

MSFC LOCKOUT / TAGOUT PROCEDURE

PURPOSE AND SCOPE

This procedure establishes the minimum requirements necessary for the lockout/tagout of hazardous energy or material contained in the equipment/system listed below when servicing or maintenance is performed. It will be used to ensure the equipment/system is placed in a stop position, de-energized, isolated from all potential hazardous sources, and lockout/ tagout devices placed before any service or maintenance is performed, where the unexpected startup of the equipment/system could cause injury of an employee.

REQUIREMENTS AND RULES

The restrictions imposed by this procedure during lockout/tagout of the equipment/system apply to all employees. Employees shall comply with these requirements and not attempt to restart or use equipment/system where a lockout/tagout device is placed. Failure by any employee to comply with these requirements can result in reprimand, suspension, or termination. Authorized employees shall perform the lockout/tagout in accordance with the requirements and rules in MWI 8715.2.

Equipment/System:	Location (Building/Room):
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Authorized Employee/Organization: (List additional authorized employees in block 9)

PROCEDURE AND TECHNIQUES

1. Statement of the intended use and purpose of this procedure.

2. Notify all affected (equipment/system) operators of the work to be performed using this lockout/tagout to be procedure.

a. Employees Notified (Name/Organization):	b. Method of Notification (Direct/Telephone/PA/E-Mail):

3. Hazard recognition and identification:

a. Method of Verification (Manuals, Operators, etc.):

b. Identify Hazard Type and Magnitude (Pneumatic, Hydraulic, Toxic, Flammable, Electrical, Voltage, Material, PSI, etc.):

4. Shut down machine, equipment or system using the following control devices. List sequence of safe de-energization.

a. Device (Disconnect, Valve, etc.)	b. Location

5. Isolate equipment system from the energy sources. List sequence if different from step 4.		
a. Device (Disconnect, Valve, etc.)	b. Location	
6. Release all potentially hazardous stored or residual energy. List method of release. (Open Valve, Open Disconnect, etc.)		
7. Steps for applying lockout/tagout devices. List sequence if different from step 4.		
8. Verify machine, equipment, or system is isolated from energy source. List method used (test equipment, attempt restart, etc.)		
9. Proceed with servicing or maintenance.		
10. Servicing or maintenance is complete and equipment/system is ready to return to normal operation:		Yes
11. Nonessential items are removed from the immediate area and the equipment/system is operationally intact.		No
12. All personnel are removed from the area or positioned safely prior to restart.		
13. All controls are in neutral or correct positions.		
14. Steps for removing lockout/tagout devices. List sequence if not opposite sequence of step 4.		
15. Notify all affected (equipment/system) operators the work is complete and the equipment/system is ready to restart.		
16. Procedure Prepared By:	Date:	17. Service/Maintenance Performed By:
		Date:
18. Additional Authorized Employees and Organization:		
a. Name	b. Organization	c. Signature/Date (following removal of lockout/tagout device)
19. Annual Inspection of lockout/tagout procedure:		
a. Date:	b. Authorized employee performing inspection:	
c. Authorized employees that performed this lockout/tagout:		