

Production Services LOTO Procedures

Equipment		Other Equipment	
Location	Building 197B	Date	3/1/2005

- 1) **Purpose:** This Lockout / Tagout (LOTO) procedure is written to ensure safe maintenance of equipment used in Production Services using 110 volts as a power source. This equipment uses electric motors. Being powered by 110 volts, a plug lockout device will be used to disable equipment during service or repair. "Other" equipment in Building 197B is to include:
 - a) Bourg Collator, room 1-96
 - b) Baum Folder (small), room 1-94
 - c) Rollem perforator / scorer, room 1-96
 - d) AB Dick printing press, room 1-95
 - e) Challenge Drill, room 1-95
 - f) Hohner stitcher, room 1-96
 - g) Stanley Bostitch stitcher, room 1-96
 - h) Scriptomatic tabber, room 1-96
- 2) **Policy:** Maintenance of Production Services equipment is restricted to Authorized (qualified) Employees. All other repairs and service will be performed by trained BNL craft employees or by a vendor trained technician that has been contracted to service the equipment.
- 3) **Definitions:** see attached
- 4) **Procedure(s):** Use BNL EHS 1.5.1 Lockout / Tagout Requirements (see attached) and the following task specific procedures.
 - a) Machine adjustments may have to be made while the equipment is energized to ensure that adjustments are correct. Utmost care must be taken to ensure safe operation during servicing.
 - b) Equipment that can be rendered inoperable for a short period of time by disconnecting the plug from an outlet and maintained inoperable under the authorized worker's control is not covered in equipment specific instructions.
 - c) If the authorized worker finds it necessary to leave the equipment unattended during maintenance or repair, then LOTO procedures must be initiated by using a plug lockout device to ensure the equipment cannot be re-energized in an unsafe condition.