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LOCK OUT & TAG OUT (LOTO) PROCEDURE

TAKREER Project No. : 5578

TAKREER
Ruwais Refinery Expansion Project

DISTRIBUTION	
TAKREER	
SEOUL	
SITE	v
PMC	
SEOUL	
SITE	v
CONTRACTOR	
PROJECT	v
PROCESS	v
PIPING	v
ROTATING	v
STATIONARY	v
ELECTRICAL	v
INSTRUMENT	v
CIVIL	v
ARCHITECTURE	
PROCUREMENT	v
CONSTRUCTION	v
QA / QC	v
HSE	v
IT	v


Rev	Date	Description	Orig by	Chk'd by	App By	COMPANY App
0	12/12/12	For Construction	KO Y. D	Y. H YANG	I.H.Hur	
B	4/12/12	For Approval	KO Y. D	Y. H YANG	I.H.Hur	
A	22/09/12	Issue for Review and Comments	KO Y. D	Y. H YANG	I.H.Hur	



ABU DHABI OIL REFINING COMPANY (TAKREER)

				
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Revision List
(5578-E3-HSE-HU-00039)

Rev. No.	Date	Description	Page no.	Remark
A	22. Sep. 12	Originally issued for Review and Comment	All	
B	4. Dec. 12	Amended to comments	All	
0	12. Dec. 12	Issued for Construction		




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AGREEMENT

By EPC CONTRACTORS Seal and EPC CONTRACTORS representative signature hereunder attached, it is recognized and covenanted by the Parties hereunder that a formal Agreement has been made regarding the works as described in this Common Water Flushing Procedure. This Agreement has been mutually signed and agreed


	EPC 1	EPC 2	EPC 3	EPC 4	EPC 6	EPC 7
Name						
Position						
Signature						
Date						



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1. Purpose
2. Scope
3. Definitions
4. Requirements
5. Isolation Procedures
6. Tie-in's and Blinding
7. Tag out special Lockout/Tag-out requirements for electrical devices
8. Lockout Devices
9. Tagging Designations
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1. PURPOSE

This policy establishes the minimum requirements for safely isolating potentially hazardous energy sources. It shall be followed to ensure that machines or equipment are isolated from all potentially hazardous energy before employees perform service or maintenance activities where there may be an unexpected energization, start-up, or release of stored energy. Types of energy sources include electrical, mechanical, pneumatic, chemical, thermal and hydraulic.

2. SCOPE

The provisions set fourth in this policy applies to all work activities, equipment and machinery on the RRE Project where potentially hazardous energy exists. All employees or contractors of SECL who maintain, service and pre-commission, commission and startp periods for such equipment and machinery are subject to the procedures outlined in the policy without exception. Failure to follow these procedures may result in disciplinary actions.

3. DEFINITIONS

Zero" energy state is achieved when all forces have been removed from the place of work with no possibility of uncontrolled return. All forces or energies are physically isolated from the worker/equipment and there is no potential of workers impacting any live process.

Competent Person

A person who is capable of identifying existing and predictable conditions is the surroundings and work areas which are unsanitary, hazardous or dangerous and who has authorization to take prompt corrective action."


Affected Employee

An employee whose job requires him to operate or use a machine or equipment on which servicing or maintenance is performed under lock-out or tag-out, or whose job requires him to work in an area in which such services or maintenance is being performed. This also includes construction system blinding, restraints, removal, purging, and isolation of components, electrical, water and air.

Authorized Employee

An "authorised person" as a person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite. A person who locks-out or tags-out equipment or systems in order to perform servicing or maintenance on that equipment or system and new construction to include valves, flanges, blinds, removal, purging and isolation of components, electrical, water and air



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Capable of being Locked Out

A hasp or other means of attachment to which, or through which, a lock can be affixed to an energy-isolating device, or with a locking mechanism built into it. Other energy-isolating devices are capable of being locked-out if lock-out can be achieved without the need to dismantle, rebuild or replace the energy-isolation device or permanently alter its energy control capacity.

Energized / Pressurized

Connected to an energy source or containing residual or stored energy

Energy Isolation Device

A mechanical device, that physically prevents the transmission or release of energy, including but not limited to the following:

A manually operated circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all underground and / or above ground supply conductors, and, in addition, no pole can be operated independently; valve, spade or blind flange; and any similar device used to block or isolate energy. *"Push buttons, selector switches, and other control circuit's type devices are not energy isolating devices"*

Energy Source

Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy

Lockout

The placement of a lockout device on an energy-isolation device in accordance with established procedures ensuring that the energy-isolating device and the equipment or system being controlled cannot be operated until the lockout device is removed.


Lockout Device

A device that utilizes a positive means, such as a keyed lock, to hold an energy-isolating device in a safe position and prevent the energisation / pressurisation of the equipment or system, this includes blank flanges, bolted slip blinds, double block with bleed valve, Multi-hole hasp & pad lock. For multiple Pad locks chains & cables shall be used. The use of combination type padlocks for lockout is strictly prohibited. "Danger - Do Not Operate" tags, of appropriate size shall include a clear description of the reason for the equipment isolation, the name of the person (printed & signed), with the time and date of issue.

Lockout / Tagging Coordinator

The Commissioning Manager shall appoint an electrical and a mechanical lockout and tagging authority in their respective areas. Lockout and tagging authorities are typically Electrical and Mechanical Supervisors. The lockout and tagging authorities shall control



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the lockout and tag-out of equipment and / or systems in order for construction, maintenance, commissioning or service work to be performed on equipment or systems (Refer to the attachment-3: Authorized Lockout / Tag-out Authority List Form). and maintain the LOTO Log (attachement-2)

Key Box

Key box for Electrical Discipline will be located in the PTW Control Centre. Key box For other discipline will also be located PTW Control Room .

Note: There will be “NO TRANSFER” of key between shifts.

Lockout - Tag-out Log

A Lock-out -Tag-out Log entry shall be required for each lockout / tag-out activity. The lockout / Tag-out Log requires the name of the person placing the lock / tag, reason for the lockout equipment isolated, verification of isolation, time and date the lock was installed and time and date the lock was removed(Refer to the attachment-2: Lockout / Tag-out Log Form)

LOTO Authority

A competent individual appointed by and reporting to the Commissioning Manager shall provide overall management of RRE lockout and tag-out procedure. This individual will coordinate lockout / tag-out training and maintain an authorized, up-to-date lockout / tag-out authority list. LOTO Authority office and PTW Office) will be located in a secure area nominated by the Commissioning Manager for RRE project.

4. REQUIREMENTS


Energy Control Program

The electrical and /or mechanical lock out / tag out authority shall place the control lock, first on the multiple lock out device. To ensure that before an employee performs any work, servicing or maintenance on equipment or systems, which could become energized / pressurized or contain stored energy, the equipment or system shall be isolated and rendered inoperative. Commissioning Manager or his designee will ensure that the PTW issuing approved signatory performs the appropriate reviews in accordance with the following protocols:

- Safety Task / Job Hazard Analysis
- Appropriate Work Permit
- Work Method Statement

Compliance with the lockout & tagging procedure by all RRE personnel is mandatory. Noncompliance will result in disciplinary action up to and including termination of employment

All equipment and / or services shall be locked out and tagged out by the designated lockout / tagging authority to protect against accidental or inadvertent energization /

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pressurization when such a condition could cause injury to personnel or damage to equipment.

The lockout / tagging authority will document lockout / tagging activities in the Lockout / Tag-Out Log.

A bump test in the field at the on/off switch shall be performed by the competent electrical person to ensure that isolation is achieved on all electrical equipment

Whenever a lockout is required, the Task Supervisor shall complete a "Request to Lockout Equipment" form and give it to the Lockout / Tag-out Authority.

The Lockout / Tag-out Authority complete the bottom of the form and retain it.

When multi-discipline work activities are involved, i.e., pipe fitters and electricians, each discipline will be protected by its own lock and tag.

The padlocks shall be identified individually by numbers and different colour such as red, blue and yellow colour during pre-commissioning, commissioning and normal operation

- Red colour for electrical,
 - Blue colour for mechanical and
 - Yellow colour for other discipline shall be used
- All sources of energy shall be locked out first with a multiple lockout device
 - The electrical and / or mechanical lockout / tagging authority shall place his lock on the multiple lockout device
 - All discipline person(s) performing the physical work activities on the equipment or system shall place a lock on the multiple lock out device, after If necessary other discipline's Task Supervisors will then place their locks on the multiple lockout devices
 - Locks and tags will only be removed upon completion of the discipline's specific work, leaving the other discipline's locks and tags in place
 - The lock placed by the Lockout / Tagging Authority shall be the first lock placed on the lockout device and the last lock removed from the lockout device.


When multi-organizational work activities are involved, i.e., construction and commissioning, each organization will be protected by its own locks and tags.

- Locks and tags shall only be removed upon completion of the organization's specific work leaving the other organization's locks and tags in place.

No attempt shall be made to operate any switch, valve or other energy-isolating device when it has been locked out or tagged out.

- Under no circumstances shall a red "Do Not Operate" tag be placed on a device in an energized state, i.e., a circuit breaker in the 'On' position
- For testing purposes or valve line-ups, utilize **Green Information tags**. This prevents operation of the equipment or system by anyone but preauthorized personnel.



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- Testing or special valve line-up, i.e., hydro-testing or hypot testing shall be specifically outlined in a test plan. This plan will identify the boundaries of the specific test and include red tag and lockout requirements to safely protect personnel outside these boundaries who could be affected by the testing operations. Additional precautions, such as, red and white 'Danger' and yellow and black, 'Caution' barricade tape shall also be identified.

No isolation lock shall be installed without an accompanying red 'Danger – Do Not Operate' tag. Only the person who installed the lock or tag is permitted to remove it or otherwise approved by the Site Manager Commission Manager and HSE Manager . All three signatures shall appear approval to cut lock request .

The tag shall be filled out on the back side with details (See the attachment-6)

All tags shall have the following information, legibly printed in permanent ink:

- Name and signature of the person placing the lock.
- Discipline of the person locking and tagging.
- Name and signature of Lockout / Tag-out Authority
- Reason for the Isolation
- Name and details of person installing the tag,
- Date of installation of the lock & tag,
- PTW Number

Should the person who installed the lock or tag not be located, even after attempts to contact him at home, the Commissioning Manager may authorize the emergency removal of a lock or tag. Before the emergency removal, the Commissioning Manager shall ensure that all downstream work activities have been rendered "Safe" by physically visiting affected areas (Refer to the attached-4: Lock Cutting/Removal Form)

Commissioning Manager will provide information boards / signs to insure the general onsite population understand the purpose and function of the lockout / tag-out procedure. Those employees required to work on hazardous energy sources shall be knowledgeable in the safe application, use and removal of energy controls. As a minimum, detailed training shall be provided to the following employees:


- Authorized Employee(s)
- Affected Employee(s)
- Other employees whose work may be in an immediate area where lockout / tag-out procedures are used.

5. ISOLATION PROCEDURES

Electrical - Lockout / Tag-out (LOTO)

The Task Supervisor shall:



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- Review the scope of work,
- Determine the required isolation(s) points to render the work “safe”,
- Secure Area operator review to ensure isolation is adequate,
- Secure inter-discipline review when other disciplines may be affected,
- Barricaded the area with blue/white tape.
- Completed the **Request to Lockout Equipment** and submit the form to the appropriate Lockout / Tag-out Authority (Refer to the Attachement-1: *Request to Lockout Equipment Form*)
- After the person(s) performing the work activities places the lock & tag on the isolation point, after placing the LOTO Authority’s Control Lock & Tag

The Lockout / Tag-out Authority shall:


- Review the Request to Lockout Equipment,
- Enter the required information into the *Lockout / Tag-out Log*
- Physically verify that isolation is proper in the field and area is safe for working.
- Lockout / Tag-out Authority removes his Lock and Tag from the location after verification with area supervisor.
- Issue the appropriate locks, keys, lockout devices and “Danger – Do Not Operate” tags to all personnel performing work on equipment or systems requiring
- **NOTE: All padlocks shall have only one key, which shall be kept in the possession of the person(s) placing the lock & tag on the isolating device, until the work is completed. (the lock will not have any duplicate or master key)**
- Place a lockout device and “Danger – Do Not Operate” tag on the energy-isolation device, ensuring the energy-isolating device and the equipment or system being controlled cannot be operated until the lockout device is removed
- **The Lockout / Tagging Authority’s lock shall be the first lock placed and the last lock removed from the lockout device.**

The Task Supervisor shall:

- Ensure the required information is placed on the back of the “Danger – Do Not Operate” tag by the person(s) locking and tagging the isolation device.
- Checks for zero energy state, by either “bump testing” the equipment / motor or checking with the electrical leads with a voltage meter and for mechanical the integrity of the system valve and blind line isolation by cracking open vents & drains.

Upon completion of work, the Task Supervisor shall:



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- Return all locks, keys, and tags to the Lockout / Tag-out Authority who enters the “Date & Time of Removal” into the **Lockout / Tag-out Log**.

Blinds

Isolation blinds shall be tagged with a red “Do Not Operate” tag, when used at an isolation point.

- Blinds used as an isolation point shall have their handle painted red.
- Isolation procedures must be followed for installing blinds during routine operations and shutdowns.

Tie-in's / Isolation from existing equipment / systems

Where tie-ins to, or isolation from, existing equipment or systems or turned over equipment or systems is required, EPCs shall be responsible for opening breakers, closing valves and placing locks and tags on lockout devices.

- Blinds used to isolate piping systems should have their handle painted orange.
- Where EPCE& Clocks and tags are required, they shall be the first on and the last off.
- When nearing the mechanical completion phase, ownership must be verified prior to lockout or tag-out of components. The Commissioning Manager shall maintain up-to-date records of turnover status and will be accountable for providing this information

Double block and bleed

Where piping systems can be positively isolated by means of double block and bleed valves, a chain or wire rope passing through each valve's wheel, with a multiple lockout device and lock is a suitable isolation point.


- All weather “Danger – Do Not Operate” tags shall be attached to all lockout devices using nylon ties.
- The valve handles which do not have lockout position should be tight with metal chain with pad lock.

Lockout and tag-out devices

Lockout and tag-out devices shall be:

- Capable of withstanding the environment they are exposed for the maximum period of time exposure is expected
- Strong enough to prevent accidental or inadvertent removal
- Padlocks used for lockout shall be painted red, blue and yellow individually numbered and individually keyed
- Craft locks shall be identified by numbers and removed upon the completion of work.
- Non-reusable, self locking nylon ties shall be used to attach tags to lockout devices



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6. TIE- IN'S AND BLINDING

Where tie-ins are to be made to equipment / systems within construction / area battery limits, all work and preparation shall be coordinated with the appropriate Area Manager or Area Field Supervisor and lockout / tag-out authority for the specific work to be performed

For tie-ins into existing plant equipment / systems, the EPC's representative shall be contacted in advance to preplan tie-in requirements for isolation.

7. SPECIAL LOCKOUT / TAG-OUT REQUIREMENTS FOR ELECTRICAL DEVICES

It is essential to avoid accidental start-up of equipment during construction, commissioning and servicing work activity

This section covers proper electrical isolation prior to and during work activities involving pumps, motors, compressors, mixers, conveyors, crushers, fans, blowers and similar electrically driven equipment and switchgear.

Where isolation devices cannot be positively locked in the "safe" position, additional isolation measures are required and may include, removing fuses or disconnecting, lifting and taping cable leads

On electrical services greater than 600 volts, or where storage devices, i.e., capacitors and inductive loads are in the circuit, grounding chains shall be installed.

- Grounding chains shall be numbered, tagged and recorded in the Lockout / Tag-out Log


In all cases, the isolation of electrical power sources shall be positively verified as "de-energized" with approved testing equipment, i.e., a voltmeter (for voltages up to 600 volts) or a "hot stick" (above 600 volts)

Personal Protective Equipment (PPE) appropriate for the voltage level shall be utilized, i.e., high voltage gloves, insulation mats and flash suits. High voltage gloves must be tested and certified per the relevant in-country or construction electrical code.

In cases of subcontractor construction or unit start up, where a subcontractor or EPC1 personnel are working in a clearly defined area, the area supervisor, the area HSE Supervisor and a the Lockout / Tag-out Authority will evaluate the need for and develop specific procedures as appropriate to ensure safe electrical isolation in the area.

- Formal correspondence shall document these evaluations, needs and agreements
- Copies of special or job specific procedures, shall be forwarded to the Commissioning and HSE Manager for review and approval before starting a task



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- thorough care shall be taken to identify potential external sources of energy, i.e., control and tripping circuits and to ensure these sources are isolated, tagged and tested to ensure “zero state of energy”
- Ensure compliance with the Safe Lockout & Tagging Procedure.

8. LOCKOUT DEVICES

- Lockout devices shall be used only for their intended purpose.
- Lockout devices shall have a multi-hole hasp for applying multiple padlocks Chains and cables shall be used to isolate valve wheels.
- Padlocks shall be identified by key markings on the individual locks.
- Padlocks shall only be used for lockout work.
- Locks, keys and tags shall be controlled by the area Lockout / Tag-out Authority.
- The placement of any lockout / isolation device, i.e., padlocks, multiple hasps, chains, cables, valve blocking devices, blind flanges, slip blinds, etc used as an isolation point must be entered into the Lockout / Tag-out Log.
- All test blinds should have a T-handle with the line size and pressure rating of the blind stamped on the T-handle. T-handle should be painted orange and have a hole through it that allows a tag to be attached.

9. TAGGING DESIGNATIONS

Red Danger tags: “Danger – Do Not Operate” tags are used in combination with safety locks to isolate equipment or systems. The tag shall indicate the name of the person placing the tag, the date, time and the reason for the tag.(Refer to the attachment-6)


- Only the person who placed the red tag is authorized to remove it

Yellow Caution tags: “Caution” and Green information tags are used to convey information to persons and shall not be used as an isolation point for general work activity. Yellow tags are typically used for testing of equipment and / or services and warn that equipment or systems may start-up without warning.

- The tag shall indicate the name of the person placing the tag, the date, time and the reason for the tag.
- No work shall be performed on any equipment or system to which a yellow “Caution” tag is attached

When operation of “Caution” tagged devices, may result in unsafe conditions, defined control boundaries shall be established and red, “Danger – Do Not Operate” tags and locks, shall be installed to protect work activities outside those boundaries.



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Following pre-commissioning testing on equipment and systems, the yellow “Caution” tags shall be removed and red “Danger – Do Not Operate” tags and locks will be installed and remain in place until the equipment or system is officially turned over.

Danger :Live Line tags shall be placed on all lines systems / equipment at regular intervals along with the length of the lines serviced with H/C and utilities during Pre-commissioning and commissioning stage(See attachment- 7)

- Yellow “Caution – Live Lines Overhead” signs will be posted at eyelevel position at all access ways leading to pipe racks or structures, which have live lines with H/C and utilities (Refer to the attachment- 7: “Danger – Live Line” & “Caution – Live Lines Overhead” Signs)
- Lock cutting procedure (Attachment #4 shall only be implemented when all avenues to contact the individual who attached the lock out device have failed . the lock cutting permit requires all 3 signatories to sign in the presence of each other . The approved signatories for lock cutting shall be the;

TPW Approval Authority

Commissioning Manager

Site Manager or Project HSE Manager.


On completion of the Lock cutting procedure application the locking device shall be removed while all signatories are present .

On removal of the devise an approved lock registered shall be installed by an approved lock out authority.

10. ATTACHMENTS

- Attachment-1 : Request to Lockout Equipment
- Attachment-2 : Lockout / Tag-out Log
- Attachment-3 : Authorized Lockout / Tag-out Authority List
- Attachment-4 : Lock Cutting/Removal
- Attachment-5 : Blind & Valve Safety Tag/Lock-out List
- Attachment-6 : Sample “Danger – Do Not Operate Tag” (both sides of tag)
- Attachment-7 : Sample; “Danger – Live Line” & “Caution – Live Lines Overhead” Signs



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ATTACHMENT - 1 : REQUEST TO LOCKOUT EQUIPMENT

<i>Top section to be completed by the Task Supervisor</i>		
<p>I hereby request lockout / tag-out accessories be issued to me to lockout equipment described below. I affirm that the requirements of the RRE , Safety Lockout & Tagging Procedure, as applicable to the RRE commissioning site, shall be fully implemented. I confirm that the employee authorized to affix the lockout / tag-out devices is a competent person and has received training in the lockout / tag-out procedure.</p>		
Equipment Tag Number:	Location:	
Expected Lockout:	Duration of	From: To:
Reason for Lockout:		
<i>Task Supervisor's Name</i>	<i>Signature</i>	<i>Date</i>
<i>Bottom section to be completed by the Lockout / Tag-out Authority</i>		
Location(s) of Lockout Padlock(s) on Equipment		
1.		
2.		
3.		
Multiple Lockout Device Issued Yes <input type="checkbox"/> No <input type="checkbox"/>		
Padlock Number:	Key Number:	LOTO Log Entry Number
1.		
2.		
3.		
<i>LOTO Authority's Name</i>	<i>Signature</i>	<i>Date</i>
Comments:		



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ATTACHMENT - 4

Lock Cutting/Removal Authorization Form

Date: _____ Project: _____

Lock Owner's Name _____

Badge Number: _____ Lock Number: _____

Employee Requesting Removal: _____

Reason For Request: _____

Alternatives Considered: _____

Attempted to contact Lock Owner by phone: Date: _____ Time: _____

APPROVALS:

Site Manager: _____

Commissioning Manager: _____


Project HSE Manager _____

PTW Authority for new locking device _____

Lock Owner Upon Return: _____

Aj



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ATTACHMENT - 6 Examples Only

Front Side



Back Side



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ATTACHMENT-7 Examples Only

