

**Idaho National Laboratory**

<b>LOCKOUTS AND TAGOUTS</b>	Identifier: RD-2012
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Subcontractors	Program Requirements Document	eCR Number: 637433
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Manual: INL Subcontractor Requirements

Entire Document Changed

**1. PURPOSE**

This document provides requirements for subcontractors to follow in performing lockouts and tagouts. Stricter requirements may be imposed by subcontractors upon their employees or subtier contractors.

**2. APPLICABILITY**

This document applies to all subcontractors at the INL working with or around hazardous energy sources.

**3. REQUIREMENTS**

- 3.1 All subcontractors who perform work at the INL shall follow and shall require their employees to follow Contractor Laboratory-wide Procedure LWP-9400, when working with or around sources of hazardous energy.
- 3.2 On all subcontracts the isolation of hazardous energy sources shall be performed in accordance with LWP-9400, "Lockouts and Tagouts" shall be documented on form 432.65 "Construction Lockout/Tagout Checklist". The checklist will be used to determine the level of isolation required and if circuit tracing is required.
  - 3.2.1 When a subcontractor has exclusive control of a system or area the Contractor's LO/TO procedure will be used, , An agreement between Facilities Management, and Construction Management shall define the responsibilities for exclusive control of a system or area. The subcontractor shall provide a qualified individual to take "Facility Area Supervisor" (FAS) training and act in the capacity of the FAS to; review and approve LO/TOs, resolve problems/concerns regarding the LO/TO process, verify that equipment has been placed in a condition to support application of LO/TO, exercises overall responsibility for adequacy of complex LO/TOs and adherence to the specified requirements.
  - 3.2.2 When Escorted Lock and Tag Outs are required a "(Time and Distance)" independent peer to peer review by a qualified LO/TO employee will be performed. This may be either a subcontractor or INL employee. The independent peer to peer review will focus on the escorting process, training, placement and removal of personnel locks, keys, etc..
- 3.3 Subcontractors who perform work on Power Management controlled Transmission and Distribution systems at the INL shall require their employees to follow Contractor management control procedure PMMP-3508, Clearances and Work Permits.

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- 3.3.1 Subcontractors must be able to demonstrate their employees have been trained to applicable portions of 29 CFR 1910.269, Electric Power Generation, Transmission, and Distribution or 10 CFR 1926 Subpart V, Power Transmission and Distribution.
- 3.3.2 Subcontractors who use their own Lockout and Tagout procedure in addition to Contractor management control procedure PMMP-3508, Clearances and Work Permits, shall provide a copy of their Lockout and Tagout procedure to the contractor representative.
- 3.4 REC (in-town) maintenance service subcontractors act in the capacity of the “contractors representative” and are given the authority to perform zero energy verifications for maintenance and construction work. The INL form 432.65 Lockout/Tagout Checklist is not required for REC service maintenance subcontracts. Service maintenance subcontractors will perform zero energy verifications, voltage and amp readings through facility approved work orders in accordance with RD-4000 Work and Hazard Controls for Subcontracted Maintenance.

**4. DEFINITIONS**

For definitions of terms used throughout the INL Subcontractor Requirements Manual, refer to LST-359.

**5. REFERENCES****5.1 Source Documents**

See LWP-9400 and PMMP-3508 for references to source documents.