


LOCKOUT-TAGOUT PROCEDURE

Developed by:	
Cardinal Compliance Consultants 1135 Corporate Dr. Holland, OH 43528 P: 419-882-9224	
Procedure # 231	
Date: 6/15/23	Origin: 6/15/23





Description: AHU-3C		Location: Plaza I		Rev: 0	
Facility: Owens-Illinois					

4		Isolation Points to be Locked and Tagged	NOTES:
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ALWAYS PERFORM A MACHINE STOP BEFORE LOCKING OUT DISCONNECTS

Any machine modifications must be shown in procedure. Contact safety department to update procedure.

ID	Source	Device	Location	Method	Check
	480V Electric	Disconnect	AHU-3C Local Disconnect Tag #2303	Lock & Tag	Attempt Restart
	480V Electric	MCC	AHU-3C MCC Bucket Tag #2320	Lock & Tag	Attempt Restart
	30 PSI Water In	Valve	Ball Valve Tag #2714	Lock & Tag	Verify Zero Pressure
	30 PSI Water Out	Valve	Ball Valve Tag #2709	Lock & Tag	Verify Zero Pressure

Safety Is Your Responsibility!

PROCEDURAL LOCKOUT STEPS ON REVERSE SIDE



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SHUTDOWN SEQUENCE

1	Notify	Notify all affected employees that the machine or equipment will be shut down and locked out.
2	Machine Stop	Shut down unit using controls on AHU-3C local disconnect panel.
3	Isolate	Turn off local disconnect tag #2303 and MCC disconnect tag #2320, close valves tag #2714 and #2709.
4	Lock-Out	Apply appropriate lock out devices, locks and properly filled out tags
5	Verify Devices	Attempt to remove lock or device from lock-out point to verify effectiveness.
6	Dissipate Energy	Dissipate or restrain stored or residual energy.
7	Attempt Restart	Ensure no personnel exposure, then, if applicable, attempt to restart machine or equipment.

Restore to Service Sequence

1	Inspect	Remove any non-essential items from machine and re-install any safeguards.
2	Check Area	Check the area to ensure all employees have been safely positioned or removed from the area.
3	Verify	Verify machine controls are in neutral or "off" position.
4	Remove Locks	Remove lockout devices, locks, and tags.
5	Energize	Open valves and turn on MCC bucket and local disconnect.
6	Set Parameters	Set machine or equipment to standard operating parameters.
7	Notify	Notify affected employees that maintenance is complete, and isolations have been removed.

Only Authorized Personnel are to use Lockout-Tagout!

Lockout Procedure Approval Data:

The signatures below indicate that the lockout procedure covered on this sheet has been prepared by Cardinal Compliance and approved by Owens-Illinois.

Completed by:

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Approved by:

Josh Warner
Owens-Illinois.

Date: 7/11/23