



## SOUTHERN COMPANY GENERATION

SCG-SH-0201

### LOCKOUT TAGOUT (LOTO) PROCEDURE

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## 1.0 PURPOSE AND SCOPE

### 1.1 Purpose

This procedure establishes a program, consisting of energy control, employee training, and periodic inspections, to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start up, or release of stored energy could occur and cause injury, the machine or equipment is isolated from the energy source and rendered inoperative.

NOTE: Failure to follow directives outlined in this procedure is considered sufficient cause for disciplinary action, up to and including discharge.

### 1.2 Scope

This procedure applies to all persons (employees and contractors) working on machines or equipment under the control and operation of Southern Company Generation facilities.

This procedure does not supersede procedures established for the orderly shut down of machines or equipment. Those procedures must be followed to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

NOTE: This procedure does not apply to the following:

- Work on cord- and plug-connected equipment, where exposure to the hazards of unexpected energizing or startup of the equipment is controlled by unplugging the equipment from the energy source, and the plug is under the exclusive control of the individual performing the servicing or maintenance.
- Minor servicing, which includes performing simple adjustments to ensure equipment is functioning properly (without having to disassemble the component being adjusted and/or expose an employee to a hazardous energy source).
- Work that does not involve plant-controlled equipment such as:
  - Equipment under the exclusive control of Transmission or Distribution.
  - Equipment identified as new construction that is under the exclusive control of E&CS Projects and has not been connected to the facility.

Generating facilities may develop site-specific procedures to supplement this procedure. Site-specific procedures do not replace material covered in this procedure.

## 2.0 DEFINITIONS AND REFERENCES

### 2.1 Definitions

**active LOTO** – A LOTO that has been issued, executed, and has an operating area lock (orange) secured to a master lockbox indicating the associated equipment is isolated and ready for LOTO holders to verify adequate for work and perform service or maintenance activity.

**affected employee** – Employee that is affected by a lockout; which means, their work involves the equipment that is being locked out, and their job will be affected during the lockout. An affected employee is not authorized to lockout equipment.

**authorized employee** – Employee who has had proper training on locking out equipment and the associated hazards and is allowed to lockout equipment. An authorized employee can be an affected employee.

Authorized employees are qualified by training and evaluation in the Southern Company Generation LOTO procedure in the following categories:

- LOTO Holder – A qualified employee who may request LOTO and/or perform work on equipment or systems held by LOTO.
- LOTO Coordinator – A qualified employee who may request LOTO and/or coordinate work on equipment or systems held by LOTO for non-listed workers.
- Operating Area Authorized Employee (OAAE) – A person who can lockout or tagout machines or equipment when servicing and/or maintenance is performed by crew, craft, department, or other group. An Operating Area Authorized Employee can perform the following duties:
  - Develop LOTO records.
  - Execute/Verify LOTO records.
- Operating Area Leader (OAL) – A person who has primary responsibility for a set number of employees working under the protection of a group lockout device (operating area lock (orange)); has the knowledge and authority to determine if a requested piece of equipment can be taken out of service based on operational conditions, personnel, unit commitments, worker and equipment safety, and any other factors that may impact system reliability; has been qualified to perform all roles of the authorized and OAAE; and has the authority to perform the following duties:
  - Accept requests
  - Approve/reject requests
  - Approve LOTO records
  - Approve Simple LOTO
  - Issue isolation/release LOTO records
  - Approve boundary modifications
  - Activate LOTO records
  - Complete LOTO records
  - Primary authorized employee, as required (see 3.7, Primary Authorized Employee)

**authorized list** – Roster maintained for the facility that identifies authorized employees by name and type of LOTO activity(ies) each employee is permitted to perform. Inclusion on the authorized list is determined at the discretion of the facility's management as approved in Cool Compliance.

**capable of being locked out** – Energy isolating device capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

**contractor lock** – Lock provided by contractors for adherence to the Southern Company LOTO procedure and protection of their employees.

Contractor locks shall adhere to the following:

- Be individually keyed and individually assigned to that worker.
- Contain worker's name, contact number, and company.
- Not be manufactured by American Lock
- Shall be silver, gray, or black in color.

**designated operating area (DOA)** – Area or department of the plant that has the exclusive control of issuing and executing plant LOTO in their specific area. Examples of designated operating areas:

- Operations
- Fuels
- Laboratory
- Environmental
- Individual hydro plants
- Combustion turbine plants
- Combined cycle plants
- Solar plants

**energy isolating device** – A device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy.

NOTE: Push buttons, selector switches, and other control circuit type devices are not energy isolating devices. See Attachment B for an example of an Operational Control Tag when control devices require exclusive control of the operating area.

**energy source** – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, or other energy.

**hasp** – A device that allows energy isolating devices to be locked with multiple locks.

**isolate** – Removal of all sources of energy from the equipment to be worked on.

**isolation verification** – Prior to activating any LOTO, the operating area method to ensure all stored energy sources cannot create the potential for injury or accident while servicing or maintenance is being performed on the equipment. To ensure isolation verification is performed during the execution of the LOTO, the isolation method is documented on the LOTO Record, as follows:

- visual – A visual inspection to ensure air gap exists or an installed voltage indicator determines absence of energy between energy sources and isolation devices.
- meter – Use of instrumentation to verify electrical energy sources are isolated. Voltage meters and noncontact voltage detectors that alarm in the proximity of voltage applications are acceptable, based on the skills and training of the qualified person. All devices must be properly rated for voltage.

Note: Proximity meters are not acceptable for shielded cables. DC circuits and shielded cables must be tested at termination points.

- test/try – Test performed by attempting to operate a piece of equipment either remotely or locally to ensure the equipment will not operate.
- drain/pressure – Verification that a system or component is drained, depressurized, and safe for work.

**issued LOTO** – LOTO record identified in the software (TKPro) as in-progress by the OAL while the OAAE performs steps to isolate equipment for upcoming servicing or maintenance activities.

**lockbox** – Box with multiple locking points in which the key(s) to the group lockout device(s) are placed and secured by authorized employees. Lockboxes are red or yellow, based on the following criteria:

- master lockbox – Red lockbox in which key(s) to red isolation locks are placed and secured by an operating area lock (orange). LOTO holders secure locks (individual (blue)/coordinator (green)) after the operating area lock (orange) is secured, to hold the LOTO for service or maintenance activity. The original LOTO documentation (LOTO records, LOTO test records, etc.) is attached to the master lockbox (red).
- satellite lockbox – Yellow lockbox that is an extension of the master lockbox (red). It may be located remotely in an area that provides convenient access for workers. A satellite lock (yellow) will be used in conjunction with the satellite box and is secured to the master lockbox; the associated key is secured in the satellite box with coordinator locks. A copy of the LOTO

documentation (LOTO records, LOTO test records, etc.) is attached to the satellite lockbox.

**lockout** – Placement of a lockout device on an energy isolating device, in accordance with an established procedure, to ensure the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed. A lockout can be issued on any plant owned and operated equipment.

**lockout device** – Device that employs a positive means, such as a lock and key, to hold an energy isolating device in the safe position and prevent the energizing of a machine or piece of equipment. See Attachment A for an example of lockout devices. Southern Company Generation approved lockout devices include the following:

- Isolation lock – Red in color, used to secure/isolate field equipment on isolation devices. Always secured with an attached tagout device.
- Operating area lock – Orange in color, used for operating area continuity; ensures equipment has been isolated per the LOTO record. Operating area locks are always the first lock on and last lock off to ensure continuity of the active LOTO and the position of isolation devices have not been altered. No other lock shall be placed on the master lockbox without an operating area lock previously installed.
- Individual lock – Blue in color, assigned to individuals for their personal protection while performing work under a LOTO. Individuals are assigned five locks for this purpose. Individual locks must display worker name and contact number.
- Coordinator lock – Green in color, used by departments to coordinate multiple work crews, ensure continuity and integrity of active LOTO, and protect personnel not on the authorized list. Coordinator locks are issued and controlled as approved by plant management, as required for each department. Requires an attached LOTO information tag.
- Satellite lock – Yellow in color, used to maintain continuity while a satellite lockbox is in use. Satellite locks are assigned to a corresponding satellite lockbox. Requires an attached LOTO information tag.
- Non-listed/visitor lock – Brown in color, used for non-listed workers to enable them to perform servicing or maintenance under the protection of a LOTO. Only used at the direction of a LOTO coordinator and after a coordinator lock (green) is secured. Non-listed/visitor locks are issued for temporary use at the discretion of plant management. Requires an attached LOTO information tag.
- Contractor lock – Silver, gray, or black in color, contractor owned/provided. May not be manufactured by American Lock. Used for non-listed workers to enable them to perform servicing or maintenance under the protection of a LOTO. Contractor locks must display worker name, company, and contact number.

**lockout tagout (LOTO)** – A safety procedure used to ensure dangerous machines are properly shut off and not able to be started up until the completion of maintenance

or servicing work. It requires hazardous energy sources to be "isolated and rendered inoperative" before work is started on the equipment in question.

**LOTO administrator** – Individual responsible for administration of the LOTO software. Each facility has a local LOTO administrator, who administers responsibilities, approves standards, and performs other local functions. There is also a corporate LOTO administrator, who is responsible for the overall administration and configuration of the LOTO software across all generation facilities.

**LOTO boundary** – Energy isolating devices required for a designated scope of work.

**LOTO information tag** – Tag that identifies the responsible person using a lockout device. Each tag is secured via the lock shackle and, at a minimum, contains the worker's name and contact number. See Attachment B for an example of a LOTO information tag.

**LOTO record** – Instructional checklist of energy isolating devices needed for a LOTO boundary, used to place and secure equipment in a desired isolation or service position.

**minor servicing** – The act of performing simple adjustments to ensure equipment is functioning properly (without having to disassemble the component being adjusted and/or expose an employee to a hazardous energy source).

**non-listed worker** – Person performing maintenance or servicing under the direction of a LOTO coordinator and who is not included on the facility's authorized list. These individuals may be unfamiliar with the equipment or lack the necessary experience or training to individually hold LOTO.

A non-listed worker may perform work under LOTO at the request of the LOTO coordinator in either of the following two ways:

- Individual accountability – By securing directly to an approved Southern Company LOTO device with the permission of the LOTO coordinator.
  - All non-listed workers shall secure a personal protective lock directly to the LOTO device. Under this system, a Southern Company LOTO coordinator shall be responsible for the non-listed group of individuals and assume responsibility for the accountability and notification of any changes to the LOTO.
- Alternate accountability – By having a contractor responsible person specified by the outside employer who tracks and communicates with all non-listed individuals who intend to work on the facility's equipment. This person could be a contractor superintendent, crew foreman, project coordinator, or any other responsible individual associated with the group.
  - Under this system, a Southern Company LOTO coordinator shall hold the LOTO for the outside employer responsible person. The outside employer shall be responsible for the non-listed group of individuals and assume responsibility for the accountability and notification of their personnel.

NOTE: Outside employers shall demonstrate to the facility's management that an effective system of accountability using locks for personnel that meets all requirements set forth in 29 CFR 1910.269(d) and 1910.147 has been established when identifying a responsible person. Prior to the start of work, Company management shall review and approve the system.

**normal production operations** – Use of a machine or equipment to perform its intended production function.

**qualified person** – Person who is competent, by their electrical knowledge and skills, to safely work on energized circuits. Competence includes the demonstration of proper use of precautionary techniques, personal protective equipment, insulating materials, voltage detection devices, and insulated tools.

NOTE: Third-party qualified persons shall be trained and qualified by their respective employer.

**requestor** – Employee on the authorized list who has requested a LOTO to have scheduled servicing or maintenance activity performed on a piece of equipment.

**servicing and/or maintenance** – Workplace activities such as constructing, installing, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment, and making adjustments or tool changes, where the employee may be exposed to the unexpected energizing or startup of the equipment or release of hazardous energy.

**simple LOTO** – Personal-protection locks applied directly to isolation device by authorized workers when the below criteria is followed:

- Workers have knowledge, training, skills, tools, and time to perform work safely.
- Scope of work is of short duration (can be completed in one shift).
- Isolation steps include five or fewer isolation devices.
- Scope of work has no special conditions such as confined space, grounding, hydrogen, natural gas, or process safety management chemicals.
- Parts are readily available.
- System or equipment does not affect the operation of the plant.
- Valves are 10 in. or less, pressure of 500 psi or less, and voltages 600 V or less (except for meggering or installing ground).
- Plant has defined acceptable equipment or type of equipment in site-specific procedures.
- Permission of the designated operating area (DOA) to proceed exists.
- Approved documented procedural steps exist and must be followed.

NOTE: Procedural steps are not required if the machine or equipment has a single energy source that can be readily identified, isolated, and verified, and no prior accidents exist involving the unexpected activation or re-energization of a machine or equipment during servicing or maintenance.

**standards** – LOTO records, grouped by equipment, developed, approved, and saved for recurring maintenance activities. Standards for a facility are approved by a local LOTO administrator at that facility.

**tagout** – Placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled cannot be operated until the tagout device is removed.

**tagout device** – Prominent warning device, securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled cannot be operated until the tagout device is removed. See Attachment B for an example of a tagout device.

Where a lockout device(s) cannot be affixed directly to the energy isolating device, a tagout device shall be located as close as safely possible to the energy isolating device in a position obvious to anyone attempting to operate the device.

Where tagout devices are used to control isolation devices, additional means shall include the implementation of additional safety measures, such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energizing.

NOTE: Tagout devices shall only be used on isolation devices until a permanent means to hang a lock can be designed and installed.

**temporary protective grounds (TPG)** – Devices installed by a qualified person for the purpose of grounding electrical equipment previously energized at a voltage greater than 600 V.

**temporary protective grounds (TPG) tags** – Tags affixed to grounds to control the installation and removal of the grounds. When grounds are installed by a third party, the tags are orange in color.

NOTE: When grounds are installed by the Southern Company Generation LOTO OAAE, the tags are red in color and issued as part of the LOTO record.

**TKPro** – Software used to manage, document, and track activities within the LOTO process. It is the official repository of LOTO documentation, including standards.

**worker** – Person performing maintenance or servicing under the direction of a LOTO coordinator.

## 2.2 References

- 29 CFR 1910.269, Electric power generation, transmission, and distribution
- 29 CFR 1910.147, The control of hazardous energy (lockout/tagout)
- SCG-SH-0230, Temporary Protective Grounds

### **3.0 RESPONSIBILITY**

#### **3.1 Plant Manager**

Plant manager maintains overall responsibility for the administration of the LOTO program, and is responsible for implementing and strictly enforcing this procedure. The plant manager, or designee, also has responsibility and control of all spare and backup keys issued for removing locks of other employees or departments.

#### **3.2 Operating Area Manager**

The operating area manager ensures the LOTO procedure is correctly administered by all designated operating area employees and they are following the LOTO procedure and performing their respective duties. Operating area manager also defines the process for assigning a single designated primary authorized employee per shift.

#### **3.3 LOTO Administrator**

There is a local LOTO administrator for each facility, appointed by management, responsible for the following:

- Reviewing and approving standards at a facility.
- Interfacing with corporate LOTO administrators on software changes or improvements.
- Administration of LOTO training at a facility.

The corporate LOTO administrators will represent operating companies (SCS, Alabama Power, Georgia Power, Gulf Power, Mississippi Power, and Southern Power) and are responsible for the following:

- Administration of the LOTO software across the OpCo or area.
- Gathering input on software changes or improvements.

The Southern Company Generation corporate LOTO administrator is the primary interface with the LOTO software provider and coordinates changes or improvements.

#### **3.4 Authorized List Administrator**

The authorized list administrator is designated by the plant manager and is responsible for granting or revoking permission requests for the plant's authorized list through Cool Compliance.

#### **3.5 Requestors**

The requestor collaborates with the OAL to ensure the LOTO request record is appropriate for the work to be performed. The requestor works with the OAL to complete the LOTO request record. The LOTO request record populates the LOTO information section of the LOTO record and notifies affected workers of scheduled maintenance or servicing activity. The requestor is responsible for the following:

- Determining what equipment requires isolation for the purpose of servicing for maintenance activity.
- Reviewing with the OAL all applicable scopes of work, work orders, electrical or mechanical prints, and/or other relevant documents to ensure all energy isolations are properly identified.
- Confirming, in collaboration with the OAL, mutual understanding and agreement on energy isolation points are achieved.

### **3.6 Operating Area Leader (OAL)**

The OAL is identified as the person with authority to perform specific roles in the LOTO process. The OAL may be a supervisor, operator, or other designee as defined by management, and is responsible for the following:

- Implementing the LOTO procedure.
- Reviewing and understanding the LOTO Request Record.
- Ensuring the operating area (unit) can support and approves the request for LOTO.
- Developing or assigning an OAAE to develop the LOTO isolation record.
- Create standards for approval by the local LOTO administrator.
- Ensure the proper LOTO boundaries are established through reviewing scope and type of work, performing system walk downs, reviewing drawings, and ensuring the proper positioning of devices.
- Ensuring the LOTO record is appropriate for the scope of work and is completed before initiating the isolation process.
- Approving selected LOTO records.
- Assigning OAAE and issuing the LOTO record to execute.
- Resolving any LOTO boundary issues.
- Reviewing the completed LOTO record for accuracy and completeness.
- Authorizing placement or removal of grounds. Tracking (TKPro), issuing, and collecting TPG tags (orange).
- Ensuring all locking devices are accounted for and the number of locks/tags matches the number of entries on the LOTO record.
- Assigning a verifier to walk down and verify the execution of the LOTO record.
- Activating the LOTO by ensuring all isolation keys are placed inside the master lockbox and are secured with an operating area lock.
- Activating the LOTO record (TKPro).
- Notifying the requestor of an active LOTO.
- Controlling access to the master lockbox. Ensuring all LOTO holders have reviewed the LOTO information prior to locking on the appropriate lockbox or devices.
- Ensuring all locks are removed before any release or test, boundary reduction modification, or release.
- Removing the operating area lock on the master lockbox to support a release for test, boundary reduction modification, or final release.
- Assigning an OAAE to release the LOTO.
- Reviewing the completed LOTO documents and verifying the LOTO documents indicate the LOTO has been released and equipment is ready for operation.
- Completing the LOTO Record (TKPro) and storing the completed LOTO documents per the record retention schedule.

### **3.7 Primary Authorized Employee (PAE)**

When workers are servicing or maintaining equipment under a group LOTO, a single PAE is identified and documented in each designated operating area for every shift. Transfer of the PAE responsibilities may only be conducted during shift or personnel changes to ensure continuity. Responsibilities of the PAE include the following:

- Having overall job-associated lockout or tagout control responsibility when employees are working under the protection of a group lockout or tagout device(s).
- Coordinating affected work forces and ensuring continuity of protection.
- Providing oversight, ensuring the designated operating area follows provisions for each authorized employee to affix a personal lockout device to the group lockout device, group lockbox, or comparable mechanism, when he or she begins work, and ensuring they remove those devices when he or she stops working on the machine or equipment being serviced or maintained.
- Ensuring the designated operating area follows procedure for orderly shutdown and startup of machines of equipment.
- Identifying the PAE in the turnover log system for each designated operating area when turnover review has been completed and responsibility has been transferred.

### **3.8 Operating Area Authorized Employee (OAAE)**

The OAAE is identified as the person with authority to perform specific roles in the LOTO process. The OAAE may be an operator or other designee as defined by management. The OAAE is responsible for the following:

- Developing a LOTO boundary on the LOTO record that is appropriate for the scope of work and will bring the appropriate equipment or system to a zero energy state.
- Reviewing the LOTO record with the OAL.
- Placing isolation locks, associated locking devices, and tags on the isolation component, in the proper sequence as outlined on the LOTO record.
- Ensuring the appropriate energy sources to equipment or component being worked on is properly isolated by a visual, test try, test equipment, or drain/depressurize method.
- Completing each line item on the LOTO record to document the device position and verification method used.
- Removing the locking devices and restoring the equipment to the desired position as determined on the LOTO release record.
- Visually verifying personnel are not exposed to equipment before re-energizing equipment.
- Creating standards for approval by the local LOTO administrator.

### **3.9 Verifier**

The verifier validates (through review) completion of the LOTO. The verifier may not reposition or remove any lockout device placed on equipment. The verifier is responsible for the following:

- Verifying each device listed on the LOTO record is correctly isolated per the LOTO record and the *Isolation Proven By* section is complete. Initialing and signing required sections of the LOTO record.
- Notifying the OAL immediately when any devices are discovered in conflict with the LOTO record.

### 3.10 LOTO Holder

The LOTO holder is an authorized employee who may request LOTO and/or perform work on equipment or systems held by LOTO. The LOTO holder is responsible for the following:

- Before securing any lock to the lockbox, gaining permission of the designated operating area and ensuring an operating area lock (orange) is secured.
- Reviewing the LOTO information; knowing and understanding the limitations and boundaries associated with the scope of work and LOTO record before locking on and off the appropriate lockbox or device as required, using an individual lock (blue).
- Prior to starting work, verifying by walkdown the LOTO is adequate for the work being performed, and equipment is properly isolated and safe for the work he or she intends to perform.
- Before beginning a new shift, verifying the LOTO is still active.
- Participating in prejob briefings to understand the scope of work and LOTO boundaries involved.
- Not changing or repositioning any LOTO isolation devices or removing any locks during the course of their work task.
- Immediately communicating any concerns noted with the LOTO boundaries or associated scope of work to the designated operating area.
- Immediately removing personal protective locks when work is complete and safe to return to service or suspended.
- Prior to removing an individual lock, ensuring a coordinator lock is secured if work is not complete and safe to return to service.

### 3.11 LOTO Coordinator

The LOTO coordinator is an authorized employee who may request LOTO and/or coordinate work on equipment or systems held by LOTO workers. The LOTO coordinator is responsible for the following:

- Before securing any lock to the lockbox, gaining permission of the designated operating area and ensuring an operating area lock (orange) is secured.
- Reviewing the LOTO information; knowing and understanding the limitations and boundaries associated with the scope of work and LOTO record before locking on and off the appropriate lockbox or device as required, using a coordinator lock (green).
- Prior to starting work, verifying by walkdown the LOTO is adequate for the work being performed, and equipment is properly isolated and safe for the work he or she intends to perform.
- Before beginning a new shift, verifying the LOTO is still active.

- Participating in prejob briefings to understand the scope of work and LOTO boundaries involved.
- Not changing or repositioning any LOTO isolation devices or removing any locks during the course of their work task.
- Immediately communicating any concerns noted with the LOTO boundaries or associated scope of work to the designated operating area.
- Providing information (including limitations and boundaries associated with the scope of work and LOTO record) to all workers performing maintenance or servicing under the coordinator lock (green).
- Managing the installation and removal of third-party TPGs.
- Working with the designated operating area to track the issue and return of TPG tags.
- Securing an individual lock prior to performing any maintenance, inspection, or servicing of equipment controlled by an active LOTO.
- Removing all locks immediately when work is complete or suspended.
- Having full understanding of work scope status or obtaining permission of the existing LOTO coordinator and completing a Coordinator Continuity Transfer Record prior to transferring responsibility of a coordinator lock.

NOTE: The LOTO coordinator attaches the Coordinator Continuity Transfer Record to the appropriate lockbox for the duration of the work. At completion of work, the LOTO coordinator returns the record to the DOA, retaining per Southern Company Records Retention Schedule.

### 3.12 Non-listed Worker

A non-listed worker is a worker performing servicing or maintenance under the direction of a LOTO coordinator. The non-listed worker shall be responsible for the following:

- Successfully completing LOTO awareness training.
- Knowing that equipment is not safe for performing servicing or maintenance unless a LOTO has been established and workers are locked on to the appropriate lockbox or device.
- Understanding their role in the LOTO procedure and implementing methods to ensure compliance with this procedure.
- Participating in prejob briefings to understand the scope of work and LOTO boundaries involved.
- Personally locking on and off the appropriate lockbox or device when required, but only after a coordinator lock (green) is secured. Only securing a personal protective lock to a hasp or yellow satellite box.
- Reviewing the LOTO information provided by the LOTO coordinator. Obtaining a working copy of all requested LOTO documents.
- Knowing and understanding the limitations and boundaries associated with the scope of work and LOTO record before locking on and off the appropriate lockbox or device and performing work.
- Knowing they have the option, and are encouraged, to personally walk down the LOTO boundaries to ensure a safe work condition.
- Not changing or repositioning any LOTO isolation devices or removing any locks during the course of their work task.

- Stopping work when any deficiencies of the LOTO are identified or when concerns are noted with the LOTO boundaries or associated scope of work, and reporting immediately to the LOTO coordinator.
- Immediately removing personal protective locks when work is complete or suspended.

See *non-listed worker* definition for details on working under LOTO.

NOTE: Non-listed Workers shall always secure personal protective locks on a hasp or yellow satellite box behind a coordinator lock (green). Non-listed Workers shall not secure a lock directly to a master lockbox. Non-listed workers shall not secure a lock to any Southern Company LOTO device without the permission of the LOTO coordinator or additionally when a coordinator lock is not secured to that device.

#### 4.0 PROCEDURE

NOTE: Failure to follow directives outlined in this procedure is considered sufficient cause for disciplinary action, up to and including discharge.

When external maintenance or servicing personnel will be engaged in activities covered by the scope of this procedure, the authorized representatives of the Company and the outside employer shall provide and coordinate their respective lockout or tagout procedures.

Details of the LOTO program will be covered as part of the Contractor Orientation Checklist. Southern Company LOTO Awareness Training is available under "Safety Orientation Requirements for Generation Contractors" at the following link: <http://southerncompany.com/about-us/suppliers/requirements-plant-access.cshhtml>. It is the responsibility of each outside servicing employer to train and document their employees in the requirements of this procedure prior to the start of work.

#### 4.1 Routine Lockout/Tagout (LOTO)

##### [Process Map](#)

Routine LOTO defines the overall process for isolating equipment for servicing and maintenance in which the unexpected energizing or startup of the machines or equipment, or release of stored energy, could harm employees. This process establishes minimum performance requirements for the control of such hazardous energy.

NOTE: All LOTO records shall be created and issued via the TKPro software. In the event of an unscheduled software outage, each plant shall manually create and issue temporary LOTO records until the software returns to service. An index shall be kept of each record using a sequential log number for the designated operating area. All fields on each LOTO record shall be completed to include device descriptions and device number. Associated temporary LOTO tags shall contain at minimum the log number and date. See Attachment C for an example of temporary LOTO records.

Existing active LOTO records shall be completed and retained in a temporary folder until TKPro records are updated and documents can be filed per the record retention schedule.

## 4.2 Simple LOTO

### [Process Map](#)

Simple LOTO defines the process for applying individual locks directly to isolation devices by authorized workers to maintain local control of equipment under LOTO.

NOTE: If the work has not been completed and/or the equipment is not ready to be placed in service at the end of shift, or when the authorized employee leaves the facility, the OAL shall be contacted immediately and proceed to 4.3, Develop LOTO Record.

1. LOTO holder identifies isolation needs required for the LOTO boundary for the designated scope of work.
2. LOTO holder performs an assessment to determine if the equipment for servicing or maintaining is approved for the use of a simple LOTO.

NOTE: As defined by site specific procedure.

*If yes, proceed to Step 4*

*If no, proceed to Step 3*

3. LOTO holder submits a LOTO request record to outline the scope of work and equipment to be isolated for servicing or maintenance.

*Proceed to 4.3, Develop LOTO Record*

4. LOTO holder submits a simple LOTO request record (TKPro) to outline the scope of work and equipment to be isolated for servicing or maintenance.
5. OAL, along with the LOTO holder, reviews the request and scope of work to ensure understanding.
6. OAL determines if Simple LOTO is approved.

*If yes, proceed to Step 7*

*If no, proceed to 4.3, Develop LOTO Record*

7. OAL reviews the request and the potential impact to unit operations to determine if the equipment can be removed from service without interrupting unit operation.

*If yes, proceed to Step 9*

*If no, proceed to Step 8*

8. OAL notifies the requestor the unit operations cannot support the request.

*End of process*

9. OAL selects the Simple LOTO record for the scope of work in software (TKPro).
10. OAL assigns the authorized employee from the *LOTO Activated By* dropdown list (TKPro) to execute the LOTO.
11. LOTO holder receives the LOTO simple record and executes according to the execution steps, then places devices in the isolation position, and installs individual locks (blue) and tags. Each step is installed to document execution. (executes)

*Proceed to 4.5, Verify Isolation*

NOTE: When executing a Simple LOTO, the LOTO Holder performs the duties of the OAAE in the Verify Isolation process.

12. LOTO holder signs the simple LOTO record (in the LOTO Activated By field) to document execution of the LOTO steps.
13. LOTO holder performs prejob briefing.
14. LOTO holder performs maintenance activity.
15. LOTO holder determines if work is completed and equipment is safe to return to service.

*If yes, proceed to Step 16*

*If no, proceed to 4.3, Develop LOTO Record*

16. LOTO holder removes the locks from the isolation devices, positions, and initials each step according to the LOTO simple record (release).
17. LOTO holder signs the LOTO simple record (in the LOTO Completed By field) to signify scope of work is complete and the equipment is released to operations.
18. The OAL along with the LOTO holder, reviews the returned documentation with the LOTO holder for completeness and ensures the proper number of tags has been returned.
19. OAL completes the LOTO (TKPro) to document the simple LOTO is completed.
20. OAL files the original completed LOTO documents and retains per Southern Company Records Retention Schedule.

*End of process*

### 4.3 Develop LOTO Record

#### [Process Map](#)

Develop LOTO Record defines the process for requesting and developing LOTO records identifying procedural steps to develop, document, and control potentially hazardous energy when employees are engaged in service and maintenance activities.

Employees shall request LOTO when performing servicing and/or maintenance activity on machines or equipment in which the unexpected energizing, startup, or release of stored energy from the machine or equipment could cause injury to employees.

1. Requestor identifies isolation needs required for the LOTO boundary for the designated scope of work.
2. Requestor submits a LOTO request record (TKPro) to outline the scope of work and equipment to be isolated for servicing or maintenance.
3. OAL, along with the requestor, reviews the request and scope of work to ensure understanding. (TKPro)
4. OAL determines if the equipment can be removed from service without interrupting unit operation.  
*If yes, proceed to Step 5*  
*If no, proceed to Step 19*
5. OAL approves LOTO Request. (TKPro)
6. OAAE reviews the LOTO request record and defines the isolated boundaries to match the scope of work.
7. OAAE searches the LOTO standards in database to determine if a standard already exists.  
*If yes, proceed to Step 8*  
*If no, proceed to Step 9*
8. OAAE selects the standard (TKPro) to match the scope of work.
9. OAAE creates the LOTO record and saves (TKPro).
10. OAAE modifies the LOTO record (TKPro)
11. OAL reviews the LOTO record (TKPro) to confirm the isolation boundaries match the scope of work.
12. OAL determines whether to approve the LOTO for execution.  
*If yes, proceed to Step 13*

*If no, proceed to Step 6*

13. OAL selects an available lockbox (TKPro)
14. OAL assigns the authorized employee selected from the LOTO Isolation Executed By dropdown list (TKPro) to execute the LOTO.
15. OAL assigns the authorized employee selected from the LOTO Isolation Verified By dropdown list (TKPro) to verify the LOTO.

NOTE: If using independent verification and the name of the authorized employee is not available, manually complete this section as assigned in the Isolate Equipment Process (Step 17).

16. OAL determines if a Maintenance Release is required.

*If yes, proceed to Step 18*

*If no, proceed to Step 17*

17. OAL approves the LOTO (TKPro) and prints the forms and tags (issues) for the LOTO.

*Proceed to 4.4, Isolate Equipment*

18. OAL issues two single locks for the isolation devices associated with the maintenance release.

Proceed to Step 17

19. OAL notifies the requestor unit operations cannot support the request.

*End of Process*

#### **4.4 Isolate Equipment**

##### [Process Map](#)

Isolate Equipment defines the process for isolating (device positioning, locking, tagging, grounding, etc.) equipment when servicing and/or maintenance is performed by a crew, craft, department or other group (Group LOTO). All hazardous energy sources shall be isolated in such a manner as to prevent their inadvertent activation. Only approved energy isolating devices specifically provided by the facility for the purpose of controlling hazardous energy shall be used. Operating Area Authorized Employees shall be responsible for isolating equipment per the LOTO record as issued by the Operating Area Leader.

NOTE: Southern Company Generation Qualified Persons shall install Temporary Protective Grounds (TPGs) per the identified steps on the LOTO record. TPGs shall be secured with an isolation lock on the ground side of the cable and tagged on both sides of the ground with a danger tag.

1. OAL determines if the concurrent verification is to be used per site-specific procedure.

*If yes, proceed to Step 2.*

*If no, proceed to Step 3*

2. OAL assigns a verifier to go with the LOTO executor.
3. OAAE receives the LOTO record and executes according to the execution steps, then places devices in the isolation position, and installs locks and tags. Each step is initialed to document execution. (executes)

*Proceed to 4.5, Verify Isolation*

4. OAAE determines if Plant grounds are required.

*If yes, proceed to Step 5*

*If no, proceed to Step 8*

5. OAL requests a qualified person to install the grounds.
6. Prior to installing the grounds, the qualified person performs a walkdown and tests the conductor to verify absence of energy.

NOTE: Use device properly rated for voltage.

7. Qualified person, with guidance from the OAAE, installs the Plant grounds.
8. After installation of the grounds, the OAAE signs the Executed By section of the LOTO isolation record and returns to OAL for review.
9. OAL reviews the completed LOTO isolation with the OAAE to ensure completeness of the record and all steps are executed.
10. OAL determines if concurrent verification was performed.

*If yes, proceed to Step 11*

*If no, proceed to Step 17*

11. OAL completes the *LOTO Activated By* field in the LOTO isolation record.
12. OAL reviews the scope of work and LOTO isolation record to determine if a maintenance release is required.

*If yes, proceed to 4.7, Maintenance Release*

*If no, proceed to Step 13*

13. OAL places the key(s) to the isolation devices in the master lockbox, then secures the master lockbox with an operating area lock.
14. OAL activates the LOTO isolation record (TKPro).
15. OAL attaches the completed LOTO isolation record to the master lockbox and places a cover page for the LOTO.
16. OAL notifies the requestor the LOTO is placed and ready for work.

*Proceed to 4.6, Perform Work*

17. OAL assigns a verifier for independent verification.
18. Verifier walks down the equipment per steps on the LOTO isolation record to confirm LOTO devices are properly installed on correct devices. The verifier initials that all devices are correct per LOTO Isolation Record.

NOTE: The verifier shall not reposition any devices as a part of this walkdown. If any portion of the LOTO record is in question, the verifier shall return to the OAL for resolution.

19. The verifier signs the *LOTO Instructions Verified By* field on the LOTO Isolation Record.
20. OAL reviews the completed LOTO isolation with the Verifier to ensure completeness of the record and all steps are verified.

*Proceed to Step 11*

21. OAL reviews the boundary issue with the OAAE.
22. OAL determines if the boundary can be modified to resolve the boundary issue.

*If yes, proceed to Step 23*

*If no, proceed to Step 25*

23. OAL reviews proposed changes to the existing LOTO record with the OAAE and creates a boundary modification record to resolve the boundary issue.
24. OAL determines if the boundary modification record is approved.

*If yes, proceed to Step 1*

*If no, proceed to Step 25*

25. OAL notifies a requestor the unit cannot support the isolation request.

*Proceed to 4.9, Release LOTO*

## 4.5 Verify Isolation

### [Process Map](#)

Verify Isolation defines the process for ensuring equipment is properly removed from service and that all stored and/or potentially hazardous or residual energy has been relieved, disconnected, or properly restrained.

The verifier shall not reposition or remove any lockout device placed on equipment. Any devices discovered in conflict with the LOTO record shall be identified and brought to the Operating Area Leader (OAL) for resolution.

The Operating Area Authorized Employee (OAAE) assigned to execute the LOTO record shall be responsible for verification of isolation.

1. OAAE determines if any isolation devices are electrical components.

*If yes, proceed to Step 2*

*If no, proceed to Step 13*

2. OAAE determines if it is possible to perform a visual inspection either through (1) ensuring an air gap exists between the source and equipment or (2) an installed voltage indicator to verify the absence of voltage.

NOTE: When an installed voltage indicator is used, the OAAE shall verify the voltage indicator is operating properly prior to performing the isolation step. If the voltage indicator is not working properly, it cannot be used as a verification method.

*If yes, proceed to Step 9*

*If no, proceed to Step 3*

3. OAAE determines if a test try will be performed.

*If yes, proceed to Step 10*

*If no, proceed to Step 4*

4. OAAE determines if test equipment can be used.

*If yes, proceed to Step 5*

*If no, proceed to Step 6*

5. The qualified employee will use test equipment to verify the absence of the energy and prove to the OAAE that hazardous energy is absent.

NOTE: Use a device properly rated for the voltage.

6. OAAE determines if hazardous energy is absent.

*If yes, proceed to Step 7*

*If no, proceed to 4.4, Isolate Equipment (Step 21)*

7. OAAE updates the verification method section of LOTO Isolation Record to indicate the verification action performed.

8. OAAE determines if a Simple LOTO record is used.

*If yes, proceed to 4.2, Simple LOTO (Step 12)*

*If no, proceed to 4.4, Isolate Equipment (Step 4)*

9. OAAE confirms absence of voltage by confirming a visual air gap exists or the voltage indicator validates an absence of voltage.

*If yes, proceed to Step 6*

*If no, proceed to 4.4, Isolate Equipment (Step 21)*

10. OAAE clears the area for the equipment that will be attempted to start.

NOTE: Ensure area around equipment is clear of hazards and all personnel in case the equipment should start inadvertently during the test try. Controls should be placed in the "stop" or "off" position following verification of a test try.

11. OAAE performs a test try by attempting to start the equipment using control devices.

NOTE: Attempt to start equipment. (Emergency stops and other interlocks should be checked to make sure they would not block the startup of equipment.) If using a Start button for the try test, press the Stop button afterward.

12. OAAE determines if the equipment started.

*If yes, proceed to 4.4, Isolate Equipment (Step 21)*

*If no, proceed to Step 7*

13. OAAE verifies the system or device is drained, depressurized, and safe for work. Verification can be confirmed by using a pressure gauge, drain, vent, or equivalent method.

*Proceed to Step 6*

## 4.6 Perform Work

### [Process Map](#)

Perform Work defines the process for all workers to ensure an energy isolating device remains in a safe position and prevents the energization of a machine or equipment while performing servicing or maintenance activities.

1. LOTO Holder selects the LOTO and verifies with DOA the selected LOTO matches the scope of work.
2. LOTO Holder secures the master lockbox with an individual or coordinator lock.
3. LOTO Holder determines if third-party grounds are required.

*If yes, proceed to step 4*

*If no, proceed to step 15*

4. LOTO Holder obtains TPG tags (orange) from the OAL.
5. OAL indicates (TKPro) the LOTO coordinator's name and time/date the tags were issued. The TPG Tag Tracking index remains in the electronic file as part of the LOTO documentation.

NOTE: The LOTO coordinator shall request TPG tags (orange) from the OAL in the designated operating area. The OAL shall prepare the appropriate number of TPG tags (orange) by writing the associated LOTO and tag number on the tag(s) in ink.

6. LOTO holder performs a prejob briefing with the third-party qualified person.
7. Third-party qualified person secures lockbox (hasp or satellite as needed) behind the coordinator lock with a non-listed (contractor or visitor) lock.
8. Third-party qualified person performs walkdown with the LOTO holder and verifies the absence of energy.

NOTE: Use device properly rated for voltage.

9. Third-party qualified person installs grounds and TPG tags (orange).
10. LOTO holder performs work with all workers.
11. LOTO holder determines if testing is required.

*If yes, proceed to 4.11, Testing*

*If no, proceed to Step 12*

12. LOTO holder determines if work is complete.

*If yes, proceed to 4.8, Work Completed*

*If no, proceed to Step 13*

13. LOTO holder determines if a boundary modification is needed.

*If yes, proceed to Step 14*

*If no, proceed to Step 10*

14. LOTO holder determines if a decreased boundary is needed.

*If yes, proceed to 4.10, Suspend Work*

*If no, proceed to 4.12, Modify Boundary*

15. LOTO holder performs a prejob briefing.

16. LOTO holder performs a walkdown.

17. LOTO holder determines if they will coordinate the LOTO for other workers.

*If yes, proceed to Step 18*

*If no, proceed to Step 10*

18. LOTO holder performs a prejob briefing with all workers involved in servicing and maintenance activity.

19. Non-listed worker secures lockbox (hasp or satellite, as needed) behind the coordinator lock with a lock.

NOTE: Each worker may determine to his or her satisfaction the appropriate isolations are in place and the isolations are secure for the task in which he or she is involved.

*Proceed to Step 10*

#### **4.7 Maintenance Release**

##### [Process Map](#)

Maintenance Release defines the process for when a LOTO coordinator needs local control to operate equipment under LOTO to perform an assigned maintenance activity such as jogging, rotating, or intermittently moving the equipment. Examples include rotating an air heater to replace baskets and rotating intake water screens to replace or repair them.

A maintenance release authorizes a LOTO coordinator holding stated equipment under LOTO to operate the equipment only when the following condition has been met:

Two isolation devices have been identified and shall be used to isolate and control equipment under the maintenance activity. The two isolations devices shall remain

under the exclusive control of the LOTO coordinator via independently keyed isolation locks and satellite box.

Only one person may hold a maintenance release on a piece of equipment or component at one time.

1. OAL secures all nonmaintenance release isolation keys in master lockbox with operations lock

NOTE: OAL restricts access to master lockbox ensuring other workers understand the LOTO boundary does not include the devices associated with the maintenance release.

2. OAL places maintenance release isolation keys in satellite lockbox.
3. LOTO coordinator secures coordinator lock to satellite lockbox.
4. OAL activates LOTO isolation record (TKPro).
5. OAL attaches the completed LOTO isolation record to lockboxes. OAL attaches original LOTO isolation record to the master lockbox and a copy of the record to the satellite box, then places a cover page for the LOTO on each lockbox.
6. OAL notifies requestor that LOTO is placed.
7. LOTO coordinator relocates satellite lockbox to work area. The satellite lockbox will remain in the maintenance release work area under the exclusive control of the LOTO coordinator for the duration of the job.
8. LOTO coordinator controls access to maintenance release work area.

NOTE: Use barricade procedure to secure the area and control access.

9. LOTO coordinator conducts prejob briefing with all workers involved in maintenance release activities.

NOTE: LOTO coordinator shall document and communicate process for securing and releasing locks during maintenance release.

A briefing with the immediate work group shall address:

- The person(s) who shall operate the controls. When working around the clock, a person shall be identified for each shift.
- The means of controlling access to the work area.
- The type of communication method that shall be used to notify others in his or her work group to clear the area prior to energizing the equipment.
- Each person's communication method to respond back that he or she has taken a safe position that shall prevent him or her from making or coming in contact with rotating or energized equipment.

10. LOTO coordinator removes coordinator lock from satellite lockbox and obtains keys for maintenance release.
11. LOTO coordinator removes isolation locks and tags.
12. LOTO coordinator repositions equipment for maintenance activity.
13. LOTO coordinator isolates, tags, and locks devices per LOTO isolation record.
14. LOTO coordinator places the keys to the maintenance isolation locks in satellite lockbox and secures with a coordinator lock.
15. Workers secure satellite lockbox with personal protective locks.
16. Workers perform maintenance activity with the LOTO coordinator.
17. LOTO coordinator determines if additional maintenance release activity is required.

*If yes, proceed to Step 9*

*If no, proceed to 4.8, Work Completed*

#### **4.8 Work Completed**

##### [Process Map](#)

Work Completed defines the process for removing workers from an active LOTO following the completion of all servicing and maintenance activities.

1. Workers remove non-listed personal protective locks.
2. Workers determine if complete using a non-listed/visitor lock.

*If yes, proceed to 4.13, Non-listed/Visitor Lock (step 6)*

*If no, proceed to Step 3*

3. LOTO holder determines if he or she is coordinating workers.

*If yes, proceed to Step 4*

*If no, proceed to Step 12*

4. LOTO coordinator verifies all personal protective locks are removed.

NOTE: Excluding qualified person locks.

5. LOTO coordinator determines if third-party grounds are installed.

*If yes, proceed to Step 6*

*If no, proceed to Step 11*

6. Third-party qualified person removes grounds and TPG tags, and returns tags to LOTO coordinator.
7. LOTO coordinator returns TPG tags to the OAL.
8. OAL indicates each TPG removed in tool (TKPro).
9. Third-party qualified persons remove lock(s).
10. LOTO coordinator verifies all workers behind the coordinator lock have removed locks.
11. LOTO coordinator verifies all personnel are clear of work area.

NOTE: Collect tools from work area.

12. LOTO holder verifies work is complete and equipment is safe to return to service.

NOTE: If any equipment is left in a condition not safe to return to service, all LOTO holders shall remain locked to the master lockbox until a LOTO coordinator responsible for the maintenance or servicing activities can maintain continuity by securing a coordinator lock.

*If yes, proceed to Step 13*

*If no, proceed to Step 14*

13. LOTO holder removes individual lock and/or LOTO coordinator removes coordinator lock from lockbox.

*Proceed to 4.9, Release LOTO*

14. LOTO coordinator installs coordinator lock.

*Proceed to 4.6, Perform Work*

## 4.9 Release LOTO

### [Process Map](#)

Release LOTO defines the process for restoring equipment and systems to normal production operations.

1. OAL determines if all LOTO holder locks are removed.

*If yes, proceed to Step 2*

*If no, proceed to 4.14, Lock Emergency Removal*

2. OAL releases LOTO (TKPro).
3. OAL assigns OAAE to release LOTO (TKPro).
4. OAL issues LOTO Release Record (TKPro).
5. OAL removes operating area lock from lockbox and issues keys for items to release.
6. OAL determines if Plant grounds require removal.  
*If yes, proceed to Step 7*  
*If no, proceed to Step 9*
7. OAL requests electrician to remove grounds.
8. Qualified person removes grounds with OAAE.
9. OAAE removes locks and tags, and repositions and initials each step per LOTO record.
10. OAAE signs *LOTO Released By* section of LOTO Release Record.
11. OAAE verifies all locks returned and stores lockbox.
12. OAL accounts for and disposes of all tags.
13. OAL reviews and signs *LOTO Completed By* on LOTO Release Record.
14. OAL completes LOTO (TKPro).
15. OAL files original completed LOTO documents and retains per Southern Company Records Retention Schedule.

*End of process*

## 4.10 Suspend Work

### [Process Map](#)

Suspend Work defines the process for removing workers from an Active LOTO to support testing or a reduced boundary.

1. LOTO coordinator verifies all workers have removed locks.
2. LOTO holder verifies all personnel are clear of work area.

NOTE: Collect tools from work area.

3. LOTO holder removes lock from lockbox.
4. OAL places lockbox(es) in a secure area to prevent access by workers.

NOTE: Place in designated secure area; remove all locks except operation area lock.

5. OAL determines if all locks are removed.

*If yes, proceed to Step 6*

*If no, proceed to 4.14, Lock Emergency Removal*

6. OAL determines if work is suspended for testing.

*If yes, proceed to 4.11, Testing*

*If no, refer to 4.12, Modify Boundary*

## 4.11 Testing

### [Process Map](#)

Testing defines the process for temporary releasing a portion of a LOTO boundary to perform an operational check, servicing, or repositioning of equipment under an Active LOTO. All workers shall suspend servicing or maintenance activity on any system or equipment when a test is performed. Access to the group master lockbox shall be prevented.

Any LOTO holder may request a release for testing of the equipment and must be on site during the time of the test. Only one person may request a release for testing on the same equipment or component at one time.

NOTE: A functional release for test shall not be required for tests such as meggering, motor evaluation tests, or resistance where LOTO is not released.

1. LOTO holder reviews scope of testing with OAL.
2. OAAE creates the LOTO Test Release Record (TKPro).

3. OAL reviews isolation boundaries.
4. OAL determines if the LOTO Test Release Record can be approved  
*If yes, proceed to Step 5*  
*If no, proceed to Step 2*
5. OAL assigns employee to release isolation (TKPro).
6. OAL issues LOTO Test Release Record (TKPro).
7. OAL removes operating area lock from lockbox and issues key(s) for items to release.
8. OAL determines if ground removal is required.  
*If yes, proceed to Step 9*  
*If no, proceed to Step 11*
9. OAL requests qualified person for ground removal.
10. Qualified person removes grounds with OAAE.
11. OAAE removes locks, tags, and LOTO devices; repositions devices.
12. OAAE initials each item repositioned on the LOTO Test Release Record.

NOTE: Verify all equipment is in the correct position.

13. OAL receives locks, tags, devices, and LOTO Test Release Record.
14. OAL activates LOTO Test Release Record (TKPro).
15. LOTO holder performs a prejob briefing with OAL and OAAE.
16. LOTO holder performs testing with support from the DOA.
17. LOTO holder determines if work is complete.  
*If yes, proceed to 4.8, Work Completed*  
*If no, proceed to 4.3, Develop LOTO Record (step 9)*

## 4.12 Modify Boundary

### [Process Map](#)

Modify Boundary defines the process for making changes to the LOTO boundaries including increasing and decreasing isolation devices.

NOTE: If any device of the active boundary is decreased, work must be suspended prior to releasing any isolation device.

When isolation devices are added to increase the boundary, LOTO holders may remain on the active LOTO. New LOTO holders must review and understand the entire boundary prior to performing servicing or maintenance activity. When a LOTO boundary is increased, all workers shall review the associated LOTO documents and isolation devices per the new boundary modification prior to working beyond the scope original boundary.

1. LOTO holder identifies the isolation needs and requests boundary change.
2. OAL reviews LOTO request and scope of work with the LOTO holder.
3. OAL determines if the unit can support a boundary modification.

*If yes, proceed to Step 5*

*If no, proceed to Step 4*

4. OAL notifies the requestor that the unit cannot support LOTO request.

*End of process*

5. OAAE defines the isolation boundaries.
6. OAAE determines if the request is an increased boundary change.

*If yes, proceed to Step 8*

*If no, proceed to Step 7*

7. OAAE determines if work has been suspended.

*If yes, proceed to Step 8*

*If no, proceed to 4.10, Suspend Work*

8. OAAE creates a boundary change record (TKPro).
9. OAL reviews isolation boundaries.
10. OAL determines if the boundary change record is approved.

*If yes, proceed to 4.4 Isolate Equipment*

*If no, proceed to Step 5*

#### **4.13 Non-listed/Visitor Lock**

##### [Process Map](#)

Non-listed/Visitor Lock defines the process for temporarily issuing a visitor lock to workers who are not on the plant authorized list that require protection under LOTO while performing servicing or maintenance activity. See Attachment D for an example Non-listed/Visitor Lock index.

At the discretion of plant management, each DOA can issue non-listed/visitor locks to workers.

1. Non-listed Worker/Visitor requests non-listed/visitor lock.
2. LOTO coordinator determines if LOTO Awareness Training has been completed.

*If yes, proceed to Step 4*

*If no, proceed to Step 3*

3. Worker completes LOTO Awareness Training as coordinated by the LOTO coordinator.
4. LOTO coordinator verifies training is completed and communicates to OAL.
5. OAL issues non-listed/visitor lock and information tag.

*Proceed to 4.6, Perform Work (step 18)*

Return from 4.8, Work Completed

6. Worker returns non-listed/visitor lock to OAL.
7. OAL indicates lock returned.

#### **4.14 Lock Emergency Removal**

##### [Process Map](#)

Lock Emergency Removal defines the process for removing a personal protective lock when the lock owner cannot remove the lock. All reasonable efforts shall be made to contact the lock owner and have the individual return to remove their own personal protective lock. If it is not reasonable for the worker to return or the worker cannot be reached, only the plant manager or designee may remove a lock for the worker.

1. OAL makes all reasonable effort to contact worker.
2. OAL determines if the worker is a Company employee.

*If yes, proceed to Step 5*

*If no, proceed to Step 3*

3. OAL determines if the contractor responsible person available.

*If yes, proceed to Step 4*

*If no, proceed to Step 5*

4. OAL requires contractor policy implementation of lock removal.

*End of Process*

5. OAL determines if employee can be contacted.

*If yes, proceed to 4.8, Work Completed*

*If no, Proceed to Step 6*

6. Employee's supervisor determines LOTO holder or LOTO coordinator determines non-listed worker is not at facility and takes steps to control the employee's access to facility.

7. Employee's supervisor or LOTO coordinator verifies all personnel clear of work area.

8. Employee's supervisor or LOTO coordinator verifies all tools and equipment are clear and equipment is configured to return to service.

9. Plant manager or designee removes and maintains possession of lock.

10. Plant manager or designee notifies LOTO holder of actions and returns lock.

NOTE: Following discussion, plant manager can remove restriction to facility access.

11. Employee's supervisor or LOTO coordinator completes Lock Emergency Removal Record (TKPro).

12. Plant Manager or Designee signs, and completes *Date* and *Time* fields of the LOTO Lock Emergency Removal Record.

13. OAL files LOTO Lock Emergency Removal Record with original LOTO documents and retains per Southern Company Records Retention Schedule.

*End of Process*

## **5.0 TRAINING**

All Southern Company Generation employees and other personnel working under the requirements of this procedure shall be trained in the use of this procedure.

### **5.1 LOTO Awareness Training**

Each employee whose work operations are or may be in an area where energy control procedures may be used, shall be instructed during site orientation or annual compliance training (as applicable) on the LOTO procedure; instruction shall include training about the prohibition related to attempts to restart or re-energize machines or equipment that are locked out or tagged out. Each affected employee shall be instructed in the purpose and use of the energy control procedure. Any worker not on the plant's authorized list shall complete LOTO Awareness Training prior to working on machines or equipment as a non-listed worker.

### **5.2 Authorized Worker Training**

Initial training shall be classroom training conducted by a qualified instructor as deemed by management.

- At minimum, employees shall be trained annually to ensure the purpose and function of the energy control program are understood and the knowledge and skills necessary for the safe application, usage, and removal of the energy controls are required.
- Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
- When tagout systems are used, employees shall also be trained in the following limitations of tags:
  - Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint, provided by a lock, on those devices.
  - When a tag is attached to an energy isolating means, it shall not be removed without authorization of the authorized person responsible for it; and it shall never be bypassed, ignored, or otherwise defeated.
  - Tags shall be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area.
  - Tags and their means of attachment shall be made of materials that withstand the environmental conditions encountered in the workplace.
  - Tags may evoke a false sense of security, so their meaning needs to be understood as part of the overall energy control program.
  - Tags shall be securely attached to energy isolating devices so they cannot be inadvertently or accidentally detached during use.

Site-specific training shall be conducted at each facility, and shall include any local requirements of the plant or designated operating areas and identify employees having specific roles and responsibilities at that facility. Each facility shall have a unique SHIPS number for site-specific training.

Refresher training shall be classroom training, and include a review of both initial and site-specific training. Refresher training shall be conducted annually or when:

- Periodic inspections reveal, or when the employer has reason to believe, there are deviations from, or inadequacies in, the employee's knowledge or use of the energy control procedures.

The retraining shall re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary.

NOTE: Approved employee training (Initial/Site Specific/Refresher) shall be documented in SHIPS prior to requesting access on any authorized list in Cool Compliance.

### **5.3 Department Training and Proficiency Requirements**

In addition to the LOTO training outlined in this procedure, each employee's supervisor shall ensure department training has been completed, and evaluate each employee, specific to their position, on the following:

- Understanding of general plant knowledge, such as plant orientation, system design, and system operation.
- Proficiency to safely perform assigned job responsibilities.
- Understanding of limitations of the LOTO program.

NOTE: Required department training is defined by plant management. Additional training may be required for specific LOTO roles, such as LOTO coordinators.

### **5.4 Authorized List**

Cool Compliance governs permissions for all roles in the LOTO process. Inclusion on any facility authorized list shall be approved or revoked in Cool Compliance by the employee's supervisor and the plant authorized list administrator. The supervisor's approval in Cool Compliance certifies the employee has met the requirements of 5.3, Department Training and Proficiency Requirements and is proficient to hold all selected roles. The plant authorized list administrator's approval in Cool Compliance grants final permission and inclusion on the plant's authorized list.

- Authorized list permission will expire at 1 year + 60 days after the most recent approved date, or as revoked by management.
- TKPro automatically integrates with Cool Compliance to govern permissions in the software according to the authorized list.
- For permissions not integrated with TKPro, the employee's supervisor shall collect lockout devices (locks, keys, etc.) when permissions have expired in Cool Compliance.

NOTE: With permission of the DOA, employees who have not been approved on the facility authorized list may work under the guidance of a coordinator only after completion of annual LOTO Awareness training and issuance of a non-listed/visitor lock (brown).

## 6.0 PROCEDURE REVIEW

Southern Company Generation management shall ensure a review of the Southern Company Generation LOTO Procedure is conducted at least annually to ensure the procedure and the provisions of 29 CFR 1910.269(d) and 29 CFR 1910.147 are being followed.

### 6.1 LOTO Record Review

At a minimum, an annual review/inspection of the LOTO process shall be performed to ensure the procedure is being followed. The review/inspection of active and/or inactive LOTOs shall:

- Be designed to identify and correct any deviations or inadequacies.
  - Deviations or inadequacies shall be documented.
  - Corrective measure dates shall be set up for deviations or inadequacies that are found.
- Be performed by an employee not holding any of the LOTO records being reviewed.
- Include a review between the inspector and authorized or affected employees of their respective responsibilities under the LOTO procedure.
- Certify the review has been accomplished. The certification shall identify:
  - The machine or equipment on which the energy control was used.
  - The date of the review/inspection.
  - The employees included in the review/inspection.
  - The person performing the review/inspection.

NOTE: When deficiencies are identified, a copy of the inspection shall be provided to the plant manager and Generation Safety and Health manager for review and corrective action.

### 6.2 Facility Active LOTO Review

Each facility shall inspect all active LOTO records annually from the date they became active.

Active LOTO records shall be inspected annually by an employee from the designated operating area to ensure the following:

- The status of the equipment has not changed.
- The LOTO record is still valid.
- The locks and tags are intact and legible.
- Following each review, the employee from the designated operating area indicates the review (TKPro) on the LOTO record, identifying any actions required, noted, and/or performed.

## **7.0 KEY CONTACT**

For questions regarding the content and implementation of this document, contact your safety and health representative.

## **8.0 QUALITY RECORDS**

The following records are official records and shall be retained in accordance with the Southern Company Records Retention Schedule:

- Lock Isolation Record
- LOTO Maintenance Release Record
- LOTO Release Record
- LOTO Test Release Record
- LOTO Test Restore Record
- LOTO Boundary Increase Record
- LOTO Boundary Decrease Record
- LOTO Simple Record
- LOTO Lock Emergency Removal Record
- LOTO Annual Procedure Review Record
- Coordinator Continuity Transfer Record

## **9.0 ATTACHMENTS**

- Attachment A, Example Lockout Devices
- Attachment B, Example LOTO Tag
- Attachment C, Example Temporary LOTO Records
- Attachment D, Example Non-listed/Visitor Lock Index

Attachment A, Example Lockout Devices

**lockout device** – Device that utilizes a positive means such as a lock and key, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Southern Company Generation approved lockout devices are as follows:

<p><b>Isolation locks</b></p>		<p>Red in color, used to secure or isolate field equipment on isolation devices.</p> <ul style="list-style-type: none"> <li>• Keyed in groups (lock sets)</li> <li>• Used to secure/isolate equipment</li> <li>• Always secured with an attached tagout device.</li> </ul>
<p><b>Operating area locks</b></p>		<p>Orange in color, used for operating area continuity; ensures equipment has been isolated per the LOTO record. Operating area locks are always the first lock on and last lock off to ensure continuity of the active LOTO and the position of isolation devices have not been altered. No other lock shall be placed on the master lockbox without an operating area lock previously installed.</p> <ul style="list-style-type: none"> <li>• “Operations Lock”</li> <li>• Keyed in groups by Designated Operating Area (DOA)</li> <li>• All Operating Area Leaders are issued keys</li> <li>• Ensures equipment hasn’t changed</li> </ul>
<p><b>Individual locks</b></p>		<p>Blue in color assigned to individuals for their personal protection while performing work under a LOTO. Individuals are assigned five locks for this purpose.</p> <ul style="list-style-type: none"> <li>• Keyed in groups (lock sets)</li> <li>• Each worker has 5 locks and 1 key</li> <li>• Emergency key held by Plant Manager or Designee</li> <li>• Can lock on any LOTO with DOA permission</li> <li>• Shall display worker name and contact number</li> </ul>
<p><b>Coordinator locks</b></p>		<p>Green in color, used by departments to coordinate multiple work crews, ensure continuity and integrity of active LOTO, and protection of personnel not on the authorized list. Coordinator locks are issued and controlled as approved by plant management, as required for each department. Requires an attached LOTO information tag.</p> <ul style="list-style-type: none"> <li>• Keyed in groups by department</li> <li>• Used to coordinate work crews (similar to a supplemental roster)</li> <li>• Requires an attached LOTO information tag and:             <ol style="list-style-type: none"> <li>1. Hasp on master lockboxes (red)</li> <li>or</li> <li>2. First lock on a Satellite Box (yellow)</li> </ol> </li> </ul>
<p><b>Satellite lock</b></p>		<p>Yellow in color, used to maintain continuity while a satellite lockbox is in use. Satellite locks are assigned to a corresponding satellite lockbox.</p> <ul style="list-style-type: none"> <li>• Placed on master lockbox</li> <li>• Shows satellite lockbox in use</li> <li>• Keyed individually (to corresponding yellow box)</li> <li>• Requires an attached LOTO information tag</li> </ul>

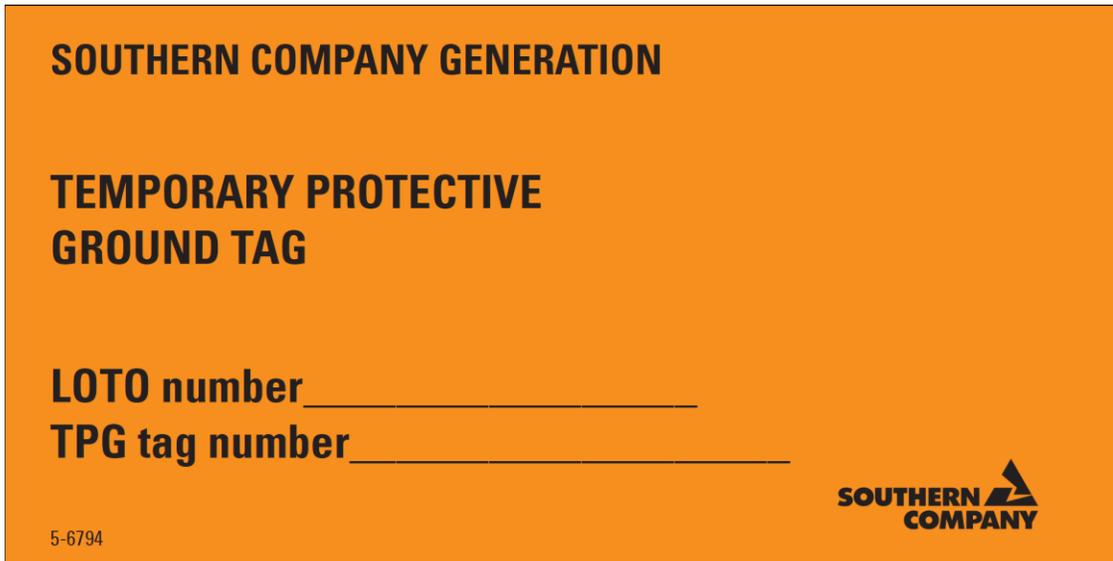
<b>Non-listed/visitor lock</b>		<p>Brown in color, used for non-listed workers to enable them to perform service or maintenance under the protection of a LOTO. Non-listed/visitor locks are issued for temporary use at the discretion of plant management. Requires an attached LOTO information tag.</p> <ul style="list-style-type: none"><li>• Issued by DOA (1 lock and 1 key)</li><li>• Requires LOTO Awareness Training annually</li><li>• Can only lock behind a coordinator (Green Lock)</li><li>• Requires an attached LOTO information tag</li></ul>
<b>Contractor lock</b>		<p>Silver, gray, or black in color, used for non-listed workers to enable them to perform service or maintenance under the protection of a LOTO. Contractor owned/provided. Shall not be manufactured by American Lock and shall display worker name, company, and contact number.</p> <ul style="list-style-type: none"><li>• Always placed behind a coordinator lock (green)</li><li>• Identify company name, contractor name, contact number</li></ul>

Attachment B, Example LOTO Tag

Example of Tagout devices



Example of TPG Tags



Example of LOTO Information Tag

## LOTO INFORMATION TAG

**LOTO ROLE:**     LOTO COORDINATOR (GREEN LOCK)  
                           SATELLITE BOX (YELLOW LOCK)  
                           NON-LISTED/VISITOR (BROWN LOCK)

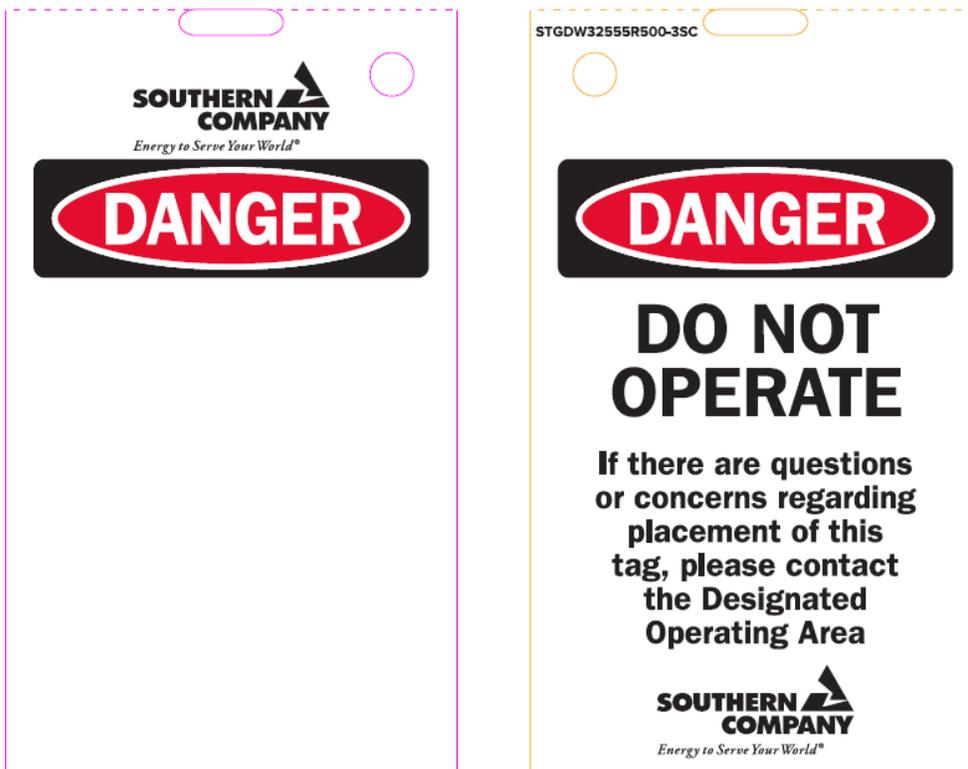
**NAME:**

**CONTACT #:**

**DEPARTMENT/LOCATION:**

5-6795

Example of Operational Control Tag



Attachment C, Example Temporary LOTO Records

LOTO Request Record

Southern Company Generation LOTO REQUEST Record			
Request #:			
Equipment:			
Equipment #:			
<b>LOTO Information</b>			
Date of Request:	Plant:	Unit/Area:	
Requested By:	Designated Operating Area:	Time and Date Needed:	
Reason for LOTO			
<b>Comments</b>			

Simple LOTO Record

Southern Company Generation LOTO Simple Record			
LOTO #:			
Equipment:			
Equipment #:			
<b>LOTO Information</b>			
Date of Request:	Plant:	Unit/Area:	
Requested By:	Person Receiving Request:	Time and Date Needed:	
Reason for LOTO:			
LOTO Instructions issued By:	Date	Special Instructions:	
	Time		
<b>Isolation</b>			
Step/ Tag #	Device	Device #	Position
<b>Release</b>			
Step/ Tag #	Device	Device #	Position
LOTO Activated By:		Signature	
LOTO Complete By:		Date	Time
<b>Comments</b>			

LOTO Isolation Record

Southern Company Generation											
LOTO Isolation Record											
LOTO #:											
Equipment:											
Equipment #:											
<b>LOTO Information</b>											
Date of Request:			Plant:				Unit/Area:				
Requested By:			Person Receiving Request:				Time and Date Needed:				
Reason for LOTO											
<b>LOTO Instructions Issued By:</b>											
		Date		Lock Box #:			Single Locks:				
		Time									
LOTO Isolation Executed By:			Signature:			LOTO Isolation Verified By:			Signature:		
Boundary						Operating Area					
Step/ Tag #	Device	Device #	Position	Tag Type	Locking Device	Executed By	Test Method	Test Perf By	Verifier	Notes	
<b>LOTO Activation</b>											
LOTO Activated By:			Signature:			Date		Time			
Comments											

LOTO Maintenance Release Record

Southern Company Generation											
LOTO Maintenance Release Record											
LOTO #:											
Equipment:											
Equipment #:											
<b>LOTO Information</b>											
Date of Request:			Plant:				Unit/Area:				
Requested By:			Person Receiving Request:				Time and Date Needed:				
Reason for LOTO											
<b>LOTO Instructions Issued By:</b>											
		Date		Lock Box #:			Single Locks:				
		Time									
LOTO Isolation Executed By:			Signature:			LOTO Isolation Verified By:			Signature:		
Boundary						Operating Area					
Step/ Tag #	Device	Device #	Position	Tag Type	Locking Device	Executed By	Test Method	Test Perf By	Verifier	Notes	
<b>LOTO Activation</b>											
LOTO Activated By:			Signature:			Date		Time			
Comments											

[LOTO Release Record](#)

<b>Southern Company Generation</b>							
<b>LOTO Release Record</b>							
LOTO #:							
Equipment:							
Equipment #:							
<b>LOTO Information</b>							
Date of Request:			Plant:			Unit/Area:	
Requested By:			Person Receiving Request:			Time and Date Needed:	
Reason for LOTO							
LOTO Instructions issued By:		Date	Lock Box #:			Single Locks:	
		Time					
LOTO Release Executed By:		Signature					
<b>Boundary</b>							
<b>Operating Area</b>							
Step/ Tag #	Device	Device #	Position	Executed By	Notes		
LOTO Completed By:				Signature:		Date	Time
Comments							

[LOTO Test Release Record](#)

<b>Southern Company Generation</b>							
<b>LOTO Test Release Record</b>							
LOTO #:							
Equipment:							
Equipment #:							
<b>LOTO Information</b>							
Date of Request:			Plant:			Unit/Area:	
Requested By:			Person Receiving Request:			Time and Date Needed:	
Reason for LOTO							
Reason for Test							
LOTO Instructions issued By:		Date	Lock Box #:			Single Locks:	
		Time					
LOTO Test Release Executed By:		Signature					
<b>Boundary</b>							
<b>Operating Area</b>							
Step/ Tag #	Device	Device #	Position	Executed By	Notes		
LOTO Test Released By:				Signature:		Date	Time
Comments							

LOTO Test Restore Record

Southern Company Generation											
LOTO Test Restore Record											
LOTO #:											
Equipment:											
Equipment #:											
<b>LOTO Information</b>											
Date of Request:				Plant:				Unit/Area:			
Requested By:				Person Receiving Request:				Time and Date Needed:			
Reason for LOTO											
<b>LOTO Instructions Issued By:</b>											
		Date:		Lock Box #:			Single Locks:				
		Time:									
LOTO Isolation Executed By:				Signature:			LOTO Isolation Verified By:			Signature:	
<b>Boundary</b>											<b>Operating Area</b>
Step/ Tag #	Device	Device #	Position	Tag Type	Locking Device	Executed By	Test Method	Test Perf By	Verifier	Notes:	
<b>LOTO Activation</b>											
LOTO Activated By:				Signature:			Date:		Time:		
Comments											

LOTO Boundary Increase Record

Southern Company Generation											
LOTO Boundary Increase Record											
LOTO #:											
Equipment:											
Equipment #:											
<b>LOTO Information</b>											
Date of Request:				Plant:				Unit/Area:			
Requested By:				Person Receiving Request:				Time and Date Needed:			
Reason for LOTO											
<b>LOTO Instructions Issued By:</b>											
		Date:		Lock Box #:			Single Locks:				
		Time:									
LOTO Isolation Executed By:				Signature:			LOTO Isolation Verified By:			Signature:	
<b>Boundary</b>											<b>Operating Area</b>
Step/ Tag #	Device	Device #	Position	Tag Type	Locking Device	Executed By	Test Method	Test Perf By	Verifier	Notes:	
<b>LOTO Activation</b>											
LOTO Activated By:				Signature:			Date:		Time:		
Comments											

[LOTO Boundary Decrease Record](#)

Southern Company Generation LOTO Boundary Decrease Record											
LOTO #:											
Equipment:											
Equipment #:											
<b>LOTO Information</b>											
Date of Request:			Plant:				Unit/Area:				
Requested By:			Person Receiving Request:				Time and Date Needed:				
Reason for LOTO											
<b>LOTO Instructions Issued</b>											
LOTO instructions issued By:			Date:		Lock Box #:		Single Locks:				
			Time:								
LOTO Isolation Executed By:			Signature:		LOTO Isolation Verified By:			Signature:			
<b>LOTO Activation</b>											
Boundary						Operating Area					
Step/ Tag #	Device	Device #	Position	Tag Type	Locking Device	Executed By	Test Method	Test Perf By	Verifier	Notes:	
LOTO Activated By:			Signature:			Date:		Time:			
Comments											

[LOTO Lock Emergency Removal Record](#)

Southern Company Generation LOTO Lock Emergency Removal Record											
LOTO #:											
Equipment:											
Equipment #:											
<b>LOTO Information</b>											
Date of Request:			Plant:				Unit/Area:				
Requested By:			Person Receiving Request:				Time and Date Needed:				
Reason for LOTO											
<b>LOTO Holder</b>											
LOTO Holder:			Signature:		LOTO Holder Supervisor:			Signature:			
Reason/Comments											
Plant Manager/Designee:			Signature:			Date:		Time:			

LOTO Annual Procedure Review Record

Southern Company Generation LOTO Annual Procedure Review Record												
LOTO #: _____												
Equipment: _____												
Equipment #: _____												
<b>LOTO Information</b>												
Date of Inspection: _____						Plant: _____			Unit/Area: _____			
<b>Authorized/Affected Employees Reviewed</b>												
<b>Inspection/Observation</b>												
	<b>Proficiency</b>	<b>Yes</b>	<b>No</b>	<b>Isolation</b>	<b>Yes</b>	<b>No</b>	<b>Verification</b>	<b>Yes</b>	<b>No</b>	<b>Release</b>	<b>Yes</b>	<b>No</b>
Authorized Employee has been trained in Lockout / Tagout?				Authorized Employee(s) shut down the equipment using the LOTO Record.			Appropriate locks, tags, and LOTO devices were available and utilized? All potential residual hazardous energy was relieved, disconnected, or restrained? The equipment was tested to verify the Zero Energy State?			All LOTO devices are only removed by the Authorized Person or Designated Operating Area who applied them and affected employees have been notified equipment is ready for use?		
The Authorized Employee(s) were able to identify all hazardous energy sources?				The equipment was isolated from all hazardous energy sources?								
<b>Deficiencies Note</b>												
Inspection Completed By: _____						Signature: _____			Date: _____		Time: _____	

LOTO Coordinator Continuity Transfer Record

Southern Company Generation			
LOTO Coordinator Continuity Transfer Record			
LOTO #:			
Equipment:			
Equipment #:			
<b>LOTO Information</b>			
Date of Request:	Plant:	Unit/Area:	
Requested By:	Person Receiving Request:	Time and Date Needed:	
Original LOTO Coordinator:			
		Name	
Transferring LOTO Coordinator	Signature	Date	Time
Comments			

