

Document Type <b>Proficiency Form</b>	Published <b>12/18/2019</b>	Valid for <b>Quinnesec Mill</b>
Document ID Number <b>#34498</b>	Document Owner <b>Safety Manager</b>	Disclosure <b>Once printed, this is not a controlled document.</b>

## Document: Lockout Proficiency Form

### QUINNESEC MILL LOCKOUT PROFICIENCY DOCUMENTATION FORM

Instructions: The Quinnesec Mill must certify that each affected member demonstrates they have the knowledge and skills necessary to perform lockout safely. This form is to be used for certifying the affected member is proficient in lockout. Those members trained to conduct these proficiency reviews, are to interview the affected member and witness the member physically demonstrate proficiency in lockout in the areas identified by this sheet as it applies to their job (Example; Many operators, Mechanical Maintenance Techs, and Engineers only apply their personal locks to a group lockbox). Both the member showing proficiency and the member performing the evaluation must sign-off that this demonstration occurred. Submit completed forms to Health and Safety.

#### Employee Interview

- Lockout (ZES) Policy reviewed and understood (**Everyone**)
- Member understands key types of energy requiring lockout (electrical, chemical, mechanical, nuclear, gravity, steam/thermal, hydraulic, pneumatic) (**Everyone**)
- Member knows where to find specific lockout procedures, when applicable (**Everyone**)

#### Proficiency Demonstration

In order to ensure the affected member is knowledgeable in lockout practices, the member must conduct a field demonstration, witnessed by the authorized member. Use the checklist below to indicate which of the following practices were demonstrated by the affected member to verify proficiency:

- Applying personal lock for individual or group lockout (valves, disconnects, lockbox, etc.) (**Everyone**)
- Mechanical clearing practices (valves, stored energy, drains, etc.)
- Electrical clearing practices (Demonstrate Lockout and Lock in)
  - Properly identify equipment to be locked out: Must Use the name and number of the equipment for identification purposes.
  - Define PPE required for task. See PPE Requirement Below
  - Contact E&I if starter door is not securely fastened with all fasteners in place
  - Call E&I if equipment is tagged with a deficiency. See sample tag below.
  - For E/I assisted lockouts: When the E/I places the lock on the knife switch, the E/I and operator will both initial the lockout sheet indicating the lock is on the correct piece of equipment (based on the equipment number on the lockout sheet). When the operator places the lock on the 2300 disconnect (after E/I throws the disconnect), the operator initials the lockout sheet.
  - Demonstrate clearing process of steps to operating disconnect switch; standing to the side facing disconnect.
  - Bump Test
- Isolating potential or stored energy (block, secure, remove, etc.)
- Applying group locks (group identification, ZES procedure use, group box, tags, etc.)
- Removing personal locks for unusual situations (i.e. shift change, unfinished work, extended locks) (**Everyone**)
- Lock-in (mechanical and/or electrical – off/auto, disconnect operation)

#### Certification

I understand the practices I need to follow to ensure my safety and those of my fellow workers when performing lockout. I also know whom to contact if I have questions.

Employee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dept: \_\_\_\_\_ Crew: \_\_\_\_\_

The member above has demonstrated proficiency in the application of lockout practices.

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Authorized Member: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Submit completed forms to the VLC Coordinator in Human Resources**

This chart is specifically for **480 V lockout**. If you are looking for the NFPA 70E PPE requirements, please see the Quinnesec Mill Electrical Safety Policy and visit the NFPA 70E tab on the Maintenance page of QU-Net.

PPE 480 Volt Lockout	
Starter Doors Closed	
Item #	Rated Flash Protection PPE
1	Lab Jacket 12.4cal/CM2
2	Safety Glasses
3	Hard Hat/Face Shield 10 cal/CM2
4	Leather gloves
5	Hearing Protection

**Sample deficiency tag.** Any equipment that has been tagged with a deficiency requires E&I assistance for all servicing including lockout.

