



# LOCKOUT PROCEDURE

PROCEDURE ID#:

**105**

## COKE VACUUM SYSTEM



Location: BLDG 10B 3RD FLOOR

**PURPOSE:** To protect Authorized Employees from unexpected activation of equipment while servicing this equipment.

**SCOPE:** This procedure is to be used for all scheduled PM shutdowns, and servicing or maintenance tasks that places your body into the hazardous motion or in harms way of the equipment being serviced.



### Lockout Hardware Needed:

Qty.	Description
2	 Lockout Hasp and Lock
1	 Ball Valve Lockout

**ISSUED FOR REVIEW**

### STEP# DESCRIPTION AND TASK DETAIL

- 1 NOTIFY all affected employees that this machine will be shut down and locked out for servicing or maintenance.
- 2 SHUT DOWN machine if it is running using normal stopping procedure (depress the stop button, open switch, close valve etc.) Reference the machine operating procedure for normal shutdown.
- 3 LOCKOUT following the below steps to proper isolate and lockout the potentially hazardous energy sources. Be sure to follow the facility shift change and transfer of lockout procedures when needed.



**E7-330 Electrical 480 VAC**  
Coke Vacuum Disconnect

#### PERFORM THE FOLLOWING

Place disconnect in the OFF position, attach personal lockout hasp and lock.

Test the disconnect to be sure it cannot be moved to the "on" position. Attempt to activate system using operator controls, nothing should occur.



**V7-330 Compressed Air 90 PSI**  
Coke Vacuum Collection Pulsator Air Valve  
Located 10' Above Floor

#### PERFORM THE FOLLOWING

Turn valve handle to the CLOSE position. Attach lockout device, personal lockout hasp and lock.

Test the valve to be sure it cannot be moved to the "open" position. Listen for release of air from system and visually confirm air gages go from operating PSI to zero PSI.



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Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, as well as air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

Ensure that the equipment is disconnected from the energy sources by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating controls or by testing to make certain the equipment will not operate.

***CAUTION: Return operating controls to the neutral position after verifying the isolation of the equipment.***

**Equipment is now Locked Out - Perform Servicing and/or Maintenance**

### ***Release of Lockout/Tagout - Restoring Equipment to Service:***

- |   |  |
|---|--|
| (1) COMMUNICATE to all Affected Employees             | (5) REMOVE your lock and tag           |
| (2) VERIFY the safety of the area                     | (6) COMMUNICATE system re-energization |
| (3) ENSURE the safety devices and guards are in place | (7) RE-ENERGIZE and test equipment     |
| (4) RETURN system functions to a neutral state        | (8) RETURN equipment to service        |