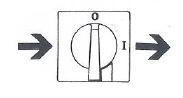
**Scope**

Applicable to maintenance and repair work on installations and machines

**What and how?**

1. **Interruption of the entire power supply to the installation:**

Make sure that the installation to be worked on is fully switched off. Switch the switch to the off position (position zero).

****

Consider all forms of energy (electricity, steam, hydraulic liquid under pressure, compressed air, etc.). The interruption has to be done in a visible way

1. **Precautions against switching back on:**

Make sure that the installation cannot be switched on again without permission.

****

Four possible ways:

* Message (tag) to hang up at switch or closing device with the order to not switch back on
* Removal of safety fusing or locking the safety fusing with a lock mechanism
* Fitting a padlock on the switching device

****

* Disconnection of pressure pipes

1. **Neutralisation of energy:**

Any residual energy that can still be present in the installation must be neutralised.

****

This particularly concerns energy that can have accumulated in:

* Electrical capacitors
* Still moving parts (inertia)
* Compressed gases
* Masses hoisted at height (to be lowered or blocked, mechanically or with structural member)

1. **Control**

The control is to check that there are no defects and no human errors have been made (such as operating a wrong switch). Carry out the control with all precautions one would take if energy was still present in the installation.

**KUWAIT PETROLEUM NORTH WEST EUROPE**

DOCUMENT TITLE: Lock out tag out of machines

DOCUMENT NUMBER: KPNWE.WI.11.HSCO.019

REVIEW NUMBER: 1

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**Reviews Summary**

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| --- | --- | --- | --- |
| **Review date** | **Review reference** | **Review details** | **Review version** |
| **01 Dec 2017** |  |  | **0** |
| **17 Jul 2020** | **--** | **minor changes** | **1** |