
	CRITICAL RISK CONTROL STANDARD	Document ID	TNCL-OHSS-STD-0009
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	ISOLATION & TAGGING STANDARD	Revision	01
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ISOLATION & TAGGING CRITICAL RISK CONTROL STANDARD

TNCL-OHSS-STD-0009



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1. INTRODUCTION

The purpose of this standard is to establish minimum requirements for the isolation to control potentially hazardous energy associated with machines or equipment to prevent injuries during maintenance or repair operations.

If machinery could inadvertently activate, or if the unexpected release of energy could cause injury, then the energy source(s) must be isolated and controlled by using this lockout procedure.

This standard applies to any situation involving the Tembo Nickel staff and contractors who perform servicing or maintenance on machines or equipment that may contain hazardous energy that, if released unexpectedly, could cause harm.

This standard does not apply to the following:

- a) Work on cord and plug-connected electrical equipment where the unexpected energization or start-up is controlled by unplugging the equipment, and the plug is under the direct control of the employee performing the work.
- b) Minor servicing, tool changes, or adjustments that do not have the potential to cause injury.


2. DEFINITION OF TERMS

Table 1: Definition of Terms

Term	Definition
Affected Employee	An employee who operates or uses a machine or equipment on which servicing or Maintenance is being performed under isolation tagout or who works in an area where such work is being performed.
Authorized Employee	An employee authorized to implement lockout/tagout procedures on machines or equipment to perform maintenance or servicing work. May refer to an employee or contractor.
De-energized	Disconnected from all sources of energy and not containing residual or stored energy.
Electrical Disconnect Switch	A pull-type switch or circuit breaker physically opens to disconnect the circuit.

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Term	Definition
Energy Isolating Device	<p>A mechanical device that physically prevents the transmission or release of energy, to or from a machine or equipment. This device usually de-energizes the machine or equipment and allows a padlock to be placed on it. A lockout device is used where a padlock cannot be placed directly on the energy-isolating device.</p> <p>Energy isolating devices include manually operated disconnect switches, circuit breakers; line valves; and blocks.</p> <p>Note: Push buttons, selection switches, and other circuit control-type devices are not considered energy-isolating devices.</p>
Energy Source	Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, or other energy.
Group Lockout Procedure	This is the procedure used where there are several workers involved and several sources of energy to be locked out. This is usually accomplished with a lock box under the direction of a Superior Authorized Employee.
Hazardous Energy	Energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, or other potential energy that, when released, can cause harm.
Individual Lockout Procedure	This is the basic procedure that is used where there is only one worker who is required to lock out one source of energy.
Isolation	Ensuring all sources of hazardous energy for a piece of equipment or machinery are moved or controlled to prevent it from unexpected activation or energization.
Locked-out	Means to have isolated the energy source or sources from equipment, to have dissipated any residual energy in a system, and to have secured the isolation by a device that is operated by a key or other process".
Lock-out Device	A device that can be placed on an energy isolating device and that allows a positive means, such as a lock, to be placed on it to control the energy isolating device.

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Term	Definition
Principal Authorized Employee (Group Lockout)	This person (usually a supervisor) has responsibility for a particular group of employees under the Group Lockout process and reports to the Superior Authorized Employee in Group Lockout situations.
Procedure	Approved document with detailed sequential steps describing HOW a specific task is performed. The procedure should either contain the content of the supporting Standard document or refer to the standard.
Servicing and/or Maintenance	Activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and/or servicing machines. This includes activities such as lubrication, cleaning or unjamming of machines or equipment, and making adjustments.
Superior Authorized Employee (Group Lockout)	This is a person (usually the supervisor) who is qualified because of knowledge, training, and experience to coordinate the application and removal of the lockout procedure for multiple groups of authorized employees under the Group Lockout situation.
Tags	These are the "Do Not Operate" tags or another similar label used to indicate that the device is not to be operated.
Tag Out	The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed by the individual who established the tag.
Test Out	An attempt to operate the equipment by its normal operating controls (either from the control room or from the local start), to ensure the correct equipment or process has been de-energized and will not operate.

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3. RESPONSIBILITIES

- a) It is the responsibility of every person to abide by this standard.
- b) It is the responsibility of each supervisor to ensure that their subordinates are knowledgeable in this procedure and are provided with the appropriate instruction and supervision. Supervisors are responsible for correctly instructing employees under their control on the purpose and use of the isolating standard.
When allocating work, they shall ensure that the employee carrying out that work understands WHERE and HOW to isolate and/or tag the necessary equipment.
Supervisors will check the tasks allocated during their progress to ensure that isolation and tagging requirements have been properly carried out. The individual is at all times to follow the instructions of their supervisor to isolate and tag any piece of equipment or plant that could in any way endanger them
- c) All electrical isolation needs to be conducted by a qualified, approved electrician at all times.
- d) Mechanical isolation (pneumatic, hydraulic, etc) will always be isolated by a qualified, approved mechanical technician at all times.
- e) It is the responsibility of the OHSS Manager to review this standard on a 2-yearly basis or when it is revised due to a risk assessment, incidents, change management, change in process, etc.

All line Managers must ensure that all employees, including contractors, comply with this Standard.

4. GENERAL REQUIREMENTS

- a) Training and Competence
- b) Padlocks,
- c) Lockout Tags
- d) Work-order
- e) Work Permits
- f) Inspections / JSA / FLRA/ Risk Assessment
- g) Appropriate PPE as per Job Requirement

Fundamental Isolation Principle

- h) All electrical, mechanical and other energy points must be treated as live or energized until they have been isolated, locked out, tagged and positively tested as de-energized.
The isolation and lockout procedure applies at all times, regardless of whether the

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main supply is believed to be on or off, and regardless of whether the plant is running, standing or shut down.

Lockout Hardware and Key Control

- f) All padlocks, hasps, chains, calipers, blanks, pins and other lockout devices shall be uniquely numbered and issued to a named authorized person against a signed lock register maintained by the responsible supervisor or engineer.
- g) Lockout devices shall be inspected at least monthly by the responsible supervisor to confirm they are complete, legible and fully functional. Any defective device shall be withdrawn from service and destroyed to prevent accidental reuse, and a replacement issued.
- h) A controlled key system shall be maintained. Each personal lock shall have only one operating key, held by the person who applied the lock. Duplicate or master keys shall be kept secured by the Engineer (or delegate) under strict control and used only in accordance with the lock-removal procedure in Section 6.4.
- i) Provision shall be made for the secure storage of locks and keys belonging to personnel who are off shift.

Permit to Work for High-Energy Tasks


- j) Work on medium- and high-voltage electrical apparatus, and other defined high-energy tasks, shall not commence until a formal permit to work has been issued and controlled by the Engineering Manager or an appointed delegate.
- k) Equipment that has been isolated and locked out under a permit shall not be re-energized until the permit has been formally cancelled and all personal and control locks have been removed by the persons who applied them.

Labelling of Isolation Points

- l) Every energy-isolating device shall be permanently and clearly labelled to identify the equipment it controls and its source of supply, so that the correct isolation point can be positively identified before work begins.

Training, Competence and Retraining

- m) Training shall be provided to three groups: Authorized Employees who apply isolation, Affected Employees who operate the equipment, and all other employees who work in areas where energy control may be used.
- n) Training shall cover, as a minimum: recognition of hazardous energy sources; the type and magnitude of energy in the workplace; the methods and means for energy isolation

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and control; the limitations of tags (a tag is a warning only and provides no physical restraint); and the prohibition on attempting to re-energize isolated equipment or to remove another person's lock or tag.

- o) Retraining shall be carried out whenever there is a change in job assignment; a change in machinery, equipment or process that introduces a new hazard; a change to the isolation procedures; or whenever an inspection reveals a deviation from this Standard.
- p) Competence shall be verified through planned task observations, with additional training provided wherever deviations are observed.

Equipment-Specific Isolation Procedures

- q) Documented, risk-assessed isolation procedures shall be developed and maintained for plant where generic isolation is insufficient. As a minimum these shall address: medium- and high-voltage switching and earthing (including substations, mini-substations, ring main units, generators and overhead lines); conveyor systems; stored-material vessels such as bins, chutes, silos and tanks (drain material, isolate both the feed and discharge, barricade access and provide a top-side attendant before entry); pressurized pipelines (close and chain the control valve, drain the contents, and fit blank flanges where ring-fed); compressed-air, hydraulic and other stored-pressure systems; and lifting equipment.
- r) Where suspended loads or parts that can move under gravity are present, movement shall be prevented using purpose-made, load-rated mechanical restraints (for example certified trestles, props, retaining pins or articulation locks) in addition to isolation of the energy source.

5. PROCEDURE

5.1 Preparation for Shutdown

The supervisor or Authorized Employee shall:

- a) Identify the types and magnitude of energy to be controlled.
- b) Identify all hazards (including stored energy).
- c) Identify the method or means of controlling the energy.
- d) Identify the location of switches, energy sources, controls, interlocks, valves, or other such devices necessary to isolate the system.
- e) Assess the consequences of a shutdown.
- f) Notify all affected persons that the equipment will be shut down, locked/tagged out, and test out

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- g) Conduct a written job hazard analysis where necessary.

5.2 Equipment Shutdown

- a) The equipment will be shut down following established procedures.
- b) Ensure that all points of operation are considered, including remote control points.

5.3 Equipment Isolation

- a) The equipment shall be isolated by following established isolation procedures which specify the use of disconnect switches, line valves, blocks, blanks, removal of spools, capping of lines, etc., as required.
- b) A computer shutdown alone does not constitute a proper isolation procedure.

5.4 Application of Lock-Out Devices

- a) Locks shall be applied to each of the isolation devices. Each employee working on the equipment is responsible for attaching their lock and keeping the key, without exception.
- b) A multi-lock hasp or scissor device may be used to allow the application of more than one lock to a single energy-isolating device.
- c) Tags must be attached to each lockout device, whether it is a personal lock or a control lock. The tag should state the name, department, and telephone number of the person who applied the device, the reason for locking out, and the date and time.
- d) In the case of a group lockout, a designated Authorized Employee, usually the Principal Authorized Employee, will apply all control lockout devices.

5.5 Release of Stored Energy (De-energization)

- a) Once all necessary Lockout devices have been applied, all potentially hazardous stored or residual energy must be relieved, blocked, bled, restrained, grounded, or rendered safe by Authorized Employees. See examples below.
- b) Additional measures may be necessary to prevent the re-accumulation of such energy.
- c) Each worker must ensure that this has been done.

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Table 2: General Lock Out Guideline

ENERGY FORM	ENERGY SOURCE	GENERAL LOCK-OUT GUIDELINE
Air Pressure	<ul style="list-style-type: none"> • Pneumatic Systems <ul style="list-style-type: none"> - Lines - Pressure reservoirs. - Accumulators - Air surge tanks - Rams - Cylinders 	<ul style="list-style-type: none"> • Shut off, lock (with chains, built-in lockout devices, or lockout attachments), and tag valves; bleed off excess air. • If pressure cannot be relieved, block any possible movement of machinery.
Electricity	<ul style="list-style-type: none"> • Power transmission lines. • machine power cords. • Motors. • Solenoids. • Capacitors (stored electrical energy) • Generators. • Batteries. • Photovoltaic arrays 	<ul style="list-style-type: none"> • Turn off power at the machine first (point of operation switch), and then at the main disconnect switch for the machine; lock and tag the main disconnect switch (or remove fuses from the box and then lock and tag the box). • Fully discharge all capacitive systems (e.g. cycle machine to drain power from capacitors) according to the manufacturer's instructions. • Install grounds where necessary. • Voltage was removed, and the absence of voltage was verified.
Fluid Pressure	<ul style="list-style-type: none"> • Hydraulic systems <ul style="list-style-type: none"> - Hydraulic presses - Rams - Cylinders - Hammers 	<ul style="list-style-type: none"> • Shut off, lock (with chains, built-in lockout devices, or lockout attachments) and tag valves; bleed off and blank lines as necessary. • Block any possible movement of machinery.
Kinetic Energy (energy of a moving object or material – the moving object may	<ul style="list-style-type: none"> • Blades • Flywheels • Material in the supply lines of bins or silos 	<ul style="list-style-type: none"> • Stop and block machine parts and ensure that they are not recycled. Review the entire cycle of mechanical motion; ensure that all motions are stopped.

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be powered or coasting)		<ul style="list-style-type: none"> Block material from moving into the area of work and blank as required.
Potential Energy (energy stored in an object with the potential for release due to its position)	<ul style="list-style-type: none"> Springs. Actuators. Counterweights. Raised loads. Top or movable parts of a press or lifting device. 	<ul style="list-style-type: none"> If possible, lower all suspended parts and loads to the lowest (rest) position, block parts that might move due to gravity; release or block stored spring energy.
Pressurized liquids and gases (including steam & chemicals)	<ul style="list-style-type: none"> Supply lines. Storage tanks and vessels. 	<ul style="list-style-type: none"> Shut off, lock (with chains, built-in lockout devices, or lockout attachments), and tag valves; bleed off excess liquids or gases; blank lines as necessary.

5.6 Verification of Isolation

- a) Before starting the work, and after isolation and de-energization, the Authorized Employee should perform a test of all start buttons and other activating controls on the equipment and check the potential of the electrical supplies to ensure the equipment has been de-energized.
- b) Verify the test equipment before and after the test on a known source of energy.
- c) Potential test indicators should not be used beyond the voltage limits for which they are rated.
- d) Return all the controls to the off or neutral position after trying to start.
- e) For work involving several points of isolation, the Authorized Employee must keep a record of the devices opened, locked off, or otherwise rendered inoperable so that all these devices can be reactivated once work is complete.
- f) Each person who has placed a personal lock on the equipment should be assured of his/her right to verify individually that the potentially hazardous energy has been isolated and/or de-energized before the repair or maintenance work begins.

PERFORM THE REPAIRS OR MAINTENANCE WORK

- a) Do not do anything that could re-activate the equipment.
- b) Do not inadvertently bypass the lockout (e.g. when installing a new pipe or wiring).

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5.7 Release from Lock-out Control

Before restoring energy to the equipment, the Authorized Employee will assess the work area to determine that:

- a) The machine or equipment is operationally intact.
- b) All necessary guards have been reinstalled.
- c) All tools and materials used during the repair or maintenance activities have been removed.
- d) All temporary de-energization measures and devices have been removed by those who placed them.
- e) All other workers and affected individuals have been informed that the energy is about to be restored.
- f) All other workers and affected individuals are clear of the equipment (perform a head count if necessary).

The last lock to be removed should be that of the person supervising the lockout. This responsibility should not be delegated to any other person. Follow the required steps to re-energize the system.

5.8 Types of Safety Tags used in Isolation

Safety tags are preferably jointly placed with a safety lock on an isolator (tagout) as a warning that work is in progress. The tag usually indicates who performs the task and when it takes place. Often, the tag also includes a warning icon with corresponding text.

Identification tags are permanently placed at isolators to identify and mark their location, type and to correspond with the procedure sheet.

In any case, the following information can be found on most safety tags:

- Warning icon in red or black.
- Specific warning text in red or black.
- Name of the employee.
- Date of posting.
- Work to be performed or work permit number.

Different types of safety labels are available:

- Single-use tags made of laminated cardboard (for use in dry environments).
- Single-use polypropylene tags (for use in dry and damp environments, also outdoors).
- Rewritable and erasable tags in laminated PVC or special polypropylene (durable solution suitable for almost all circumstances).

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- Metal-detectable rewritable and erasable tags (sustainable solution specially developed for the food and pharmaceutical industry).

Types of Tags

a. Danger Tag

Danger Tag - 'Do not operate' Tag - A signed and dated label that is attached to energy isolation points of equipment, plant, pipes or lines by the person responsible for undertaking commissioning, repairs, maintenance, service alteration or cleaning. The Danger tag is used to indicate that equipment isolation is in place and that plant or equipment must not be operated. It must only be removed by the person whose name is on the tag. Removal of a personal danger tag from an isolating device should be carried out as soon as possible after completing the work.



b. Out of Service Tag

Out of Service tags are used to identify equipment that is not safe to use or fit for purpose. Anyone can place an Out of Service tag on equipment if they consider it to be unsafe or unserviceable and must then immediately inform their supervisor/person in control of the activity/area.

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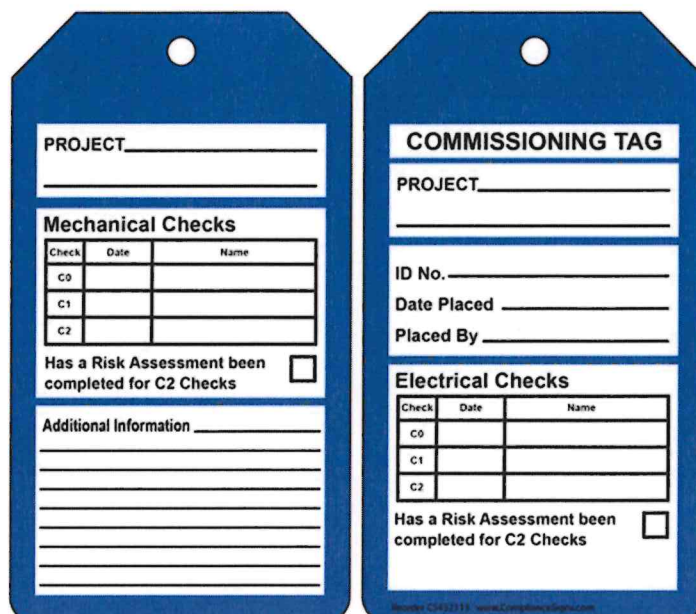
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c. Commissioning Tag

Commissioning Tags are perfect for highlighting equipment that needs to be commissioned and not operated. The tags add traceability and improve safety for staff on site.



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d. Information Tag

Information safety tags are used to inform or warn personnel before using equipment or machinery. They feature the word INFORMATION written in blue text, followed by blue note-taking lines and spaces for the user to add relevant information.



6. ADDITIONAL LOCK-OUT SITUATIONS

6.1 Multiple Persons Lock-out

If more than one Authorized employee works on the same equipment, each person must attach their lock to the multi-lock hasp on the energy-isolating device.

6.2 Group Lock-Out (Lock Box Procedures)

Where there are several lockout points to be secured and several Authorized Employees involved on the job, a group lockout procedure is followed.

- a) The Superior Authorized Employee obtains a lock box and secures it to the machine or equipment.

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- b) Lockbox locks from the lock box, and tags are applied to all the lockout points by Authorized Employees under direction from the Superior Authorized Employee.
- c) The keys are collected, verified, and placed inside the lockbox.
- d) The lock box is then closed, and a multi-lock hasp is affixed to it. This will allow additional locks to be added.
- e) The last available hole should never be used for a lock but should remain open to add another multiple lockout device if needed to create more spaces. In this way, as many locks as needed can be added to the equipment.
- f) Verification procedures are to be used to determine the effectiveness of the lockout. Each worker can request, at the time of the lockout, that isolation be verified in their presence.
- g) Each worker on the job then applies their lock to the multi-lock hasp such that the box cannot be opened until each personal lock is removed. Each worker's lock remains in place as long as they are actively working on the locked-out equipment.
- h) As the work progresses, remove all non-essential items from the work site. When it is sure that there is no reason for workers to return, they can then consider their need for isolation to have ended, following which they remove their lock and tag from the lockbox.
- i) In all cases, the last lock to be removed should be that of the person supervising the lockout. This responsibility should not be delegated to any other person.

6.3 Shift or Personnel Changes

If the work lasts longer than one shift, or when the Authorized Employee who applied the lock must leave the workplace, lockout protection must not be interrupted. There are at least two approaches to ensure continuity of lockout control.

- a) The replacement worker applies their lock before the departing worker removes their lock. This also provides an opportunity for discussion regarding the status of the job.
- b) A control lock is applied by the supervisor, along with each personal lock. When an Authorized Employee has completed their shift, but the work is not completed, they remove the personal lock and communicate to the supervisor any outstanding work required.

The control lock(s) must remain in place until the equipment is safe to return to service or has been rendered incapable of being returned to service, i.e. physically disconnected.

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6.4 Lock Removal when Person is Absent

a) Personal Locks

Workers should always apply and remove their locks. However, in the rare event that the worker who applied a lock is unable to remove it (e.g. due to sudden illness or injury), the lock can be removed only under the direction and in the presence of the worker's supervisor, who has assessed the situation and determined that it is safe to remove the lock. A lock removal form (Appendix 1) must be completed by the supervisor, approved by the site General Manager, and kept on file. The person whose lock was removed must be notified verbally and in writing of the removal upon their return, and before resuming work (Appendix 2). Anyone who removes someone else's lock without following this procedure will be subject to disciplinary action.

b) Control Locks

As stated above, a control lock can only be removed by another supervisor and approved by the site General Manager in the same Trade or Utility after he/she has assessed the situation and determined that it is safe to remove the lock. The person who applied the control lock must be notified of the lock removal before he/she returns to work. A lock removal form must be completed and kept on file, followed by the investigation process to determine the causes. Anyone who removes a control lock without following this standard will be subject to disciplinary action.

6.5 Energized Testing

Where lockout devices must be temporarily removed for testing, troubleshooting, and voltage measuring:

- The state of the maintenance work must be assessed with a Risk Assessment to ensure that testing can be done safely.
- All provisions of Step 5.7, Release from Lockout Control, must be followed.
- Energized testing is conducted. Safe Work Practices/Written Instructions and appropriate PPE must be used.
- When energy is no longer needed, the lockout is applied again, according to the procedures outlined in Steps 5.1 to 5.6.

6.6 Other Considerations

a) Confined Spaces

Special considerations are required for work in confined spaces. Refer to the critical risk controls standard for confined spaces, **TNCL-OHS-STD-0002**.

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b) High Voltage

Written procedures must be developed to describe lockout measures necessary when employees are required to work on high-voltage circuits or equipment.

c) Mobile Equipment

Maintenance work on mobile equipment can also require isolation procedures. It is important to identify the hazards associated with performing the work and select the correct lockout method or risk assessment process for other control methods (this could include removing fuel sources, chocking wheels, dissipating thermal energy, disabling start circuits, etc.).

Examples of Mobile equipment include (but are not limited to): front-end loaders, dozers, backhoes, excavators, skidders, scrapers, compactors, rollers, lift trucks, industrial tractors, vehicles, walkie pallet stackers, self-powered man lifts and hoists, etc.

Performing tasks (such as inspection of components, diagnostic testing, mechanical repair, maintenance and lubrication, minor component replacement, changing chains, checking for leaks, etc.), ensure that all hazardous energies are appropriately identified, assessed, and documented procedures are available to ensure equipment is placed in a zero-energy state before work begins.

Other Control Methods:

Other control methods must only be used with caution and rigorous risk assessment. Risk reduction methods (i.e. hierarchy of controls) must be evaluated to identify appropriate alternative control methods. Users should exercise care when using alternative methods. Examples of alternative methods are summarized below:

i. Remote Low Voltage Lockable Systems

A remotely located isolation device that controls and monitors electromechanical energy control systems could provide an acceptable alternative to hazardous-energy-isolating devices located in inaccessible or inconvenient locations on machines, equipment, or processes. If your department utilizes these systems, ensure that department-specific procedures are documented and authorized employees are trained. This procedure is not intended for use without specific and individual assessment.

ii. Restricted-Area and Substation Access Control

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Access to substations, MCCs, switch-rooms and other restricted energy areas shall be limited to authorized competent persons for that area. Any other person may enter only under the direct supervision of such an authorized person, who shall first confirm by inspection that it is safe to enter. No work shall be carried out unless the authorized competent person is present.

iii. External and Utility Personnel

Contractors and external or utility personnel (for example grid or network operators) working on TNCL premises shall comply with this Standard and shall work under the supervision of a competent TNCL person. They shall apply TNCL isolation and tagging requirements as if they were TNCL employees.

7. BREACHES OF THE ISOLATION & TAGGING PROCEDURES

- a) Breaches of the isolation and tagging procedures with the potential for major harm to people or damage to property, equipment, or plants will be treated as serious situations.
- b) Where a breach of these procedures is identified, the supervisor in charge of the job and the OHSS department will investigate the breach.
- c) In circumstances where the breach has been deliberate or seriously negligent, the Supervisor and department Manager will deal with it through the TNCL Disciplinary Procedure.

8. SYSTEM EVALUATION

This procedure shall be reviewed at least two years by members of the OHSS department, and presented to the Standard Committee for approval, or when organizational changes take place or are required as part of internal and external audits. The TNCL Document Controller will monitor compliance with the document control system on an ongoing basis.

9. DISTRIBUTION

List physical locations which require a controlled copy of this document.

Table 3: Distribution

Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System

	CRITICAL RISK CONTROL STANDARD	Document ID	TNCL-OHSS-STD-0009
		Document Owner	OHSS Manager
	ISOLATION & TAGGING STANDARD	Revision	01
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10. CONTRAVENTION

Any breach of this procedure shall be regarded as refusal/failure to carry out a lawful instruction and will be dealt with as per the disciplinary procedure.

11. DOCUMENT CHANGE PROCESS

The process of document change starts when the document custodian identifies there is a need to make changes within the document. The document custodian/ owner shall complete the document change request form, sign it off, and submit it to the Document Controller.

The Document controller shall issue the controlled word copy of the document to the respective document custodian/owner so that changes may be made. The document custodian/owner shall resubmit the updated document to the document controller so that the document can be controlled and updated within the Filing system ready for use by the end users.

11.1 Reason for Change

Table 4: Reason for Change

A	As a result of incidents	F	Change in training requirements
B	As a result of the audit findings	G	Results of risk assessments
C	New / changes in governance documents	H	Change due to spelling or grammatical error
D	Changes in legislation	I	New document format
E	Changes in technology	J	To integrate special instruction into the document control system

11.2 History of Change


Table 5: History of Change

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer


12. RECORD CONTROL

Table 6: Record Control

Document Title:	Document ID:	Responsible for Maintenance:	Responsible for Filing:	Location of Storage:	Retention Period:	Method of Disposal:

	CRITICAL RISK CONTROL STANDARD	Document ID	TNCL-OHSS-STD-0009
		Document Owner	OHSS Manager
	ISOLATION & TAGGING STANDARD	Revision	01
		Approval Date	1 st June 2026

Isolation & Tagging Critical Risk Control Standard	TNCL-OHSS-STD-0009	Document Controller	Document Controller	OHSS Department	Hard Copy two Years	Hard copy shared file electronic
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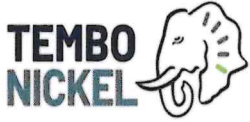
	CRITICAL RISK CONTROL STANDARD	Document ID	TNCL-OHSS-STD-0009
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13. DECLARATION


I hereby declare that I have taken part in the discussion of this procedure, and I understand its contents and do commit that I shall ensure compliance hereto:

Table 7: Declaration


	Name and Surname	Company Number	Designation / Role	Signature	Date Signed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

	CRITICAL RISK CONTROL STANDARD	Document ID	TNCL-OHSS-STD-0009
		Document Owner	OHSS Manager
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14. APPENDIX 1: LOCKOUT DEVICE AND INFORMATION TAG REMOVE REPORT

	STANDARD FORM	Document ID	TNCL-ENG-FRM-0021
		Document Owner	Engineering Manager
	ISOLATION APPROVAL FORM	Revision	00
		Approval Date	24 th April 2024

A. Confirmed that the Authorized Employee has left the site or facility? (check one) Yes <input type="checkbox"/> No <input type="checkbox"/> Supervisor Signature: Date & Time:	
B. Attempts made to contact Authorized Employee? (check one) Yes <input type="checkbox"/> No <input type="checkbox"/> Supervisor Signature: Date & Time:	
<input type="checkbox"/>	The authorized Employee has been contacted and is returning to the Site to remove the lock or information Tag. (Fill out the form and file for references) Supervisor Signature: Date & Time:
<input type="checkbox"/>	Authorized Employees cannot be contacted and/or are unable to return to the Site to remove their lock or information Tag. Proceed with Step C Supervisor Signature: Date & Time:
C. Supervisor may authorize removal of the lock and tag once:	
<input type="checkbox"/>	The status and condition of the machine or equipment is assessed and verified to be in a state that will allow for the safe removal of the lockout device. Supervisor Signature: Date & Time:
<input type="checkbox"/>	Provision has been made to prevent the Authorized Employee from resuming work at this facility without notification that their lock and tag have been removed. Supervisor Signature: Date & Time:
Only upon completion of the above steps A to C, Supervisor can remove the lock and tag	
APPROVALS	
Supervisor Name: Supervisor Signature: Date & Time: Witness Name: Witness Signature: Date & Time: General Manager Approval (Name): General Manager Signature: Date & Time:	

	CRITICAL RISK CONTROL STANDARD	Document ID	TNCL-OHSS-STD-0009
		Document Owner	OHSS Manager
	ISOLATION & TAGGING STANDARD	Revision	01
		Approval Date	1 st June 2026

15. APPENDIX 2: NOTICE TO EMPLOYEES FORM

	STANDARD FORM	Document ID	TNCL-ENG-FRM-0022
		Document Owner	Engineering Manager
	NOTICE TO EMPLOYEE	Revision	00
		Approval Date	24 th April 2024

NOTICE TO EMPLOYEE

NAME: _____

DEPARTMENT: _____

The lockout device and information tag that you applied to (machinery or equipment)

LOCATED IN (ROOM/BUILDING): _____

Has been removed by: _____


Supervisor name & phone number

The reasons for the removal were: _____


Please report to your immediate supervisor before starting work.

Date: _____

Signature: _____

	CRITICAL RISK CONTROL STANDARD	Document ID	TNCL-OHSS-STD-0009
		Document Owner	OHSS Manager
	ISOLATION & TAGGING STANDARD	Revision	01
		Approval Date	1 st June 2026

16. APPENDIX 3: LOCKOUT REMOVAL REPORT

	STANDARD REPORT	Document ID	TNCL-ENG-REP-0001
		Document Owner	Engineering Manager
	LOCKOUT DEVICE AND INFORMATION TAG REMOVAL REPORT	Revision	00
		Approval Date	24 th April 2024

LOCKOUT DEVICE AND INFORMATION TAG REMOVAL REPORT

DEPARTMENT: _____ SHIFT: _____
 AUTHORIZED EMPLOYEE'S NAME: _____
 MACHINE/EQUIPMENT OR PROCESS: _____
 DATE & TIME(Lockout Device and Information Tag was Discovered to be left On): _____
 REASON(S) FOR REMOVAL OF LOCK & TAG: _____

A. Confirmed that the Authorized Employee has left the site or facility. (check one) Yes <input type="checkbox"/> No <input type="checkbox"/> Supervisor Signature: _____ Date & Time: _____	
B. Attempts made to contact Authorized Employee? (check one) Yes <input type="checkbox"/> No <input type="checkbox"/> Supervisor Signature: _____ Date & Time: _____	
<input type="checkbox"/>	The authorised Employee has been contacted and is returning to the Site to remove the lock or information Tag. (Fill out the form and file for references) Supervisor Signature: _____ Date & Time: _____
<input type="checkbox"/>	Authorized Employees cannot be contacted and are unable to return to the Site to remove their lock or information Tag. Proceed with Step C Supervisor Signature: _____ Date & Time: _____
C. Supervisor may authorise the removal of the lock and tag once:	
<input type="checkbox"/>	The status and condition of the machine or equipment are assessed and verified to be in a state that will allow for the safe removal of the lockout device. Supervisor Signature: _____ Date & Time: _____
<input type="checkbox"/>	Provision has been made to prevent the Authorized Employee from resuming work at this facility without notification that their lock and tag have been removed. Supervisor Signature: _____ Date & Time: _____
<i>Only upon completion of the above steps A to C, Supervisor can remove the lock and tag</i>	
APPROVALS	
Supervisor Name: _____	
Supervisor Signature: _____ Date & Time: _____	
Witness Name: _____	
Witness Signature: _____ Date & Time: _____	
General Manager Approval (Name): _____	
General Manager Signature: _____ Date & Time: _____	