

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/SOP/001
Implementation Date	03.12.2018
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LOCK OUT PROCEDURE



LOCK OUT PROCEDURE

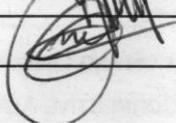
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1. PURPOSE

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To establish a procedure for the making safe of any plant, machine or electrical equipment for the purpose of maintenance, cleaning, commissioning or any other work, on or in the immediate area thereof.

2. SCOPE

This procedure shall be applicable to all direct employees and/or any person performing work for or on behalf of **THENJIWE SUPPLIES & REPAIRS** (contractors, suppliers or visitors).

3. EXEMPTIONS

The client's procedure will take preference over this procedure if applicable.

4. RESPONSIBILITIES & IMPLEMENTATION

The following people will have the responsibilities to implement this procedure:

- Managing Director
- Operational Manager
- Foreman
- Supervisors
- Artisans
- SHE Reps

5. ABBREVIATIONS

Not applicable.

6. DEFINITIONS

Not applicable.

7. GENERAL

Not applicable.

8. PROCEDURE

8.1 Electrical

- a) Maintenance work on Electrical Installations.
- b) Whilst repairs are carried out on pumps and machines etc.
- c) To isolate defective machine, until they can be repaired.

8.2 Chemicals, fuel supplies, steam, compressed air, gas and hydraulics.

- a) Maintenance Work.
- b) Shut downs

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- c) Emergencies
- d) Where a person must carry out work inside or near a source of possible release of dangerous substance into the atmosphere.
- e) Fires and other emergency situations
- f) Vessel entry

8.3 Lock-out Procedure

- a) In case of Moving Equipment when parking the machine, the keys must be removed from the ignition; doors must be closed and locked, chock/stop blocks placed behind the wheels. (Front and back) and all implements to be lowered to the ground.
- b) Locks must have different keys in order to prevent one person from unlocking another person's lock.
- c) There should be two keys for each lock, one to be kept by the worker and the other to be kept by the Operations manager.
- d) The issue of locks should be controlled by the Foreman.
- e) Where more than one person works on the same job or machine, each person must use his own lock. It is the responsibility of the Artisan/production (who intends to carry out the work) to notify the Foreman that repair work is to be done on such machine or equipment in order to enable them to make the relevant machine/equipment in-operative and to render it safe by closing valves, draining, releasing pressure, lock-out and to document it in the register. When more than one man is working on the same machine/equipment each person will put his lock on in the prescribed manner.
- f) The "Zero energy" concept must be understood and applied to any situation where unexpected motion of equipment is undergoing repair, installation etc. could result in an accident or injury. This includes electrical, hydraulic, pneumatic, kinetic and other similar energy sources.
- g) "Locking out" in the context of this instruction shall mean in this application of a key-operated mechanical lock which shall physically prevent or interfere with the operation or manipulation of a switch, circuit breaker, controller, lever, starter valve or device which can or may initiate or control the energy supply, operation or movement of plant, apparatus or equipment.
- h) It is the responsibility of the Artisan/person (who has completed the work) to notify the Foreman, that repair work has been done on such machine or equipment in order to enable the Foreman to make the relevant machine/equipment operative and to render it safe by opening valves, draining, pressure. This has to be documented in the register by the Artisan/team leader.
- i) It is expressly forbidden to use locking facilities on switch gear in an "on" position unless to earth a circuit.
- j) No pieces of wire or any other objects allowed to be used on switch gear.
- k) Locking facilities shall form part of the control or operating devices normally used. In all other cases appropriate facilities shall be provided to allow the application of padlocks either on an individual basis or through the application of multi pad locks hasps.
- l) Locks and keys which are issued in the terms of the requirements of **THENJIWE SUPPLIES & REPAIRS** locking out facilities or regulations shall be kept at a central point in an appropriate box, under the care and supervision of a specific supervisor, duly appointed.
- m) The Supervisor will maintain a register which shall identify the following
 - Key Number

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- Date when lock was issued
- Place where the lock is to be used
- Surname and employee number to whom issued
- Signature of the Artisan/Supervisor.

8.4 Testing Equipment – Live

- a) Once a fault is identified apply lock-out.
- b) THEN start the repairs.
- c) Only authorized personnel to test live equipment.
- d) Only the Artisan/Supervisor to be present when testing or troubleshooting is done.

Remember: a) Failure to lock out can cause injury to employees.
Failure to unlock could result in production delay/loss.

9. RECORDS

Not applicable.

10. REFERENCE

Not applicable.

11. SUPPORTING DOCUMENTS

Document Name
LOCKOUT PERMIT

12. APPENDICES

Not applicable.