

SAFE ISOLATION (LOTO)

ICC No		Site	
Completed By	N.Sharpe	Type	E&I with Cross Lock
Date	4/10/2020		
Step 1 Define Isolation Scope			
1	Is the scope of the isolation and hazardous materials involved clearly described?		Yes
2	Is the defined isolation method compliant with Hierarchy of controls?		Yes
Step 2 Develop isolation Plan			
3	Does the isolation and de-isolation plan clearly identify each isolation point including isolated and de-isolated state?		Yes
4	Does the plan provide the minimum isolation method required identified in Step 1?		Yes
5	Does the isolation plan include an action to prove effective isolation (Zero energy check)?		N/A
6	Has the isolation plan been verified (checked) by a second pair of eyes (Isolation Verifier)?		Yes
Step 3 Approve Deviation			
7	If it is not practicable to meet the minimum isolation method required by the hierarchy of controls is a JHA specific to the variance, provided to identify addition mitigations to reach ALARP?		N/A
8	For deviating isolation has the Isolation Deviation Manager signed to approve the variance?		N/A
Step 4 Authorise Isolation			
9	Has approval been given by the Isolation Authority to remove the equipment from service and conduct the isolation?		Yes
			Select
Step 5 Execute Isolation			
10	Has the isolation been executed correctly in the field, by an Isolation Owner with the correct competence (discipline) in line with the Isolation plan in the ICC?		Yes
11	Have isolation locks been applied?		Yes
12	Have isolation tags been applied that identify the isolation point and the ICC that it is associated with?		Yes
13	All all the isolation tags still in place?		Yes
14	Are all the details on the isolation tags still legible? (If not new tags need to be printed and the old replaced)		Yes
15	Has an effective zero energy check been conducted (if required in ICC)?		Yes
Step 6 Maintain Isolation			
16	If Permitted work relies on the isolation has the Permit Holder placed a lock on the isolation lockbox?		Yes
17	Is the effectiveness of the isolation confirmed at regular intervals and prior to the issuance of each permit?		Yes
18	Are lockbox keys controlled as per the Isolation Procedure i.e. locked within lockbox, or maintained under sole control of appropriate person to prevent inadvertant or unapproved removal of isolation		Yes
19	Is the isolation recorded as "Live in Place" in Permit Vision, or as an EPI (Extended Period Isolation)?		Yes
Step 7 Authorise de-isolation			
20	Has the Isolation Authoriser confirmed that all work that relies on the isolation has been completed prior to authorising de-isolation by signature?		Yes
			Yes
Step 8 Execute De- isolation and hand back			
21	Has the de-isolation been executed correctly in the field, in line with the de-Isolation plan in the ICC?		Yes
General			
22	Were all personnel performing roles in the isolation process , authorised and competent to do so?		Yes

Comments Step 2.5 Verification of isolation covered in JHA ICC & on PTW