

Perform Air International Inc.
Administrative System Manual
Procedure III.49: Lockout/Tagout Procedure

Revision	Revision Date	Revision Change
<i>N/I</i>	<i>08/20/2025</i>	<i>Initial Release</i>

1.0 Purpose:

To establish Perform Air International's policy for protecting employees who must do service or maintenance on machines or equipment and who could be injured by an unexpected start-up or release of hazardous energy during service.

2.0 Scope:

All employees of Perform Air International Inc. who may be exposed to hazardous energy during service or maintenance work.

3.0 Responsibility:

- 3.1** The maintenance of this procedure is the responsibility of the Maintenance Department Management staff (all levels).
- 3.2** The Training Department is responsible for ensuring all personnel are trained on the purpose, location, and importance of Lockout/Tagout equipment. Training will be documented on the Employee Training Record.
- 3.3** The Planning Supervisor is responsible for ensuring all personnel have access to the Lockout/Tagout Protective Equipment, and ensure it is in serviceable condition for use.
- 3.4** Perform Air International, Inc. is responsible for implementing and enforcing this procedure.

4.0 Definitions:

- 4.1 Service or Maintenance:** Includes erecting, installing, construction, repairing, adjusting, inspecting, unjamming, setting up, troubleshooting, testing, cleaning, and dismantling machines, equipment, or processes.
- 4.2 Uncontrolled Energy:** Includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

Perform Air International Inc.
Administrative System Manual
Procedure III.49: Lockout/Tagout Procedure

5.0 Procedure:

5.1 Lockout and tagout devices:

- Lockout and tagout devices must meet the following criteria to ensure that they are effective and not removed inadvertently.
 - 5.1..1** Lockout devices must work under the environmental conditions in which they are used. Tagout device warnings must remain legible even when they are used in wet, damp, or corrosive conditions.
 - 5.1..2** Lockout and tagout devices must be designated by color, shape, or size. Tagout devices must have a standardized print and warning format.
 - 5.1..3** Lockout devices and tagout devices must be strong enough that they can't be removed inadvertently. Tagout devices must be attached with a single-use, self-locking material such as a nylon cable tie.
 - 5.1..4** Any employee who sees a lockout or tagout device must be able to recognize who attached it and its purpose.
 - 5.1..5** Each lock must have a unique key or combination.
- Energy-isolating devices are the primary means for protecting Perform Air International employees who service equipment and must be designed to accept a lockout device. Energy isolating devices must clearly identify its function.

5.2 Energy control procedures:

- Authorized employees who lockout or tagout equipment or do service and maintenance must:
 - Inform all affected employees of equipment shutdown.
 - Shut down equipment.
 - Isolate or block hazardous energy.
 - Lockout or tagout the energy sources.
 - Verify the equipment is isolated from hazardous energy and de-energized.

Perform Air International Inc.
Administrative System Manual
Procedure III.49: Lockout/Tagout Procedure

- Authorized employees who remove lockout or tagout devices and re-energize equipment must:
- Remove tools and replace machine or equipment components.
- Inform coworkers about energy-control device removal.
- Ensure all workers are clear of the work area.
- Verify machine or equipment power controls are off or in a neutral position.
- Remove the lockout or tagout device.
- Re-energize equipment.

5.3 Special lockout/tagout situations.

5.3.1 When an energy-isolating device is locked or tagged and it is necessary to test or position equipment, do the following:

- Remove unnecessary tools and materials.
- Ensure that all other employees are out of the area.
- Remove locks or tags from energy isolating devices.
- Proceed with test.
- Deenergize equipment and lockout or tagout energy-isolating devices.
- Operate equipment controls to verify that the equipment is de-energized.

5.4 Contract service and maintenance.

5.4.1 Perform Air International and contractors must be aware of their respective lockout/tagout procedures before the contractor does onsite work. Perform Air employees must understand and comply with the contractor's energy-control procedures.

5.5 Training

5.5.1 Employees who may be exposed to hazardous energy will receive training before assignment to ensure that they understand Perform Air International's energy-control policy and have skills to apply, use, and remove energy controls. The training will include the requirements of 1910.147 and the following.

- Affected employees will be trained in the purpose and use of energy-control procedures. An affected employee uses equipment that is being serviced under lockout or tagout procedures or works in an area where equipment is being serviced.

Perform Air International Inc.
Administrative System Manual
Procedure III.49: Lockout/Tagout Procedure

- Authorized employees will be trained to recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled.
- Employees whose jobs are in areas where energy-control procedures are used will be trained about the procedures and the prohibition against starting machines that are locked or tagged out.
- Employees will be retrained annually to ensure they understand energy-control policy and procedures.
- Authorized and affected employees will be retrained whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don't follow energy-control procedures.

5.6 Inspections of Procedures

5.6.1 Perform Air will perform and document annual inspections of energy-control procedures to ensure that employees understand and use them effectively. Documentation will include the following:

- The equipment on which the procedure is used.
- The date of the inspection.
- The employees included in the inspection.
- The Inspector.

5.6.2 If an inspector finds that employees are not following an energy-control procedure or that the procedure is not protecting them, employees must be retrained, and the procedure's deficiencies corrected.

5.6.3 If the inspection covers a procedure for equipment with an energy-isolating device that can only be tagged out, the inspector must review the procedure with the authorized employees who service the equipment and with affected employees who may work in the area when the equipment is serviced. The inspector can review the procedure with the employees individually or in a group.

6.0 Records:

6.1 Employee Training Record (Form 66.01)