


## LOCKOUT TAGOUT PROCEDURE

<b>LOTO Number:</b> LOTO #1	<b>LOTO Description:</b> Weekly maintenance - assembly conveyor machine	
<b>Created By:</b> Ashlee Spear	<b>Next Audit Date:</b> 02/02/2015	

**Notes:** If there are any questions regarding shutdown/deenergization procedures, contact the shift foreman operator.

## REQUIRED FOR PROCEDURE

2  
Locks

2  
Tags

## EQUIPMENT

**Name:** Assembly conveyor machine

**Asset#:** NA

**Location:** Building B

**Area:** Main assembly area

## AUTHORIZED EMPLOYEES



John Nelson  
Shift Foreman Operator



Steve Smith  
Machinist I



Jason Barratt  
Senior Machinist

**AUTHORIZED EMPLOYEES**



Timothy Sazo  
Machinist II



Sam Stephens  
Operations Manager

**AFFECTED EMPLOYEES**



Devin Carnes  
O&M Supervisor


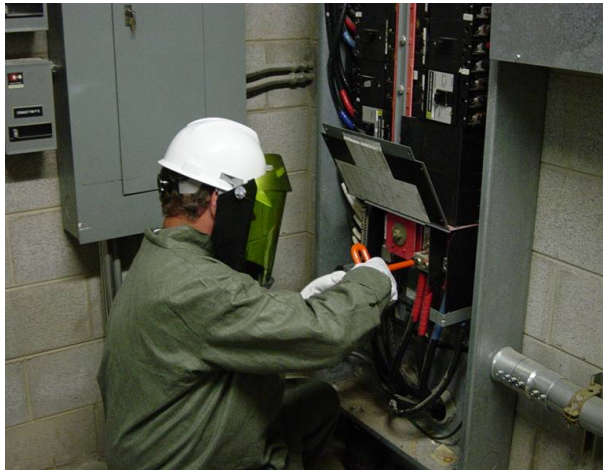


Denise Lago  
Custodial Technician

**SEQUENCE OF LOCKOUT/TAGOUT**

1. Notify Affected Employees. 2. Shutdown Machines and/or Equipment. 3. Deactivate Energy Isolating Device. 4. Lockout/Tagout Energy Isolating Device. 5. Dissipate, Disconnect, or Restrain Stored or Residual Energy. 6. Verify Isolation.

**ISOLATION STEPS**

#	SOURCE	ISOLATION	LOCATION
1	<p align="center"><b>Mechanical</b></p> <hr/> <p align="center"><b>500 joules</b></p>	<p><b>LOCKOUT/TAGOUT:</b> Both - Lock &amp; Tag</p> <p><b>METHOD:</b> Wait for mechanical energy in springs, levers and rotating wheels to slow down and fully stop, or restrain energy by repositioning or blocking. Place designated lock on the locking device. Initial and date the corresponding tag.</p> <p><b>CHECK:</b> After confirming no employees have exposure, attempt to operate the "power"/"on" button to make certain the equipment is inoperable.</p>	 <p align="center">Lower front of machine panel</p>
2	<p align="center"><b>Electrical</b></p> <hr/> <p align="center"><b>350 volts</b></p>	<p><b>LOCKOUT/TAGOUT:</b> Both - Lock &amp; Tag</p> <p><b>METHOD:</b> If in operation, shut machine down by normal stopping procedure (press stop button, open toggle switch). Operate the switch/valve to cut the equipment off from its energy source. Place designated lock on disconnect switch or locking device. Initial and date corresponding tag.</p> <p><b>CHECK:</b> After confirming no other employees have exposure, press the the "On" or "Power" switch to make certain the equipment is inoperable.</p>	 <p align="center">Under flap at base of wall panel</p>