Insert Company Logo

Isolation and Tagging Procedure

<Insert document number>

Contents

1. Purpose

The purpose of this procedure is to define <Insert Company Name> system for Isolation, tagging and lockout from sources of hazardous energy, including electricity, mechanical, hazardous substances and other sources of energy. It outlines the responsibilities, training of personnel, types of isolations, locking and tagging equipment and uses, isolation integrity process and isolation breaches and actions.

Project specific standard isolation procedures will also be required for designated plant, critical systems / equipment, or mobile equipment fitted with starter / specific circuit isolators, and shall incorporate the principles described in this procedure.

This isolation and tagging procedure is a critical procedure and as such any non-compliance or serious breach may result in disciplinary action, which could include termination of employment.

2. Scope

This procedure shall apply to all <Insert Company Name> personnel, contractors, sub-contractors and their employees at <Insert Company Name> controlled workplaces.

This procedure applies to all fixed and mobile plant and machinery. All personnel must use it where there is a risk of an uncontrolled release of energy or contaminant in the workplace. <Insert Company Name> isolation and tagging procedure set out in this document will take precedence over any third parties isolation and tagging procedure, except where a third party requires you to implement that third party's isolation and tagging procedure and such procedure meets or exceeds <Insert Company Name> isolation and tagging procedure.

3. Definitions

Term	Definition
Confirmation	The checking of the control effectiveness of a potentially hazardous energy source for isolation purposes.
Double block and bleed	Means the closure of a line, duct, or pipe by closing and locking/ tagging two in-line valves and by opening and locking / tagging a drain or vent valve in the line between the two closed valves. Note: A double block and bleed is only considered positive isolation when the pipe segment between the 2 block valves can relieve continuously to a lower pressure than what is being contained by the block valves.
Field Checks	A system of physically checking in the field that the plant being worked on is the same as the plant that has been isolated.
Footprint	A boundary which is one metre wider than the widest point of the equipment. (Appendix G)
Group Isolation	Isolation(s) that involve more than 5 isolation points or more than five (5) Personnel working on the equipment, and are secured under one Lock and key in a Group Isolation Board.
Group Isolation Board	A device that has a lockable section for Group Isolation Confirmation Lock keys, as well as an accessible section for JSA's, the Group Isolation Permit, and other information.
Group Isolation Lock	Used by Group Isolation Officers to Lock out an Isolation Point, used in conjunction with the Group Isolation Tags. All Group Isolation Locks shall be Green in colour and shall be keyed alike.