



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5100.32B
N33
23 JUL 99

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5100.32B

From: Commander, Naval Training Center, Great Lakes

Subj: ENERGY CONTROL (LOCKOUT/TAGOUT) PROGRAM

Ref: (a) OPNAVINST 5100.23E
(b) OPNAVINST 3120.32C
(c) NAVSHIPS TECHNICAL MANUAL, CH 300
(d) 29 CFR 1910.147
(e) 29 CFR 1910.332

Encl: (1) Tagout Example
(2) Lockout/Tagout Flow Chart

1. Purpose. To publish procedures in order to prevent improper operation of a component, equipment, system, or portion of a system when it is isolated or in an abnormal condition.

2. Cancellation. NTCGLAKESINST 5100.32A. This instruction has been substantially revised and should be reviewed in its entirety.

3. Applicability. This instruction applies to all NTC Great Lakes (Complex²) component and tenant commands.

4. Background. Reference (a) establishes tagout and additional lockout requirements for the workplace. Safety of personnel and prevention of improper equipment operation requires these procedures to be instituted at NTC Great Lakes.

5. Policy. Lockout and tagout procedures will be used for equipment with lockout capabilities in accordance with reference (a). Tagouts may be used when the equipment does not accommodate lockout devices. The safety office shall approve the equipment or applications where tagouts may be used in place of lockout. The official authorizing tagout, enclosure (1), will ensure tagouts achieve equivalent protection to lockout. Enclosure (2) provides the lockout/tagout procedures. Training evolutions on these procedures shall comply with reference (b).

a. Permission will be obtained from the Commanding Officer/Officer-In-Charge or designated representative, as required by reference (c), when working on or troubleshooting energized electrical or electronic equipment during training evolutions. All safety precautions outlined in reference (c) will be observed.

b. The lockout device will be of a positive means, such as a lock, either key or combination, multi-lock hasp, chain, block, adapter pin, self-locking fastener or other effective hardware that secures an energy isolating device (circuit breaker, disconnect, valve, ram, pulley, etc.) in the safe position and prevents the movement or energizing of the machine, system, or equipment.

c. Locks and tags will be provided by the workcenter performing the task.

d. New machines, systems, or equipment ordered or purchased and existing machines, systems or equipment undergoing extensive repair, renovation or modification shall be provided with the capability of being locked out.

e. Lockout requirements do not apply to cord and plug connected equipment when the disconnected plug is controlled by the worker and no potential for uncontrolled energy release exists.

f. Once a lockout or tagout on a machine, system, or equipment has been completed and after ensuring that no personnel are exposed, a check will be conducted to ensure the energy source has been isolated by operating the normal controls to make certain the machine, system or equipment will not operate. Stored energy (such as that found in springs, capacitors, elevated machine members, rotating flywheels, pressurized hydraulic, pneumatic, steam, gas, water systems, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, shorting, etc.

6. Action. Commanding Officers/Officers-In-Charge shall establish equipment lockout/tagout procedures outlined in references (b) through (c), as applicable.

7. Responsibility. References (a) and (b) require the Commanding Officer to ensure all personnel concerned know applicable safety precautions and procedures. When repairs are

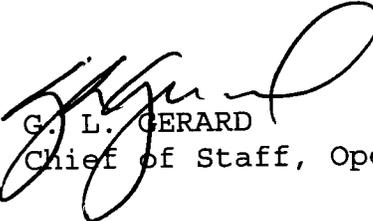
performed by a repair activity or Public Works Center, the repair activity is responsible for lockout/tagout procedures.

8. Inspection. Equipment lockout/tagout procedures will be reviewed annually by the cognizant safety office for compliance in accordance with reference (a).

9. Training. Training to ensure knowledge and skills will be conducted in accordance with references (a), (d) and (e).

a. Training shall consist of recognition of applicable hazards, energy sources, and methods necessary for energy isolation and control. Training shall be specific to the activity.

b. Refresher training shall be conducted if deviations of energy control practices are indicated during the annual review or whenever there is a job re-assignment, equipment, or process change that presents a new hazard.



G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I, II, (Case A), III-A, C