




APPENDIX E: EXAMPLE EQUIPMENT-SPECIFIC LOTO PROCEDURE

Building: Riley Research		Room/Location: 499A
Date: 6/7/2013	CAUTION	
 2 LOCKS & TAGS NEEDED	<p>This procedure establishes the minimum requirements for the control of hazardous energy when maintaining or servicing this equipment. Lockout or tagout shall be performed only by authorized employees. Failure to follow the lockout or tagout procedures will result in disciplinary action up to and including termination of employment.</p>	



ALWAYS PERFORM A MACHINE STOP BEFORE LOCKING OUT DISCONNECTS

ID	Source	Location	Method	Check	Device
	Electrical 480V	Supply Fan VFD is located ... and is marked AHU2-A, SF-2	Push "off" button on control pad of Supply Fan VFD marked AHU2-A, SF-2 VFD arm/lever handle to "off", Then Lock Out.	▼	Gang Hasp, Lock & Tag
	Electrical 480V	AHU2-A Disconnect Box located west of unit, and marked AHU2-a, Supply Fan, M4P-A4	On AHU2-A Supply Fan Disconnect, Marked AHU2-A, SF-2, Pull Arm/Lever Down to "Off" Position, Then Lock Out.		Gang Hasp, Lock & Tag

OPENING A GUARD DOES NOT CONSTITUTE A LOCKOUT

CP = CONTROL PANEL	C = CHEMICAL	E = ELECTRICAL	G = GAS	GL = GLYCOL	P = PNEUMATIC	S = STEAM	V = VALVE	W = WATER
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Any modifications must be shown in procedure. Contact Control Center to update procedure.



ID: IN014-499A-AHU2-A Facility: Riley Research Location: Room 499A Date: 6/7/2013

Lockout/Tagout Steps

Notes:

Shutdown, Lock, Tag & Test Sequence

1	Notify	Verify shutdown request approved for PM, call control room on PTT or call 274-5229 and inform them that AHU2-A, Room 499A will be shutdown temporarily for PM
2	Review Lockout Procedure	"Gang Hasp" with padlocks and tags will be needed to completely shutdown Supply Fan VFD marked "AHU2-A, SF-2".
3	Perform Machine Stop	Push "off" button on control pad of Supply Fan VFD marked AHU2-A, and SF-2 VFD arm/lever handle to "off".
4	Isolate Energy	Once unit has stopped, pull AHU2-2 SF-2 Main Disconnect Panel Box arm/lever to "off" position.
5	Lockout Energy	Install gang hasp, padlock, & tag on AHU2-A, SF-2 VFD arm/lever. Install gang hasp, padlock, & tag on SF-2 Main Disconnect Panel Box arm/lever.
6	Dissipate Energy	Not applicable on this unit.
7	Attempt Restart	Push "on" soft button on AHU2-A, SF-2 VFD control pad to see if unit starts up.
8	Perform Service	See PM WO steps. Document as appropriate.

Restore To Service Sequence

1	Check Machine	Make sure that filters are in place and secure, grease is wiped down/off of fittings, remove old filters/belts from area, doors are closed and unit is ready to be put back in service.
2	Check Area	Pick up and remove old filters/belts, rags, grease gun, and any tools from area. Check to ensure that all individuals have been safely positioned or removed. Notify all affected employees that the lockout devices are being removed.
3	Remove Lockout Devices	Remove all padlocks, gang hasp lockout devices and tags off of AHU2-A, SF-2 Disconnect Box and push arm/lever up to "On" position. Remove all padlocks, gang hasp lockout devices and tags off of AHU2-A, SF-2 VFD, Turn arm/lever handles on supply fan VFD to "on" position. Push the supply fan VFD's key pad "auto" button and let unit ramp up. Make sure equipment is running proficiently.
4	Notify	Notify control room via PTT or by calling 274-5229 that the servicing/maintenance of IN014-499A-AHU2-A unit is completed and the equipment is ready for use.