



LOCKOUT / TAGOUT (LOTO) PROCEDURE

Company: ABC Sdn Bhd
Effective date: 1 Oct 2026
Owner: HSE Department

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Applies to: Production & Maintenance

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Signed electronically in BMO SOP	Signed electronically in BMO SOP	Signed electronically in BMO SOP

1. Purpose

This procedure makes sure that machines are stopped, isolated from every energy source and locked before anyone cleans, adjusts, repairs or clears a jam, so that the machine cannot start while a person is working on it.

2. Scope

This procedure applies to:

- All production operators, technicians and maintenance staff
- Contractors working on ABC machines and utilities
- Press Lines 1 to 3, the conveyor system, compressors and the packing machines

3. Responsibilities

Role	Responsibility
Operator / technician	Applies their own lock and tag before work and removes only their own lock.
Production Supervisor	Checks that the isolation is complete and keeps the LOTO log for the shift.
HSE Department	Owens this procedure, trains staff and audits LOTO every quarter.

4. Lockout / tagout steps

1. **Prepare.** Tell the line leader and operators in the area that the machine will be shut down.
2. **Shut down.** Stop the machine with its normal stop button.
3. **Isolate.** Switch off the main isolator. Press Line 2 isolation point: IP-2C.
4. **Lock and tag.** Put your own padlock and a signed danger tag on the isolator. Use only your **red personal padlock**; never share keys.
5. **Release stored energy.** Bleed air and hydraulic pressure, block raised parts and wait for moving parts to stop.
6. **Check zero energy (try-start test).** Press start; the machine must not move. Return the switch to OFF.
7. **Do the work.** Keep your key with you at all times.



5. Removing locks

- Remove tools and make sure all guards are back in place.
- Make sure everyone is clear of the machine.
- Each person removes only their own lock. A lock left behind may only be removed by the Production Supervisor with HSE approval.
- Tell the operators that the machine is ready to start.

6. Training and records

Every operator and technician must read this procedure and acknowledge it in BMO SOP before working on Press Lines 1 to 3. When a major revision is issued, everyone signs again. The signed record shows which revision each person accepted.

Breaking this procedure is a serious safety offence and will be handled under the company disciplinary procedure.

7. Revision history

Rev.	Date	Change
1.0	16 Jan 2026	First issue.
1.1	8 Apr 2026	Corrected the Press Line 2 isolation point number (IP-2B to IP-2C).
2.0	1 Oct 2026	Added zero-energy check (try-start test) and red personal padlock rule. All operators must sign again.