DEPARTMENT OF THE NAVY
U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
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NAVSUPPACTNAPLESINST 5100.3
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24 Apr 25

NAVSUPPACT NAPLES INSTRUCTION 5100.3

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ENERGY CONTROL (LOCK OUT/TAG OUT) PROGRAM

Ref: (a) 29 CFR 1910.147
(b) OPNAVINST 5100.23H Chapter 24

Encl: (1) Energy Control Procedure
(2) Energy Control Procedures Lock Out/Tag Out Removal Notification
(3) Energy Control Audit
(4) Energy Control Discrepancy Notice

1. Purpose. This instruction establishes a specific policy and procedures to protect Naval Support Activity Base (NSA) and tenant command personnel from the hazards of servicing and maintenance on machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy, could harm employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

2. Scope and Applicability. This instruction applies to all NSA and tenant command personnel who are required to place any part of their body into an area on a machine or piece of equipment where work is performed upon the material being processed (point of operation), or where an associated danger zone exists during a machine operating cycle or energized equipment or confined space isolation. NSA departments and tenant activities are responsible for implementation of this instruction.

a. Tenant commands that receive Base Operating Support Services from NSA Safety shall follow the guidance of this instruction.

b. Tenant commands that have their own Safety Office must ensure that their Safety and Occupational Health Program is at least as stringent as this instruction. Any differences must be discussed with the NSA Safety Program Director.

3. Command Energy Control Policy

a. NSA is committed to provide a safe work environment for its personnel and tenant personnel including military, civilian, and contractor personnel during performance of their work is of the utmost importance.

b. NSA personnel and tenant command personnel shall take every reasonable precautionary measure to protect themselves and others during performance of their work. NSA and tenant command personnel who might be exposed to hazardous energy sources and using protection equipment and/or devices shall read and understand the requirements of this instruction.

c. All afloat assets assigned to NSA will follow this instruction.

d. Commands shall take appropriate administrative and/or disciplinary action for any person(s), other than the original person(s) who installed the lock out/tag out (LOTO) device(s) or that person's supervisor, who removes a LOTO device without permission.

e. LOTO devices shall be singularly identified, shall be the only devices(s) used for controlling energy; shall not be used for other purposes, and shall meet the following requirements:

(1) LOTO devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

(2) Tag out devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.

(3) LOTO devices shall be standardized within the facility in at least one of the following criteria: Color, shape, or size, and additionally, in the case of tag out devices, print and format shall be standardized.

(4) No two lockout devices (locks) shall have the same key.

(5) No more than two keys shall exist for any lock.

(6) The worker shall maintain one key and the supervisor shall maintain the other in a location readily accessible to that supervisor in the event of an emergency.

(7) Personnel shall not use combination locks for lockout.

f. If an energy isolating device is capable of being locked out, it shall utilize lockout, unless the supervisor and authorized employee can demonstrate that the utilization of a tag out system will provide full employee protection per reference (a) and (b).

g. When a tag out device is used on an energy-isolating device which is not capable of being locked out, the tag out device shall be attached at the same location that the lockout device would have been attached. The employer shall demonstrate that the Tag Out Program will provide a level of safety equivalent to that obtained by using a lockout program.

h. The site specific program requirements are addressed in this instruction.

4. Energy Control Program Management

a. NSA's Commanding Officer is ultimately responsible for the overall safety and health issues on their installations. In cooperation with other members of their management team, they shall provide continuing support, both motivational and financial, to ensure that the installation's Energy Control Program remains effective.

b. NSA's Installation Safety Program Director (IPD) shall:

(1) Develop, implement, and review a written instruction for an energy control LOTO.

(2) Ensure all personnel exposed to energy control hazards use required Personal Protection Equipment (PPE) and are adequately trained.

(3) Ensure a current roster of authorized employees is maintained who can attach locks and tags to remove sources of energy.

(4) Approve the equipment or applications where tag outs may be used in place of lockout. Maintain this list of equipment and applications.

(5) Annually review compliance with the provisions of this instruction.

(6) Ensure periodic inspections are performed to verify the proper utilization of this Instruction.

c. Supervisors with work that requires energy control shall:

(1) Serve as the primary point-of-contact and fully support the Energy Control Program LOTO. Be properly trained for energy control and have it documented in Enterprise Safety and Management System (ESAMS).

(2) Ensure Energy Control Procedures (ECP) are developed and maintained as required for all required equipment under their cognizance and ensure copies are available for shop personnel to review when performing maintenance and/or repair on this equipment.

(3) Determine the need for locks, tags, caution/warning tags, support equipment to hang locks, and PPE required to isolate the energy source (i.e., ARC Flash gear for electrical components as required).

(4) Maintain an authorized LOTO station/area where all authorized locks, tags, and devices will be stored when not in use.

(a) Create a log for all authorized employees to check out/in locks and tags for single isolation work so all locks can be accounted for at any time.

(b) If past experience indicates that some jobs will require more than one person to perform the work, acquire a lockbox per reference (a) for a Group LOTO.

(5) Designate employees who are allowed to perform the following functions of an Authorized Employee, as stated in this instruction.

(a) Authorize in writing these individuals who can sign Block "N" of the ECP, using enclosure (1).

(b) Ensure training is provided for each authorized employee, or affected employee under their cognizance office and that it is documented and maintained in ESAMS.

(6) Audit their ECPs at least quarterly. Each audit, along with all ECPs used during the previous quarter, shall be forwarded to the NSA Safety Office (or cognizant Safety Office) by the 15th of the month following the quarter of the audit.

(7) Notify all affected employees when contractor's and/or other Naval activities' LOTO may be installed in their workplace. Ensure they understand and comply with this additional LOTO Program.

(8) Enforce the use of PPE, clothing, or devices as required.

(9) Take immediate action to resolve any employee reports of any Energy Control Program concerns.

(10) Report changes such as reconfiguration of workplaces or revised processes to the NSA Safety Office.

d. Authorized Employees shall:

(1) Complete all required LOTO training.

(2) Check out locks and tags from authorized LOTO station as required to remove energy source. Single LOTO does not require an ECP to be processed.

(3) Review the ECP before starting work when it is used to remove energy from the component.

(4) Ensure all hazardous energy sources are controlled, de-energized, de-pressurized, or blocked, etc. before placing any part of your body in a location that could result in injury.

(5) Install each lock, device and/or tag on the energy source per this instruction and/or the requirements of the ECP. Ensure a tag is used to identify who installed the lock. Make sure it is properly filled out and attached to the lock and/or device.

(6) Do not remove any lock, device, and/or tag that was not personally installed. If more than one lock, device and/or tag has been installed on the energy-isolating component/device, ensure they only remove their lock, device, and/or tag.

(7) Notify all affected employees in the area when the LOTO is to be completely removed and ensure machinery and equipment is operational and intact before leaving the area.

e. Affected Employees shall:

(1) Comply with all safety and health regulations and procedures applicable to job tasks and working conditions.

(2) Complete all required training.

(3) Report Energy Control Program concerns to supervisory or authorized employee personnel.

(4) Never operate equipment when it is isolated during maintenance or repair work with a LOTO.

(5) Inform the cognizant shop supervisor or department head when the work is completed and their LOTO has been removed.

a. Use their own lock(s), device(s) and/or tag(s).

5. Procedures to Install a LOTO

a. Preparation prior to installing the LOTO

(1) The supervisor of the area shall ensure that the work does not affect other equipment or work processes.

(2) The supervisor shall notify all affected employees that equipment will be LOTO.

(3) The supervisor and authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

(4) All energy isolating devices (valves, circuit breakers, pipe blanks, etc.) that are needed to control the energy to the machine, equipment or tank shall be physically located and evaluated if a lock or a tag will be used to identify it. All components that cannot have a lock installed must also be vetted through the NSA Safety IPD.

(5) If more than one isolation device is required, the supervisor will write an ECP or

review a prior ECP and process it for the work to be done. An Authorized Employee will also review the ECP prior to signing it for accuracy. The ECP will identify all components and what position they will be in to eliminate the energy source.

(6) Single isolation may not require the use of a LOTO if it can be controlled by the Authorized Employee performing the work.

b. Shutdown and installation of LOTO

(1) The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. Electrical isolation (opening breakers or switches, lifting leads or pulling fuses, etc.) shall be done by a qualified electrician to remove identified electrical energy sources.

(2) Tanks, pumps, piping and/or voids shall have all valves repositioned shut that can cause a fluid or gas to enter it and/or have blanks installed. It is recommended that the tank/void be properly vented to atmosphere.

(3) All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

(4) The Authorized Employee shall install all locks and devices to secure the component from moving and exposing energy sources to the work area. Tags by themselves cannot prevent operation of component. The tag will be affixed to the component or as close as possible to it in a position that it will be immediately obvious to anyone attempting to operate the device.

(5) Prior to starting work after the LOTO has been installed, the authorized employee shall verify that all isolations and/or electrical de-energization is affective at protecting the workers.

c. Group LOTO

(1) When servicing and/or maintenance is performed by a crew, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the installation of a personal locking device.

(2) The supervisor of the job will inform all authorized employees that a group box will be utilized.

(a) If a lockbox is not going to be used, then special multi-locking devices will have to be installed by the first person attaching their lock so the other personnel have a way of attaching their locks to the component.

(b) Every Authorized Employee will have their own set of locks meeting the requirements of this instruction to be installed on every identified component requiring a lock.

(c) By not using a lockbox, the supervisor in theory will have to have several lock sets on hand for each Authorized Employee.

(3) The supervisor will designate one Authorized Employee to install all LOTO as discussed in this instruction on the energy isolations. All additional Authorized Employees prior to installing their lock on the lockbox will observe the locks being installed or verify they are installed per the ECP.

(4) The Authorized Employee installing the locks will place all of the keys to the installed locks into the lockbox and then attach one additional lock to secure the lockbox from opening.

(5) All additional Authorized Employees after verifying the LOTO is in place will attach their single authorized lock to the lockbox and keep custody of the key to this lock per this instruction.

d. Shift or personnel changes

(1) Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of LOTO protection.

(2) If the work will be continued by another person(s) then their LOTO devices will be installed at every location of the person(s) they are relieving or lockbox if in use.

(3) Once the new LOTO device(s) is in place, the off going person(s) will provide an in depth turn over as to where they are at in the maintenance procedure and where all of the parts are located. They then can remove their LOTO and properly store them.

6. Removal of LOTO

a. Before LOTO devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

(1) In situations in which LOTO devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

(a) Clear the machine or equipment of tools and materials.

(b) Remove the LOTO devices.

(c) Realign components to support testing.

(d) Energize and proceed with testing or positioning.

(e) After repositioning, de-energize all systems and reapply energy control LOTO measures in accordance with equipment shut down procedures.

(f) Continue the servicing and/or maintenance.

(2) When the work is completed, the work area shall be inspected to ensure that non-essential items have been removed and to ensure that machine/equipment and/or confined space is operationally intact.

(3) After all LOTO devices have been removed and before a machine or equipment is started, affected employees shall be notified that the LOTO device(s) have been removed.

(4) Return the machine, equipment or tanks to normal operational service. Document LOTO devices cleared from ECP using enclosure (2).

b. Removal of a LOTO device by the employer

(1) In situations in which LOTO devices must be removed from the energy isolating device when the authorized employee who applied the LOTO device is not available to remove it, that device may be removed under the direction of the employer. The following sequence of actions shall be followed:

(a) Verify to the best of their ability that the integrity of the machine/equipment and/or confined space is operational. It must be operation before any LOTO is removed.

(b) The cognizant supervisor shall complete a LOTO Removal Notification, using enclosure (2).

(c) The NSA Safety Office will be notified before the LOTO is removed.

(d) Clear the machine/equipment and/or confined space of tools and materials.

(e) The supervisor shall designate an authorized employee to remove the LOTO device(s).

(f) Remove all non-essential personnel from the area.

(g) Slowly reposition components to support normal operation. Monitor for anything out of the ordinary (i.e. leaks, strange odors, sparks and noises, etc.).

(h) Stop if anything is out of the ordinary, place the machine/equipment/system in a safe condition to the best of your ability.

(i) Re install LOTO from before.

(j) If everything appears normal, complete enclosure (2).

(k) The employee who installed the LOTO will be informed immediately upon their return to work, a copy of enclosure (2) will be given to them.

(l) A copy of this completed form shall also be forwarded to the NBK Safety Office within 48 hours.

7. Use of Warning Tags (Not for Energy Control)

a. When the operation of components, equipment, systems, or a portion of a system shall be restricted and controlled, danger tags or caution tags meeting the requirements of this section shall be used.

(1) An equipment "RED" warning tag (Danger, and/or Do Not Operate) shall be installed to prevent the operation of equipment, systems, or components when such operation could result in equipment damage by attempting to operate said equipment.

(a) Danger tag(s) shall clearly indicate the component(s) tagged.

(b) The required position of the component (i.e., shut, open, off, on, locked shut, or lock-wired open).

(c) The name and shop/department of the person authorizing the tag(s).

(d) The name and shop/department of the person attaching the tag(s).

(e) The date and time the tag(s) was hung.

(2) An equipment "Yellow" warning tag (Caution and/or Restricted Use) shall be installed on components to give additional guidance and restriction for the operation of said equipment, systems, or components.

(a) The same procedure for installing a danger tag(s) as above will be used for caution tag(s).

(b) The operation of caution-tagged component(s) shall be performed only after complying with the amplifying instructions appearing on the tag(s).

(c) A LOTO will be used if there is a potential of personnel injury.

(d) These tags will never be used for maintenance or repair.

(e) Operation or attempted operation of a danger-tagged (Do Not Operate) component is prohibited.

(f) Each shop/department supervisor requiring the use of danger or caution tag(s) shall issue separate instructions to their personnel to prevent property and equipment damage if these components are operated.

(g) Tags shall be weather-resistant and securely attached using a non-reusable, self-locking nylon cable ties on or near the component so the tag is obvious to personnel who may attempt to operate the component.

(3) Subject to the 50 pound pull rule. Use of danger or caution tags shall be minimized. The condition requiring a tag shall be corrected as soon as possible.

(4) Multi-position switches and/or devices shall not be operated when danger tagged. Before they are tagged, all aspects of their need to be tagged will be considered. These warning (Danger and/or caution) tag(s) shall not be installed or removed unless authorized.

(5) All personnel in the area will be notified of these warning tag(s).

(6) The work center tag log shall contain the following information as a minimum:

(a) The location/component of each tag hanging.

(b) The reason for hanging each tag(s).

(c) The actions required to be completed before removing the tag(s).

(d) The name of the person authorizing the tag(s).

(e) The name or initials of the person hanging the tag(s).

(f) The name of the person authorizing removal of the tag(s).

(g) The signature and/or initials of the person removing the tag(s).

(7) All personnel authorizing, auditing, hanging, or removing danger or caution tag(s) shall have successfully completed training on the tag instruction used. The shop supervisor and the NSA Safety Office shall be notified immediately whenever a component is found in other than its tagged position or when a danger tag is missing.

(8) These tags are essentially warning devices. All discrepancies reported concerning danger and caution tags shall be considered serious in nature until a complete investigation indicates otherwise.

8. Missing LOTO devices and Other Discrepancies

a. Violations of this instruction can result in serious injury to employees. Errors normally considered minor could result in LOTO being cleared with employees still working on equipment. All deviations to the requirements of this instruction shall be considered serious.

b. The NSA Safety Office shall be notified immediately when the violation is identified. Deficiencies shall be documented using the Energy Control Discrepancy Notice, enclosure (4).

c. The following discrepancies shall be documented:

(1) Each discrepancy resulting in a mishap or an employee performing work on equipment without hazardous energy sources being controlled per this instruction.

(2) If a LOTO is found missing, removed, or otherwise not installed per this instruction.

(3) If an authorized employee fails to properly install lockouts required by the Energy Control Program.

(4) Each occurrence in which an employee, other than an authorized employee, performs work on machinery, equipment, or systems where LOTO of this instruction provide protection.

d. Each completed Discrepancy Notice shall be reviewed by the shop supervisor and/or department head then forwarded to the NBK Safety Office.

9. LOTO Training

a. NSA Safety Office (or cognizant safety office) shall provide training for all Authorized Employees.

b. Each supervisor and Authorized Employee who is required to remove an energy source and/or hazard prior to starting work shall be trained how to eliminate and/or control the hazard. Training shall include:

(1) Recognition of hazardous energy sources.

(2) Types and magnitude of energy sources available in the workplace and the hazards associated with these energy sources.

(3) Methods and means of controlling hazardous energy.

(4) The use of ECPs and LOTO as specified by this instruction.

c. They will be assigned one of the following duty tasks in ESAMS:

(1) 4002364 Lock out Tag out (Commander, Navy Region Northwest (CNRNW)).

(2) 2000026 Equipment - Mechanic, Maintenance, and Repair.

(3) 2000027 Equipment Maintenance – Bowling.

d. All affected employees shall receive training on the installation's Energy Control Program. This training shall include the general overview of this instruction and emphasize the prohibition against operating machinery or equipment that is LOTO.

e. They will be assigned one of the following duty tasks in ESAMS:

(1) 4008606 F&ES 02 - Operations Personnel.

(2) 4008607 F&ES 03 - Support Operations.

(3) 4004672 Information Technology Project Work.

(4) 2000043 Laborer.

(5) 2000050 Maintenance – General.

(6) 2000051 Maintenance Mechanic.

(7) 4003496 Ordnance Civilian (CNRNW).

(8) 2000072 Ship Operator.

f. Tenant commands and contractors may document training as they choose, but the training must be documented and ready for inspection/review by the NBK Safety Office.

10. Audit

a. Every shop and/or department that uses energy control shall audit their use of LOTO quarterly using the Energy Control Audit, enclosure (3). Each audit shall include, but is not limited to, the attributes of this section:

(1) Audits shall be performed by an authorized employee as designated by the supervisor.

(2) All ECPs issued for the quarter.

(3) At least 25 percent of all LOTO hanging shall be checked for compliance with this instruction.

(4) Audit results shall be forwarded to the shop supervisor, with a copy to the NSA Safety Office.

b. The Energy Control Program shall be inspected/reviewed annually. Inspections shall be performed by the NSA Safety Office to include:

(1) Each authorized employee working on the equipment and their immediate supervisor who are protected by an ECP shall be interviewed to ensure their responsibilities concerning hazardous energy controls are known.

(2) Each affected employee in the area of the equipment specified at the time of the audit shall be interviewed concerning their responsibilities relating to LOTO. These interviews are to be brief and limited to specific requirements of this instruction.

(3) Discrepancies found during these interviews are to be reported to the shop and/or department supervisor; employee names and badge numbers are neither required nor desired.

c. All completed ECPs for each quarter shall be forwarded to the NSA Safety Office (or cognizant Safety Office). The cognizant shop supervisor and/or department head shall be notified of discrepancies for corrective action and interim control purposes.

11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

12. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions

in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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ENERGY CONTROL PROCEDURE (ECP)	**A. ECP #**
B. SHOP/CODE:	**C. APPLICABLE WORK DOCUMENT**

The ECP establishes the requirements for energy control during the maintenance identified below. Authorized employees shall follow the requirements of this procedure and applicable Naval Base Kitsap Instructions.

D. EQUIPMENT TO BE SERVICED OR REPAIRED:

E. LOCATION OF EQUPMENT:

F. SERVICE, MAINTENANCE, OR WORK TO BE PERFORMED:

G. ENERGY SOURCES that could affect workers

TYPE (electric, heat, hydraulic, Freon, steam, gravity)	**MAGNITUDE** (volts, pressure, temperature, weight)	**DANGER ZONE** (Where the source will come from)	**ISOLATION POINTS** (What removes source)
1.			
2.			
3.			
4.			
5.			
6.			

H. LIST STEPS TO SHUTDOWN EQUIPMENT OR SYSTEMS:

1.

2.

3.

4.

5.

6.

ECP		
I. LOCK OUT/TAG OUT (LOTO) TO BE INSTALLED:		
COMPONENT	**POSITION**	**LOCKED**
1.		YES □ NO □
2.		YES □ NO □
3.		YES □ NO □
4.		YES □ NO □
5.		YES □ NO □
6.		YES □ NO □
J. ADDITONAL MEASURES TAKEN WHEN A LOCKOUT DEVICE IS NOT ATTACHED:		
K. VERIFY ENERGY SOURCES REMOVED OR CONTROLLED: (SPECIFY)		
1.		
2.		
3.		
4.		
5.		
6.		
L. ADDITONAL REMARKS:		
M. PREPARER NAME:	**DATE:**	**SHOP/CODE:**
N. AUTHORIZATION: (From Authorized Signer List)		

AUTHORIZING SIGNATURE	DATE	SHOP/CODE

1. How to Complete an ECP

a. An ECP will be completed when two or more LOTO devices are required to control hazardous energy, or when a tag out device is used in place of a lock or when stored energy must be bled off.

b. Supervisors have the authority to develop recurring ECPs, if there is a routine maintenance requirement on a piece of machinery or tank rather than generating a new ECP each time. Recurring ECPs must be checked for accuracy prior to use and at least annually via an Energy Control Audit.

c. Initiating an ECP.

(1) In Block A enter the ECP identification number from LOTO log.

(2) In Block B enter the Shop/Code.

(3) In Block C enter any applicable Work Order number.

(4) In Blocks D, E, and F indicate what equipment the ECP is for, the location, and the service or maintenance to be performed. No abbreviations will be used.

(5) In Block G indicate the types (electric, heat, hydraulic, Freon, steam, gravity), the magnitudes (volts, pressure, temperature, weight), the danger zone (where will the source come from (like exposed wires, turning shafts, fluid entering tank), and isolation points (open breakers, lift leads, shut valves and insert blocks).

Example:

Type of Energy	Magnitude	Danger Zone	Isolation Point(s)
Electrical- low voltage (50-600 V)	480VAC 3 phase 100 amp service	Wiring connection points in motor housing junction box	Open breaker to motor

(6) In Block H specify the steps required to shut down the equipment and fully de-energize, remove, or otherwise control the hazardous energy sources.

(7) In Block I list each component and component position for which a lockout is to be installed. If the location of a component is different than the location of the equipment being serviced or maintained (e.g., outside the building, on another floor, etc.), annotate the location of the component in the additional remarks, Block L.

(8) In Block J annotate additional measures that shall be taken on the ECP when tag out is used on energy-isolating devices that are incapable of being locked. Examples are: removing electrical leads or tagging a second energy isolation component (e.g., double valve or breaker isolation), removing an isolating circuit element (e.g., fuse or circuit breaker), blocking a controlling device, or opening of additional disconnecting or relief device.

(9) In Block K specify the tests and methods required to verify that the energy sources have been de-energized, removed, or otherwise controlled (e.g., voltage test, verifying physical restraints, checking discharge drains, etc.).

(10) In Block L annotate any special instructions.

(11) In Block M enter the preparer's printed name, Chop/Code & date.

d. Authorizing the ECP

(1) In Block N the employee's supervisor shall review the ECP for accuracy, annotate any additional special instructions in Block L (as required), and sign, authorizing the LOTO to be installed.

(2) In cases where a supervisor is not available (i.e., backshift, weekends) an authorized employee, as designated in this instruction, may sign the ECP in Block N.

A. ENERGY CONTROL PROCEDURES (ECP) LOCK OUT/TAG OUT (LOTO) REMOVAL NOTIFICATION

B. REMOVAL NOTIFICATION OF LOTO INSTALLED BY:

AUTHORIZED EMPLOYEE

LOTO INFORMATION:

C. ENERGY ISOLATING DEVICE	D. POSITION	E. DATE REMOVED	F. REASON LOTO DEVICE REMOVED

G. ACTION TAKEN TO ENSURE LOTO DEVICES ARE REMOVED.

AUTHORIZED EMPLOYEE'S SUPERVISOR

COPY TO:
SHOP SUPERVISOR/DEPARTMENT HEAD
NAVAL BASE KITSAP SAFETY OFFICE

1. How to Complete the LOTO removal notification for an ECP

a. LOTO shall be removed per Section 7 of this instruction.

(1) In Block A, enter the ECP identification number of the ECP being removed.

(2) In Block B, enter the authorized employee name who installed the LOTO. This might be a different Authorized Employee if there was a shift turn over as discussed in this instruction.

(3) In Block C, enter the isolation device that was LOTO.

(4) In Block D, enter the position of the component after the LOTO has been removed.

(5) In Block E, enter the date the LOTO was removed.

(6) In Block F, enter the reason the LOTO was removed.

(a) In some cases, tanks/voids could be placed in long term storage where the LOTO devices are not removed.

(b) This means that no work is being accomplished currently inside the tank/void. (That would require an active ECP).

(c) The LOTO devices are left installed just to ensure the components are not manipulated.

(7) In Block G, enter the actions taken to ensure ECP was removed in accordance with this instruction.

(8) When ECP has been completely removed, the authorizing employee's supervisor will sign for the completion of the ECP.

(9) The completed ECP shall be retained until the next quarterly audit as discussed in this instruction, then forwarded to the Naval Base Kitsap Safety Office (or cognizant Safety Office) for required review and retention.

ENERGY CONTROL AUDIT

DATE: **SHOP/CODE:**

1. The following documents are contained in the Energy Control Log:

   a. Naval Base Kitsap Energy Control Program instruction.
   b. All supplemental instructions issued by the Department/Division Head.
   c. A current roster of all employees authorized to use lock out/tag out (LOTO) documented in this log
   d. All energy Control Procedures (ECPs) presently in use.
   e. Each ECP completed since the last audit.

_____
Authorized Employee performing audit

2. Each ECP presently in use (i.e. lockouts installed) is prepared per paragraph 1.a.

_____
Authorized Employee performing audit

3. Each Authorized Employee working to the ECP has installed the lockouts indicated.

_____
Authorized Employee performing audit

4. The location of the machinery and equipment has been toured. Each lockout indicated on the ECP is installed on the required energy isolating device in accordance with this instruction.

_____
Authorized Employee performing audit

5. Each Affected Employee in the immediate area of the machinery and equipment has been interviewed. Each Affected Employee fully understands their responsibilities associated with this instruction.

_____
Authorized Employee performing audit

6. The Supervisor and each Authorized Employee named on the Lockouts has been interviewed and understands the requirements of this instruction.

_____
Authorized Employee performing audit

7. Twenty-five percent of active LOTO checked for compliance with shop or code instructions.

_____
Authorized Employee performing audit

DISCREPANCIES OBSERVED	**CORRECTIVE ACTION TAKEN**

REMARKS:

AUDIT REVIEWED BY:

_____	_____
SUPERVISOR	**DEPARTMENT HEAD**

ENERGY CONTROL DISCREPANCY NOTICE
SHOP/CODE
DATE VIOLATION REPORTED:
SUMMARY OF DISCREPANCY:
CAUSE OF DISCREPANCY:
ACTION TAKEN TO CORRECT DISCREPANCY:
ACTION TAKEN TO PREVENT REOCCURRENCE:
SUPERVISOR
DEPARTMENT HEAD