

## LOCKOUT/TAGOUT PROCEDURE

College of Saint Benedict

Date of Last Revision: August 5, 2004

### TASK – Repair of Boiler

#### Equipment to disable:

- Oil pump
- Stop and nonreturn valves on boiler
- Steam stop on header
- Atomizing steam valve
- Gas valves
- Boiler vent
- Economizing water valves
- Feed water valves
- Bottom blow valves

#### Supplies needed:

- Chains
- Padlocks
- Tags
- Saftee donuts
- Ball valve lockouts

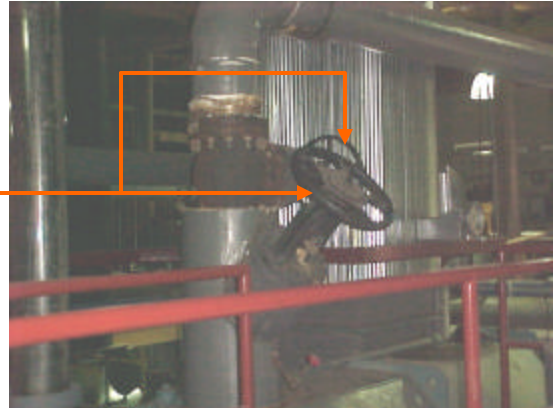
#### Procedure

This procedure is written for the east boiler in the Power Plant. It is applicable for the other boilers since the process would be the similar. Order of items may be switched depending on temperatures and pressures. This procedure is to be used in conjunction with the General Lockout Procedure.

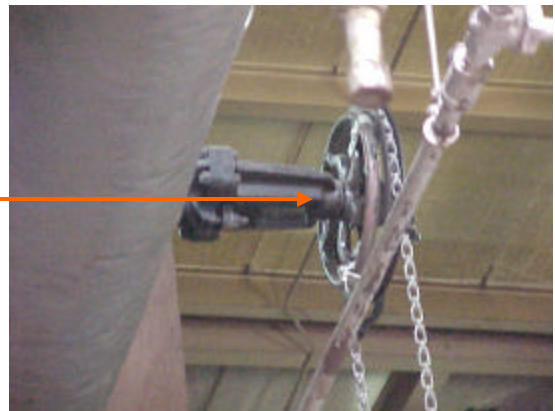
Step 1:  
Shut down main disconnect panel. Apply padlock and tag.



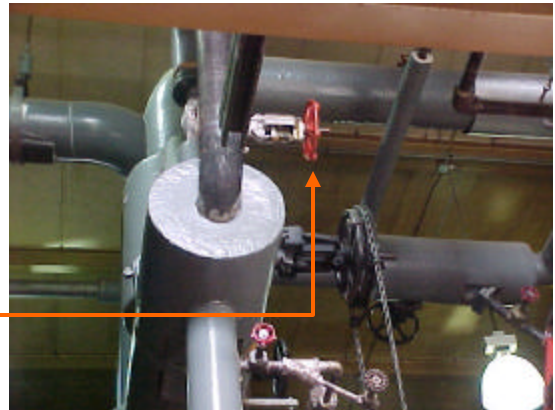
Step 2:  
Close stop and nonreturn valves on top of boiler.  
Two (2) valves are present. Secure each valve  
with chain and apply lock. Apply tag to each  
valve.



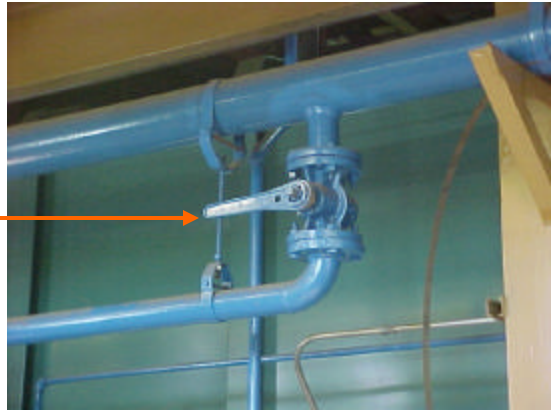
Step 3:  
Close main steam stop on header. Secure valve  
with chain and apply padlock. Apply tag.



Step 4:  
Close atomizing steam valve on header. Apply  
locking mechanism (such as a saftee donut)  
and secure with padlock. Apply tag.

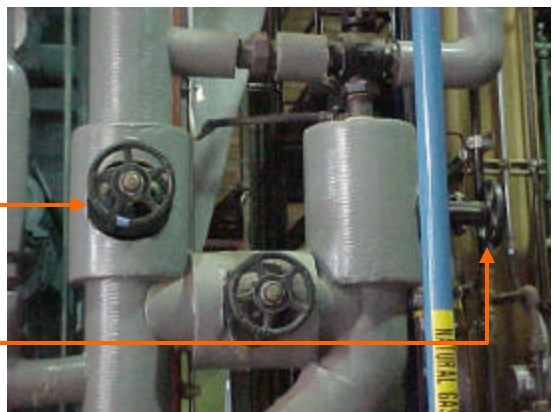


Step 5:  
Close two (2) gas valves. Apply locking mechanism (such as ball valve lockouts) and secure with padlocks. Apply tags.

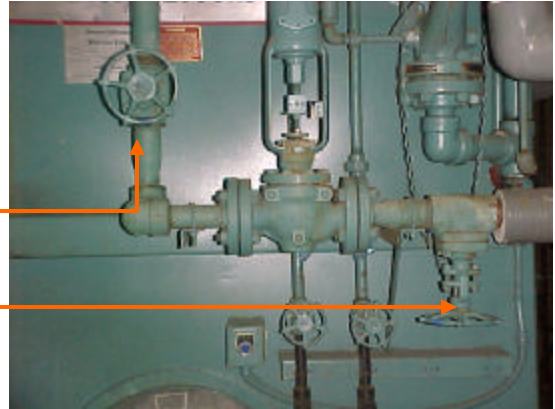


Step 6:  
Open vent on top of boiler. Apply locking mechanism and secure with padlock. Apply tag.  
**CAUTION: DO NOT OPEN IF STEAM IS PRESENT.**

Step 7:  
Close two (2) feed water valves to the economizer. Apply locking mechanism (such as a saftee donut) and secure with padlock to each valve. Apply tag on each valve.



Step 8:  
Close two feed water valves. Apply locking mechanism (such as a saftee donut) and secure with padlock to each valve. Apply tag on each valve.



Step 9:  
Allow boiler system to cool down.

Step 10:  
Open bottom blow valves. Two (2) valves are present. Apply locking mechanism (chain) and secure with padlock to each valve. Apply tag on each valve.

Note: You may also open surface blows. This step is not required but will help release the pressure inside and allow repair operations to begin sooner.



Step 11:  
Report to Supervisor that system has been locked out.

### Procedure Approval

Signature: _____		
Department: _____	Date: _____	