

| NRL LOCKOUT/TAGOUT PROCEDURES AND RESPONSIBILITIES REVIEW | | | | | |
|--|------------|---------------------------------------|---------------|-----------|-------|
| NAME (<i>Employee Reviewed</i>) | | CODE | DATE REVIEWED | PHONE NO. | |
| SIGNATURE (<i>Employee</i>) | | NAME (<i>Reviewer</i>) | | PHONE NO. | |
| LOCKOUT/TAGOUT PROCEDURE REVIEW | | | | | |
| DESCRIPTION OF MACHINE OR EQUIPMENT USED IN THIS REVIEW | | | | | |
| PLANT ACCT. NO. | SERIAL NO. | LOCATION (<i>Bldg / Rm / Other</i>) | | | |
| IDENTIFY PROCEDURE REVIEWED WITH EMPLOYEE: (<i>Refer to bottom of form for energy isolation/standard <u>lockout</u> procedure.</i>) | | | | | |
| Note: TAGOUT requires the Commanding Officer's written approval. PROCEDURE ___ | | | | | |
| PROCEDURE CHECKLIST | | | | SAT | UNSAT |
| Normal means of shutting down the machinery or equipment (<i>stop, bottom or switch, unplug, etc.</i>). | | | | | |
| Location(s) of all switches, valves and other devices necessary to isolate or shut off energy sources. | | | | | |
| Whether equipment is capable of being locked out with a padlock and the proper location to attach this energy isolation device. | | | | | |
| Other actions necessary to prevent movement of parts, such as placing chains on fan blades, placing block under ram of hydraulic press, removing springs, blanks in steam lines, etc. | | | | | |
| Remove all personnel from the area then operate controls to ensure that adequate energy isolation has been achieved, and the equipment will not operate. | | | | | |
| After review is complete, ready the equipment or operation and check general safety of immediate area. | | | | | |
| Reinstall all guards and other safety devices which were removed. | | | | | |
| Remove all lockout and other energy control devices. | | | | | |
| Remove all unauthorized personnel and unnecessary tools then start and operate equipment. | | | | | |
| Based on the above findings, I feel this employee: | | | | | |
| <input type="checkbox"/> Utilized lockout/tagout procedures properly and is adequately familiar with his/her responsibilities under the NRL Lockout/Tagout Program. | | | | | |
| <input type="checkbox"/> Needs additional training in the following areas: | | | | | |
| SIGNATURE (<i>Supervisor</i>) | | SIGNATURE (<i>Reviewer</i>) | | DATE | |
| STANDARD LOCKOUT PROCEDURES | | | | | |
| PROCEDURE A | | | | | |
| LOCKOUT - GENERAL MECHANICAL/ELECTRICAL EQUIPMENT | | | | | |
| Before performing any servicing, maintenance, or other such work on this equipment, its power switch must be placed in the OFF position and locked in this position with a padlock. | | | | | |
| PROCEDURE B | | | | | |
| LOCKOUT - PRESSURIZED COMPONENTS | | | | | |
| Before disconnecting any lines, gauges, valves, or other pressurized components of this system, the pressure must be relieved to ZERO PSI, and all valves must be closed in the OFF position and locked in this position with a padlock. | | | | | |
| PROCEDURE C | | | | | |
| LOCKOUT - MACHINERY/FANS REQUIRING FURTHER BLOCKING | | | | | |
| Before performing any servicing, maintenance, or other such work on this equipment, the following actions must be taken: | | | | | |
| (1) Place the power switch in the OFF position and secure in this position with a special padlock which has been issued only to designated personnel. | | | | | |
| (2) Take additional measures to prevent unintentional movement of the fan, pulleys, drive belts, and other components due to air flow in the duct caused by drafts, startup of other fans in the system, etc., to secure the fan. | | | | | |
| TAGOUT PROCEDURES | | | | | |
| Shall never be used at NRL as the sole source of energy control and in cases where there is no alternative control other than tagout; then the procedure shall be approved by the Commanding Officer. Tagout can and should be used in combination with lockout procedures and will serve as an additional employee hazard notification. | | | | | |