



Only trained and authorised personnel are permitted to lock off equipment.  
Perform the locking off procedure in this order.



## 5: Lock off switches

Lock off all switches or other energy controls (e.g. valves, circuit breakers) by using a suitable lock off device.

Only devices specifically designed for locking out should be used.

Each person working on the equipment should have their own personal padlock.

Each person working on the equipment should place their padlock on the locking off device.

If the isolation device cannot support the number of padlocks needed, use a hasp or other suitable devices as necessary.

Apply purpose designed tags to the lockout to warn employees of the danger of the re-energising the equipment. These tags should be fit for purpose - durable, resistant to environmental conditions and attached securely to the lockout device.

Ensure the details of the tags are completed in full.



## 6: Test the equipment controls

Make sure that all danger areas are clear from personnel and switch on the equipment.

Press ALL the start buttons or activation controls on the equipment to test the correct circuits have been isolated.



## 7: Test all of the circuits

Test all of the circuits using the appropriate testing equipment to ensure that they have all been isolated.

Verify that the main disconnect switch or circuit breaker can not be turned on.



## 8: Perform maintenance

When performing the maintenance of the equipment ensure that your actions will not reactivate the equipment.

If modifying or installing new equipment do not bypass the lockout.

When maintenance is complete ensure the correct reactivation procedure is followed to ensure the safety of both the person(s) working on the equipment and any employees that may be affected.

