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**Maintenance**

**LOCK-OUT/TAG-OUT PROCEDURES**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes procedures and responsibilities for isolation (lock-out/tag-out) of hazardous sources. It applies to all branches of the 910TH Airlift Wing identified as having equipment within this category.

- 1. Identification of Equipment.** Equipment powered by an energy source such as electricity, hydraulics, or air, will be isolated by lock-out/tag-out procedures prior to maintenance or service. The workcenter supervisors identify equipment within their area requiring this safety.
- 2. Checklist.** The immediate workcenter supervisor clearly identifies and assures procedures are implemented to achieve zero energy state. Checklists may be developed by shop chiefs or routing requirements for each piece of specialized equipment; these checklists will direct the step-by-step minimum requirements for equipment lock-out/tag-out. Figure 1 provides a suggested sample.

Figure 1. Sample AF Form 2519

ALL PURPOSE CHECKLIST		PAGE 1	OF 1	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
General Checklist for Lock-Out/Tag-Out Procedures				
NO.	ITEM			
<i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>				
1.	<p>Prior to Lock-Out/Tag-Out:</p> <p>A. Supervisor or shop chief will:</p> <ul style="list-style-type: none"> <li>(1) Brief individuals on work requirements.</li> <li>(2) Provide a lock-out hasp (if necessary) a lock with only one key and a danger tag (AF Form 979) to those personnel required to perform maintenance on machinery.</li> <li>(3) Document all discrepancies and repairs on required forms (for example, AFTO Form 244 [Industrial/support equipment record]).</li> </ul> <p>B. Machine operators, supervisors and shop chiefs will inform others (I.E. Dispatch) of lock-out/tag-out being initiated on any piece of equipment.</p>			
2.	<p>Lock-Out/Tag-Out Procedures:</p> <ul style="list-style-type: none"> <li>A. Turn off power at panel by buttons or switches.</li> <li>B. Complete AF Form 979 and annotate on your shop danger tag log. Place tag on panel.</li> <li>C. For machines or equipment that do not have power panels, buttons or switches, turn off power at the circuit breaker.</li> <li>D. For machines or equipment that can be neutralized by unplugging, unplug and attach an AF Form 979 to the plug.</li> <li>E. Install lock-out hasp (if necessary) and lock to the energy neutralizing control to hold the control(s) in a safe position.</li> </ul>			
3.	<p>After Lock-Out:</p> <ul style="list-style-type: none"> <li>A. Make certain that everyone stands clear, then operate equipment controls (push buttons, switches, etc) to assure that the machine is inactive.</li> <li>B. Check to see that the equipment controls have been returned to the off or neutralized position immediately after the test.</li> <li>C. If required, immobilize equipment with safety blocks or other physical restraints.</li> </ul>			
4.	<p>Upon completion and prior to release:</p> <ul style="list-style-type: none"> <li>A. Remove all locks, lock-out hasps, and tags. Perform safety inspection calibrate if necessary, and test operate the equipment.</li> <li>B. Inform dispatch of lock-out/tag-out completion.</li> </ul>			

**SAMPLE**

**3. Procedures:**

- 3.1. Lock-out hasps and locks are purchased by the shop chief through the section supervisor. Locks are etched to identify the owning workcenter.
- 3.2. One key is issued with each lock.
- 3.3. The supervisor provides each individual or shop with the necessary tags, locks, and/or approved modifications to fail-safe equipment and place it in a "zero" energy state. Supervisors may delegate their responsibility in their absence.
- 3.4. Individuals working on equipment identified as requiring the lock-out/tag-out procedure will follow the checklist attached or procedures established by their shop chief or section supervisor and notify their immediate supervisor who will take appropriate action deemed necessary.
- 3.5. Machinery locked-out will not be operated until properly released.

**4. Communications and Training:**

- 4.1. A training plan format for all in-shop equipment/machinery developed by the Safety NCOIC and any additional material available in the shop may be used.
- 4.2. Training is conducted by the shop chief. The employee's immediate supervisor documents initial training on the AF Form 55, **Employee Safety and Health Record**.

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