

	Standard Operating Procedure Lockout/Tagout Devices		SOP Number G-105	Revision 2
			Effective Date 05/10/22	Page Page 1 of 5
Written by/ Date <i>Ben [Signature]</i> 2/16/22		Reviewed by/ Date 03/15/22 <i>Janice [Signature]</i>		Approved by/ Date <i>Jon [Signature]</i> 03/09/22
Title: Safety Director		Title: Maintenance Manager		Title: QA Manager

1.0 Purpose

This procedure defines the location and type of devices used for a proper Lockout/Tagout (LOTO) Program that is compliant with 29 CFR 1910.147 for proper Lockout and Tagout of equipment. This program also meets OSHA standards.

2.0 Scope

This procedure provides the general guidelines for type and placement of LOTO equipment.

3.0 Responsibility

- 3.1 It the responsibility of authorized and affected employees to know the locations of LOTO equipment.
- 3.2 It is the responsibility of maintenance employees, authorized employees, and affected employees to understand how to handle the various lockout devices authorized for this facility.
- 3.3 It is the responsibility of the Department Heads, Managers and Supervisors to implement this procedure and ensure compliance by personnel with requirements in this procedure
- 3.4 It is the responsibility of Operations and Quality to ensure this procedure is being followed.

4.0 Definitions

- 4.1 **LOTO** - Lockout / Tagout; Safety procedures that identify equipment that is damaged or de-energized.

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- 4.2 **OSHA** - Occupational Safety and Health Administration; A division of the Department of Labor that sets and enforces occupational health and safety rules.
- 4.3 **Authorized Employee** – an employee that has the authority to use lockout devices and is responsible for locking and tagging out equipment that is suspected of malfunction.
- 4.4 **Affected Employee** – any employee that is aware when equipment is in Lockout or Tagout, and understands the procedure.
- 4.5 **All employees** – employees, contractors, temporary employees, or other personnel that may be exposed to or work around equipment that can be under Lockout / Tagout protocols.
- 4.6 **Excessive** – force or technique needed to remove a lock, such as the use of bolt cutters.

5.0 References

- 5.1 29 CFR 1910.147 The Control of Hazardous Energy (Lockout/Tagout)
- 5.2 G-105-F1, Form, Equipment List for Lockout
- 5.3 G-105-F2, Form, Lockout Log

6.0 General Information

- 6.1 Locks and other Lockout device will be made of durable and tamper-proof material as defined by 29 CFR 1910.147(c)(5)(ii) and purchased from a reputable supplier.
- 6.2 Color coded system will be used for LOTO locks. Other LOTO devices will be standard colors as provided by the manufacturer.
 - 6.2.1 When possible, an authorized employee can use a tag with their name and attach it to the lock(s) that they are using.
 - 6.2.2 Red – Maintenance (authorized employees)

6.2.2.1 Each member of the Maintenance team will have their own set of company provided locks and devices as needed.

6.2.3 Blue – Operators (authorized employees)

6.2.3.1 Locks will be labeled based on department and/or location.

6.2.3.1.1 Example: Room Specific Locks: P1-01, etc.

6.2.3.1.2 Example: Department Specific Locks: Blending-01, etc.

6.2.4 Yellow – Quality Control (authorized employees)

6.2.4.1 QC inspectors will share a set of company provided locks.

6.2.5 Green – Research and Development (authorized employees)

6.2.5.1 R&D will share a set of company provided locks.

6.2.6 Purple – Contractors (proof of authorized employee training is required).

6.2.6.1 Contractor will be issued locks by Maintenance as needed.

6.2.6.2 Locks will be numbered Contractor-01, etc...

6.3 Lockout Stations will be located as close to a department or room as possible.

6.4 A copy of Form G-105-F2 will be located at each lock station so that locks can be monitored. Completed forms will remain at the lock station and can only be removed during an audit.

6.4.1 Each Form, G-105-F2 will have the location of the station written on the form and each page will be numbered in order.

6.4.2 When a device is to be locked, authorized employee(s) will go to the lockout station and retrieve locks and/or devices needed to lockout a piece of equipment or room.

- 6.4.3 Authorized employees will write down the number of the lock, their own initials, the current date, and the room or equipment number on Form, G-105-F2.
- 6.4.4 When locks are returned to the lock station, they must be signed back in on the log. The employee will initial and write the date. A supervisor will verify and initial that the lock has been returned.
- 6.4.5 Only fully completed G-105-F2 forms can be removed by an auditor and they will be delivered to Document Control for storage.
- 6.5 Form G-105-F1 will be filled out and approved by the Maintenance Manager or designee. This form describes all the equipment needing to be de-energized for a specific area.
- 6.6 If there are multiple pieces of equipment or more than one employee authorized to lockout devices, then the following procedure can be used:
- 6.6.1 Each authorized employee will retrieve 1 lock.
- 6.6.2 A Supervisor/Lead (authorized employee) will obtain 1 lock for themselves and all necessary lockout devices and locks as described in the room's / equipment's lockout guide.
- 6.6.3 The Supervisor/Lead (authorized employee) will lockout all devices. Keys for each locked out device will be placed in a lockbox.
- 6.6.4 Each authorized employee will place their lock on the lockbox.
- 6.7 When a contractor applies a lock and tag to a piece of equipment, an Ion Labs authorized employee must place a hasp on the energy isolating device and put his/her lock and tag on first.
- 6.7.1 When the contractor is ready to remove the lock and tag, the contractor removes his/her lock and tag first. The Ion Labs authorized employee will check to make sure all affected employees have been notified, all tools and parts have been

removed and all machine guards have been replaced and then remove his/her lock and tag.

- 6.8 If a lock needs to be replaced because of loss or sanctioned removal, the new lock will get the same number of the lock it is replacing and will be noted in the yearly audit record.
- 6.9 Each lock purchased will have only 1 key so that the Program follows the “one person, one lock, one key” mantra.
- 6.10 LOTO devices need to be purchased by Maintenance or designee. The designee will ensure there are sufficient number and sizes of various LOTO devices available.
- 6.11 Each room/ standalone equipment will have an Equipment List for Lockout, Form G-105-F1 located in or near the room/equipment.
 - 6.11.1 The room number and description of the room will be written on the form.
 - 6.11.2 Each piece of equipment that requires lockout during normal cleaning, calibration, or maintenance will be listed on the form along with the lockout devices needed to lockout the device.
- 6.12 Tagout stations will have a sufficient supply of durable tags and durable plastic straps (zip ties) to affix tags to equipment.
 - 6.12.1 A sufficient number of Tagout stations will be located in each department.
- 6.13 Locks that need to be replaced must be submitted in writing using a Purchase Request that is approved by the Production Director or CFO.

7.0 Revision History

Revision	Date	Description of Changes	CCR #	By
0	10/29/18	New procedure.	N/A	K. Tyrrell
1	03/05/21	Update procedure to reflect current requirements.	CC-21-0093	B. Almand
2	02/10/22	Updated procedure to reflect current requirements.	CC-22-0068	B. Almand



Equipment List for Lockout

Form: G-105-F1

CCR No. CC-22-0068

Revision: 2

Description:

- Post in or near each room or piece of equipment.
- List all equipment that needs to be de-energized. If ION# is not available, give description and/or include picture of equipment requiring lockout.
- Check all types of lockout devices required for energy source (may be more than 1 type).

ROOM # _____

Description of room or area: _____

List of Equipment Needing Lockout Equipment

ION #	Energy Type	Device(s) Required to Lockout	
		<input type="checkbox"/> Plug Lockout	<input type="checkbox"/> Gate Valve Lockout
		<input type="checkbox"/> Ball Valve Lockout	<input type="checkbox"/> Pneumatic Lockout
		<input type="checkbox"/> Circuit Breaker Lockout	<input type="checkbox"/> Other: _____
ION #	Energy Type	Device(s) Required to Lockout	
		<input type="checkbox"/> Plug Lockout	<input type="checkbox"/> Gate Valve Lockout
		<input type="checkbox"/> Ball Valve Lockout	<input type="checkbox"/> Pneumatic Lockout
		<input type="checkbox"/> Circuit Breaker Lockout	<input type="checkbox"/> Other: _____
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		<input type="checkbox"/> Circuit Breaker Lockout	<input type="checkbox"/> Other: _____

Approval Signature

Job Title

Date

