

Safe isolation procedure and conformation of power outage / re-energise. 2022

1;-Prepare for shutdown

DIAL approved engineer will;-

Identify which electrical sources are present and must be controlled.

Identify what method of locking off / Tagging out will be utilized.

2. Notify all affected persons

The approved engineer will communicate the following information to notify affected persons:

- What is going to be locked/tagged out
- Why it is going to be locked/tagged out.
- For approximately how long will the system be unavailable
- Who is responsible for the lockout/tag out.
- Who to contact for more information.

3. Equipment Shutdown

If the system/circuit is operating it should be shutdown in its normal manner. Use manufacturer instructions or in-house work instructions. Equipment shutdown involves ensuring controls are in the off position, and verifying that all moving parts have come to a complete stop.

4. Isolation of circuit (Isolation procedure)

Switch electrical control to the off position.

Lock the electrical control into the off position.

Test and prove the test instrument with an approved proving unit

Test the circuit and prove dead with an approved testing instrument using a 3 point (single phase) or a 10 point (3 phase) test

Re-Test and prove the test instrument with a approved proving unit

5. Dissipation of residual or stored energy

In general, examples include:

- Electrical energy - To find a specific method to discharge a capacitor for the system in question, contact the manufacturer for guidance. Many systems with electrical components, motors, or switch gears contain capacitors. Capacitors store electrical energy. In some cases, capacitors hold a charge in order to release energy very rapidly (e.g., similar to the



flash of a camera). In other cases, capacitors are used to remove spikes and surges in order to protect other electrical components. Capacitors must be discharged in the lockout process in order to protect workers from electrical shock.

6. Lockout/Tag out

When the system's energy sources are locked out, there are specific guidelines that must be followed to ensure that the lock cannot be removed, and the system cannot be inadvertently operated. These guidelines include:

- Each lock should only have one key (no master keys are allowed).
- There should be as many locks on the system as there are people working on it. For example, if a maintenance job requires 3 workers, then 3 locks should be present - each of the individuals should place their OWN lock on the system. Locks can only be removed by those who installed them, and should only be removed using a specific process -

7. Perform Activity

Complete the activity that required the lockout process to be started.
Fully test and commission

8. Remove Lockout/Tag out devices

To remove locks and tags from a system that is now ready to be put back into service, the following procedure will be used:

- Inspect the work area and ensure its "clear"
- Confirm that all employees and persons are safely located away from hazardous areas.
- Verify that controls are in a neutral position.
- Carry out all dead testing procedures in accordance with guidance note 3
- Remove devices and re-energize.
- Notify affected employees that works are completed.

*Note - it is DIAL practice to ensure any individual who placed a lock on the system should also be present when the system is re-started.

I can confirm the power is locked off and have tested to prove system is dead.

Name.....Signed.....Time.....Date.....

I can confirm the power is re-energised and have tested to prove system is live.



Name.....Signed.....Time.....Date.....