
7. Location: “Every location has a name”
8. Company: “Company name of service provider”
9. Responsible Person: “Person placing Lock &/or Tag”
10. Contact Phone No: “Phone number of the person who put on the tag”
11. Equipment: “Name of the equipment that has been locked out”
12. Tag Placed: “Date of Installed”
13. Tag Removed: “Date of Removed”

**Revision Guide:**

Any change in the systems will need a change in the SOP.

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| **Procedure No** | **APMSPL/SOP/LOTO/09** | |
| **Rev : 02** | **Prepared By** | **Approved By** |
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