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LOCK OUT TAG OUT

Purpose

The purpose of this procedure is to prevent injury to employees and job site personnel from the unexpected release of energized electrical, mechanical, hydraulic, pneumatic, chemical and/or thermal energy. This procedure applies to equipment, maintenance activities and servicing tasks.

General

- Reliant Holdings Ltd and Its Affiliates will provide “DANGER–DO NOT OPERATE” tags, lockout locks, and other necessary equipment to accomplish Log Out Tag Out (LOTO). Only the standard danger tags reading “DANGER–DO NOT OPERATE” will be used. These tags shall be used only to prohibit operation of mechanical and electrical systems.
- Individually keyed locks shall be used with each tag and the Authorized Person placing the tag shall retain the lock key on his person.
- Locks used for this procedure must be identified as such and shall not be used for any other purpose.
- Reliant Holdings Ltd and Its Affiliates employees will not operate non-company owned or leased equipment and will not be involved in LOTO to non-company owned/leased energized systems without the approval of their supervisor and/or the equipment owner.
- All tags shall be completely filled out indicating date, name, supervisor, equipment or system to be locked out, and attached securely to the lock.
- The Authorized Person will inform all Affected employees of work about to be performed prior to commencing work.
- No device shall be operated with a tag or lock attached, regardless of circumstances.
- If a lock and tag need to be removed, a Reliant Holdings Ltd and Its Affiliates Manager or Supervisor may remove the tag, or authorize its removal, after ensuring that the employee is not on the job site and the energized source is de-energized.
- Each employee must place his own lock and tag prior to working on the equipment or system. “Multi-lock” devices will be used as needed. Lock boxes, approved by Reliant Holdings Ltd and Its Affiliates, may be used in lieu of multi-lock devices.
- Once the repairs are complete, the Authorized Person in charge of the repairs must ensure that the Affected personnel are out of harm's way, slip, trip, and fall hazards have been cleared from the area, and guards have been replaced. Each worker who affixed a lock to an energy control point must remove his/her own lock(s). Equipment start-up may only then occur after the entire above has been completed.
- Lockouts that extend beyond what has been scheduled requires the approval of a Reliant Holdings Ltd and Its Affiliates Manager or Supervisor.
- Lockouts should be explained to every individual involved. A diagram or written message should be used to explain the hazards involved and the lockout procedure. It should cover all the major concepts involved but

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has to be simplified as much as practical. Maintenance shall not be performed on equipment while it is in operation.

WARNING: ANY EMPLOYEE WHO OPERATES A DEVICE OR PIECE OF EQUIPMENT TO WHICH A DANGER TAG OR LOCK IS ATTACHED, OR REMOVES SUCH A TAG OR LOCK, WITHOUT AUTHORIZATION WILL BE TERMINATED IMMEDIATELY.

Procedure

General

- Prior to shut down of the machine or equipment, the Authorized and Affected employee must be aware of the type and magnitude of energy and the hazards of the energy to be controlled. This information will be documented on the LOTO permit form. All employees involved in the upcoming task will be included on this form and will be made aware of potential hazards and mitigations.
- Cranes and equipment energy sources must be turned off/shut down as per the manufacturers' specifications.
- Once lockout devices have been installed, zero energy must be verified.
- Should there be a possibility of re-accumulation, verification of isolation shall continue until maintenance is complete. A Field Level Risk Assessment (FLRA) must be completed for all LOTO tasks.

Maintenance Personnel

When any machine is being repaired and there is any possibility that an inadvertent engine start up or machine movement could cause harm to personnel or damage to components, the maintenance personnel working on the machine must:

- Turn the master disconnect switch to the "off" position.
- Install a safety lock-out hasp on the master disconnect switch.
- Install a safety lock-out padlock on the lock-out hasp.
- In the event more than one maintenance person is working on a machine that must be locked-out then each person must install a safety lock-out padlock on the lock-out hasp and one employee must be designated as the primary person responsible for the employees and task.
- A safety lock-out padlock can only be removed by the Authorized maintenance person that installed it, or the Manager, after an assessment proves it is safe to do so, and a reasonable effort was made to contact the Authorized employee who placed the lock.

Operation Personnel

When it is deemed necessary to lock-out a machine to prevent harm to personnel or damage to components, the operator will turn the master disconnect switch to the "off" position.

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The operator must wire a “DO NOT OPERATE” tag to the master disconnect switch. The “DO NOT OPERATE” tag must have the **operator’s name and date** on it.

The operator must verbally inform the Manager or designate. The operator will complete a “Log Book Comments – Maintenance Form” and submit it to the Manager or designate.

A “DO NOT OPERATE” tag can only be removed by the maintenance personnel repairing the machine, or by the Manager or Supervisor, after an assessment proves it is safe to do so.

LOTO Inspections

- Periodic audits of the LOTO program must be completed that include: ○ the availability of locks, tags and record forms, ○ confirmation of employee compliance with LOTO procedures, ○ the date and employee completing the audit.
- Audits of the LOTO program must be completed at least annually, documented, and kept with the Branch LOTO Records.

Training

- Employees who work with equipment that is energized will be trained in LOTO procedures, Reliant policy on LOTO and the associated hazards of such.
- Retraining will be completed when there is a change to the employees’ job assignment, LOTO procedures, or equipment or when deemed necessary by the manager or supervisor. All training shall be documented and signed by the employee and manager.

Responsibilities

- It will be the responsibility of the all maintenance and operations staff to follow the lock-out procedure when machine or any equipment is deemed to be unsafe, or if operation may cause injury or damage.
- The Branch Manager is responsible for completing LOTO inspections or assigning a designate.



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LOCKOUT PROCEDURE MODEL

LOCKOUT DATA

Date:	Conducted by:
Model:	Location:
Work Center:	Model:
Equipment Number:	Equipment Name:
Model:	Serial Number:
Model:	LOTO Procedure #:

INSTRUCTIONS

The following lockout procedure is provided to assist employees in developing specific procedures to meet the requirements of this instruction. When the energy isolating devices are not lockable, tagout may be

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used, provided additional training and more rigorous periodic inspections are conducted. When tagout is used and the energy isolating devices are lockable, this company will provide full employee protection, additional training, and more rigorous periodic inspections as required. For more complex systems, more comprehensive procedures may need to be developed, documented and utilized.

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

Compliance With This Program. All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment.

Sequence of Lockout

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

Name(s)/Job Title(s) of affected employees and how to notify		
Name	Job Title	Notification Means

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2. The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy

Type of Energy	Magnitude	Control Method

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).

Type(s) and location(s) of machine or equipment operating controls

Types of operating controls	Locations

4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

Type(s) and location(s) of energy isolating devices

Types of energy isolating devices	Locations

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5. Lock out the energy isolating device(s) with assigned individual lock(s).	
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. Type(s) of stored energy--methods to dissipate or restrain.	
Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy	
Types of stored energy	Methods to dissipate or restrain
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. Method of verifying the isolation of the equipment.	
8. The machine or equipment is now locked out.	

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Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine or equipment.

Note: The removal of some forms of blocking may require energization of the machine before safe removal.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Approved for Return to Service

AUTHORIZATION

I certify that I have inspected the equipment and that the required precautions have been completed. Arrangements have been made for item 5. Permission is granted to return the equipment to service.

Name:	Signature:		
Title:	Date:	Time:	

Remarks:

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RETENTION INFORMATION

Permanent Retention File:

Location:

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Date Filed:	Filed By:
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Lockout Tagout Program

Lockout Tagout Determination and Assessment

Equipment Designation: Location:		
Date Assessed:	199	Related Operating Procedures Reviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No Related Maintenance Procedures Reviewed: <input type="checkbox"/> Yes <input type="checkbox"/> No

LOCK OUT TAG OUT ASSESSMENT CHECKLIST

1. Is there a potential for stored, residual, or accumulation of energy after shutdown?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does the unit have multiple energy sources that cannot be readily identified and isolated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. The isolation and lock out of energy sources will not completely reenergize or deactivate the unit!	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. The unit is not isolated from its energy source and locked out during servicing or maintenance!	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. A single lockout device will not achieve a locked out condition!	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. The lockout device is not under the exclusive control of an "Authorized Employee"!	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. The servicing or maintenance creates hazards for other employees!	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have accidents involving unexpected activation/reenergization occurred during servicing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Written procedures must be developed if any "Yes" answers have been given! ←		

1. ASSESSED ENERGY SOURCES: (indicate specific sources with initials)

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	Initials	Energy Source	Magnitude and Unit of Measure	Method to Dissipate or Restrain
1a.		Chemical:		
1b.		Hydraulic:		
1c.		Pneumatic:		

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1d.		Mechanical:		
1e.		Electrical:		
1f.		Thermal:		
1g.		Radioactive:		
1h.		Other:		
1i.		Other:		

2. TYPES AND LOCATIONS OF OPERATING CONTROLS: * Further Detailed on Attachment: Yes No

Types of Operating Controls	Location on Unit
2a.	
2b.	
2c.	
2d.	

3. TYPES AND LOCATIONS OF ENERGY ISOLATING DEVICE(S): * Further Detailed on Attachment: Yes No

Types of Energy Isolating Devices	Location(s)
3a.	
3b.	
3c.	

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3d.

4. METHODS TO VERIFY ISOLATION OF THE UNIT:

* Further Detailed on Attachment: Yes No

Verification Method	Location(s)
4a.	
4b.	
4c.	
4d.	

5. DIAGRAM OR PHOTOS OF UNIT:

Schematic/Blue Print Attached?

Yes No

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6. WRITTEN PROCEDURES AUTHOR:

To be Developed by (date)

To be Implemented by (date)

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Remarks:

7. REMARKS:

Approved

AUTHORIZATION

I certify that I have conducted a Lockout Tagout Assessment of the equipment or machine named above and have detailed the findings of the assessment on this form. * Further detailed on attachment: Yes No

Name:	Signature:	
Title:	Date:	Time:

ASSESSMENT FORM RETENTION INFORMATION

ATTACHMENTS

Permanent Retention File:	Location:	*Yes	No
Date Filed:	Filed By:	*See Following Pates	

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