Lockout tagout isolation procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To make sure no one works on equipment that could be energised or start up.

Scope

All work on electrical circuits, machinery, plumbing, gas and pressurised systems.

Responsibilities

Role	Responsibility
Tradesperson	Isolates, locks, tags and tests before work, and removes only their own lock.
Site contact	Is told about the isolation and keeps others away from it.

What you need

- Personal locks and danger tags
- A tested voltage tester or the right test instrument

Procedure

1. **Identify every energy source**

   Find all power, gas, water, pressure and stored energy that could reach the work.

2. **Tell others**

   Tell the site contact and anyone affected what will be isolated and for how long.

3. **Isolate**

   Switch off and isolate at the isolation point, not just at the switch.

4. **Lock and tag**

   Fit your personal lock and a danger tag with your name, the date and the work.

5. **Test for dead**

   Test that the equipment is dead or depressurised, with a tester you have checked works.

   > **Caution:** Treat everything as live until you have tested it yourself.

6. **Do the work**

   Release stored energy, such as capacitors or springs, before starting.

7. **Restore safely**

   Remove tools, refit covers, tell others, remove your lock and tag, and test that it works.

Records

- The job record of the isolation.

Related documents

- Daily pre-start safety checklist

Revision history

Version	Date	What changed	Approved by