

**Navy Public Works Center  
Detachment Philadelphia  
Standard Operating Procedure  
500.01  
Lockout/Tagout**

**1. PURPOSE**

**This Procedure Establishes Requirements For Lockout/Tagout of energy sources that could cause injury to personnel. All employees shall comply with procedure.**

**2. PREPARATION AND SEQUENCE OF LOCKOUT/TAGOUT PROCEDURE**

- A. Employees authorized to perform lockout shall be certain as to which switch, valve or other energy isolating devices apply to the equipment being locked out .More than one energy source [electrical ,mechanical ,or others] may be involved. The employees shall clear any questionable identification of sources with their supervisors.
- B. Supervisor or authorized employee will contact customer and notify them of the required shutdown.
- C. If the equipment is operating shut it down by normal stopping procedure [depressing Button, open toggle switch, closing valve, shutting steam, etc.]
- D. **Operate** the switch, valve, or other energy isolating device so that the energy source [s] [Electrical, mechanical, hydraulic, etc.] Is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, hydraulic systems, and air, gas, steam, or water pressure etc, must also be dissipated or restrained by methods such as grounding repositioning, blocking, bleeding down, etc.
- E. Lockout/Tagout the energy isolating devices with an assigned individual lock and tag.
- F. After assuring that no personnel are exposed and as a check on having disconnected the energy sources operate the push button or other normal controls to make certain equipment will not operate.  
**CAUTION: Return operating controls to neutral position after each test.**
- G. The equipment is now locked out.

**4.PROCEDURE INVOLVING MORE THAN ONE PERSON**

A. In the preceding steps, if more than one individual is required to lockout/Tagout equipment, each shall place his own personal lock/tag on the energy isolating device. One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lockout/Tagout equipment for the whole crew. In such cases, it shall be the responsibility of the individual to carry out all steps of the Lockout/Tagout and inform the crew when it is safe to work on the equipment. Additionally the designated individual shall not remove a crew Lock/Tagout until it has been verified that all individuals are clear.

## **5.PROCEDURE FOR OBTAINING LOCKOUT/TAGOUT DEVICES**

- A.** Tool room attendant will maintain a log book using,  
[ **PWC DET.PHILA.TAG-OUT LOG FORM**]
- B.** Tool room attendant will issue lockout/Tagout devices.
- C.** Each authorized employee will be issued a key-type padlock with a Red Danger tag .The employee will maintain one key and tool room will maintain the other. The tag will be filled out in its entirety and signed by employee and his Supervisor.
- D.** The Lockout device will be attached in such a manner as to hold the energy isolating devices in a safe manner. Tagout devices will be attached in such a manner as to forbid the operation of energy. Tagout devices will be attached to the energy isolating device except that, where the installation does not permit this attachment, they shall be located in such a position as to be immediately obvious to anyone attempting to operate the energy isolating device.

## **6.RELEASE FROM LOCKOUT/TAGOUT**

- A.** Before energy is restored to the equipment and process, a visual inspection of the work area will be accomplished to ensure that all nonessential items have been removed and that all components are operationally intact.
- B.** A visual verification that personnel are in the clear.
- C.** Each lockout/Tagout device will be removed from each energy-isolating device by the authorized individual who applied the device.
- D.** In instances where the employees are not available to clear the control of their Personal lockout/tagout protection, the appropriate supervisor will be contacted. The supervisor will determine if the lockout/Tagout device should be removed.
- E.** When equipment is all cleared, remove all locks/tags. The energy isolating device May be operated to restore energy to equipment.
- F.** Return all locks and tags back to tool room and tool room attendant will enter date On Tagout form to clear log.

## **REFERENCES:**

- 1.OPNAVINST 5100.23 Series  
AOccupational Safety and Health Manuel**
- 2. 29CFR1910,Section 147and332**
- 3. American National Standards  
Institute [ANSI] Standard Z244.1-1982,  
Safety requirements for Lockout/Tagout  
Of Energy Sources.**