Version 2025 May 29	Updated MRL Approved RAK	

SMM 7.2.5 Lockout/Tagout Checklist

Definition:

Lockout/Tagout: working on electrical power systems aboard UW MAROPS vessels.

Checklist:

- ☐ All personnel have been informed of the pending operation and affected equipment secured to avoid damaging essential components.
- ☐ The Lock Out/Tag Out Record has been posted.
- ☐ Your supervisor has ensured that the proper protective equipment for the assigned task is supplied and in use.
- ☐ A separate sign has been posted in the space warning everyone that electrical work is in progress and marked circuits are secured for safety.
- ☐ The Chief Engineer has identified all potential circuits, valves, and systems which may be impacted by an assigned task.
- ☐ Multiple power sources have been identified and secured. (e.g. UPS, propulsion motor heaters, etc.)
- ☐ Identified circuits at all controlling locations are tagged with a red tag and all power sources to that circuit secured.
- ☐ The controlling locations, circuits, valves, and systems have been secured by a lock and key. The key has been identified by a red tag noting the circuit number.
- ☐ The key and tag have been posted in the Engine Control Room on the Safety Bulletin board.
- ☐ Conduct a briefing between those involved with the work including any vendors/contractors.
- ☐ After the work is completed and tested, the lock and tags have been removed and notices taken down from the Safety bulletin boards.

Record Sheet:

The following equipment/system has been (circle one): Locked Out Tagged Out

Date/Time:_____

Equipment/System:_____

Circuit(s), Valve(s), System(s):_____

_____

By Who:_____

Why:_____

Lock/Tag:_____

Authorized by Chief Engineer or designee:_____

Work Completed Checklist:

- ☐ After work is completed, the LOTO has been removed, and all circuits/systems have been restored to normal condition
- ☐ All personnel who were impacted by this LOTO have been informed that the task is complete

Lock Out/Tag Out Release:

Date/Time:_____

By Who:_____

Equipment/System Test & Restore:_____

Authorized by Chief Engineer or designee:_____

Enter form into Sinex