

Copywriter Portfolio
Sample of B2B Copywriting
Technical Copywriting
Technical Writing Sample

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LOGOUT/TAGOUT PROCEDURES FOR ARMY METERING PROJECTS

1.0 Purpose

This procedure establishes the minimum requirements for lockout/tagout of electrical energy sources. It is to be used to ensure that conductors and circuit parts are disconnected from sources of electrical energy, locked (tagged), and tested before work begins where employees could be exposed to dangerous conditions. Sources of stored energy, such as capacitors or springs, shall be relieved of their energy, and a mechanism shall be engaged to prevent the re-accumulation of energy.

2.0 Responsibility

All employees shall be instructed in the safety significance of the lockout/tagout procedure. All new or transferred employees and all other persons whose work operations are or might be in the area shall be instructed in the purpose and use of this procedure.

The person in charge, and/or the site safety officer shall ensure that appropriate personnel receive instructions on their roles and responsibilities. All persons installing a lockout/tagout device shall sign their names and the date on the tag.

3.0 Preparation for Lockout/Tagout

3.1. Review current diagrammatic drawings (or their equivalent), tags, labels, and signs to identify and locate all disconnecting means to determine that power is interrupted by a physical break and not de-energized by a circuit interlock. Make a list of disconnecting means to be locked (tagged).

3.2. Review disconnecting means to determine adequacy of their interrupting ability. Determine if it will be possible to verify a visible open point, or if other precautions will be necessary.

3.3. Review other work activity to identify where and how other personnel might be exposed to electrical hazards. Review other energy sources in the physical area to determine employee exposure to those sources of other types of energy. Establish energy control methods for control of other hazardous energy sources in the area.

3.4. Provide an adequately rated test instrument to test each phase conductor or circuit part to verify that they are de-energized. Provide a method to determine that the test instrument is operating satisfactorily.

3.5. Where the possibility of induced voltages or stored electrical energy exists, call for grounding the phase conductors or circuit parts before touching them. Where it could be reasonably anticipated that contact with other exposed energized conductors or circuit parts is possible, call for applying ground connecting devices.

4.0 Simple Lockout/Tagout

The simple lockout/tagout procedure will involve 1.0 through 3.0, 5.0 through 8.0, and 11.0 through 13.0.

5.0 Sequence of Lockout/Tagout System Procedures

5.1. The employees shall be notified that a lockout/tagout system is going to be implemented and the reason for it. The qualified employee implementing the lockout/tagout shall know the disconnecting means location for all sources of electrical energy and the location of all sources of stored energy. The qualified person shall be knowledgeable of hazards associated with electrical energy.

5.2. If the electrical supply is energized, the qualified person shall de-energize and disconnect the electric supply and relieve all stored energy.

5.3. Wherever possible, the blades of disconnecting devices should be visually verified to be fully opened, or draw-out type circuit breakers should be verified to be completely withdrawn to the fully disconnected position.

5.4. Lockout/tagout all disconnecting means with lockout/tagout devices.

5.5. Attempt to operate the disconnecting means, in order to determine that operation has been prohibited.

5.6 A test instrument shall be used. Inspect the instrument for visible damage. Do not proceed if there is an indication of damage to the instrument until an undamaged device is available.

5.7 Verify proper instrument operation and then test for absence of voltage.

5.8 Verify proper instrument operation after testing for absence of voltage.

5.9 Where required, install a grounding equipment/conductor device on the phase conductors or circuit parts, to eliminate induced voltage or stored energy, before touching them. Where it has been determined that contact with other exposed energized conductors or circuit parts is possible, apply ground connecting devices rated for the available fault duty.

5.10 The equipment, electrical source, or both are now locked out (tagged out).

6.0 Restoring the Equipment, Electrical Supply, or Both to Normal Condition

6.1 After the job or task is complete, visually verify that the job or task is complete.

6.2 Remove all tools, equipment, and unused materials and perform appropriate housekeeping.

6.3 Remove all grounding equipment/conductors/devices.

6.4 Notify all personnel involved with the job or task that the lockout/tagout is complete, that the electrical supply is being restored, and that they are to remain clear of the equipment and electrical supply.

6.5 Perform any quality control tests or checks on the repaired or replaced equipment, electrical supply, or both.

6.6 Remove lockout/tagout devices. The person who installed the devices is to remove them.

6.7 Notify the owner of the equipment, electrical supply, or both, that the equipment, electrical supply, or both are ready to be returned to normal operation.

6.8 Return the disconnecting means to their normal condition.

7.0 Procedure Involving More Than One Person

For a simple lockout/tagout and where more than one person is involved in the job or task, each person shall install his or her own personal lockout/tagout device.

8.0 Procedure Involving More Than One Shift

When the lockout/tagout extends for more than one day, it shall be verified that the lockout/tagout is still in place at the beginning of the next day. When the lockout/tagout is continued on successive shifts, the lockout/tagout is considered to be a complex lockout/tagout.

For a complex lockout/tagout, the person in charge shall identify the method for transfer of the lockout/tagout and of communication with all employees.

9.0 Complex Lockout/Tagout

Complex lockout/tagout procedures are required where one or more of the following exist:

1. Multiple energy sources (more than one)
2. Multiple crews
3. Multiple crafts
4. Multiple locations
5. Multiple employers
6. Unique disconnecting means
7. Complex or particular switching sequences
8. Lockout/tagout for more than one shift; that is, new shift workers

9.1 All complex lockout/tagout procedures shall require a plan of execution. The plan shall include the requirements in 1.0 through 3.0, 5.0, 6.0, and 8.0 through 12.0.

9.2 A person in charge shall be designated and involved with a complex lockout/tagout procedure. The person in charge shall be at the procedure location.

9.3 The person in charge shall develop a plan of execution in accordance with these procedures, and communicate that plan to all persons engaged in the job or task. The person in charge shall be held accountable for safe execution of the complex lockout/tagout plan.

The complex location/tagout plan must address all the concerns of employees who might be exposed, and they must understand how electrical energy is controlled. The person in charge shall ensure that each person understands the electrical hazards to which they are exposed and the safety-related work practices they are to use.

9.4 All complex lockout/tagout plans identify the method to account for all persons who might be exposed to electrical hazards in the course of the lockout/tagout.

One of the following methods is to be used:

1. Each individual shall install his or her own personal lockout or tagout device.
2. The person in charge shall lock his/her key in a lock box.
3. The person in charge shall maintain a sign-in/sign-out log for all personnel entering the area.
4. Another equally effective methodology shall be used.

9.5 The person in charge can install locks/tags or direct their installation on behalf of other employees.

9.6 The person in charge can remove locks/tags or direct their removal on behalf of other employees, only after all personnel are accounted for and ensured to be clear of potential electrical hazards.

9.7 Where the complex lockout/tagout is continued on successive shifts, the person in charge shall identify the method for transfer of the lockout and the method of communications with all employees.

10.0 Discipline

10.1 Knowingly violating this procedure will result in being removed from the project.

10.2 Knowingly operating a disconnecting means with an installed lockout device (tagout device) will result in being removed from the project.

11.0 Equipment

11.1 Locks shall be approved by the person in charge, or the safety officer, and verified to be in proper working order.

11.2 Tags shall be approved by the person in charge, or the safety officer.

11.3 The test instruments shall be approved by the person in charge, or the safety officer, and verified to be

in proper working order.

12.0 Review

This procedure was last reviewed on September 18, 2015 and is scheduled to be reviewed again on September 17, 2016.

13.0 Lockout/Tagout Training

Recommended training can include, but is not limited to, the following:

1. Recognition of lockout/tagout devices
2. Installation of lockout/tagout devices
3. Duty of employer in writing procedures
4. Duty of employee in executing procedures
5. Duty of person in charge
6. Authorized and unauthorized removal of locks/tags
7. Enforcement of execution of lockout/tagout procedures
8. Simple lockout/tagout
9. Complex lockout/tagout
10. Use of single-line and diagrammatic drawings to identify sources of energy
11. Alerting techniques
12. Release of stored energy
13. Personnel accounting methods
14. Temporary protective grounding equipment needs and requirements
15. Safe use of test instruments

Reference: NFPA 70E, 2015 Edition, Annex G “Sample Lockout/Tagout Procedure”