ENERGY CONTROL PROCEDURES

Sample Company - Sample City/State – Sample Department

EQUIPMENT: Slitter Scorer

Equipment Photo

Shutdown Procedures

1. **NOTIFY** - Affected employees what equipment is to be locked out.
2. **SHUTDOWN** - Equipment with normal shutdown procedure or by the applicable "Lockout Statement" listed below.
3. **LOCK** - Disconnect and lockout ALL energy sources & release any stored energy if possible. Notes: (a) All personnel involved MUST have individual lock on equipment. (b) Locks will be swapped out during shift change.
4. **TAG** - Ensure tag is clearly marked with name & department.
5. **TRY** - Verify all energy sources are isolated by TRYING equipment. Machine must not operate.
6. **Return** controls to the OFF position

1 Electrical - E-1 (main power) - 480 Volts

Location: West side of slitter scorer | **Devices**: Lock

Lockout

Place disconnect switch in the off position and apply additional lockout device if needed and padlock. Shuts off electrical power to the Slitter Scorer circuits.

Verification

Test the Slitter Scorer electrical circuits and indicators powered by this disconnect switch. They should not turn on and no action should occur. Attempt to start or operate the equipment.

2 Pneumatic - P-1 (main air) - 110 PSI

Location: Valve above web on west side near stairs | Devices: Lock

Lockout

Close isolation valve and apply additional lockout device if needed and padlock. Isolates air pressure from the Slitter Scorer circuits. Manually bleed the compressed air pressure.

Verification

Visually confirm that compressed air isolation valve is in the off position and locked. Listen for the release of air pressure where manually bled.

RESTORE TO SERVICE SEQUENCE

1. **Check Machine** - Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. **Check Area** - Check the work area to ensure all employees have been safely positioned or removed from the area.
3. **Verify Machine** - Verify the controls are in neutral.
4. **Remove Lockout** - Remove the locks, tags and lockout devices and re-energize the machine or equipment. In reverse order, follow all the steps from the lockout-tagout procedures found above. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5. **Notify Employees** - Notify affected employees that the servicing or maintenance is completed, and the machine or equipment is ready for use.