

In case of emergency call:
760-476-2202



LOCK OUT TAG OUT (LOTO) WORK PERMIT



Local regulatory requirements will govern if more stringent than the requirements identified in this permit. The work governed by this permit must stop if the permit conditions are no longer met. This permit is only valid when all sections are completed and signed by the appropriate individuals, up to and including Hand Over (Section 4). Only the tasks outlined in this permit are to be performed. Any additional tasks or variations thereof require a re-evaluation with inclusion of this permit. This permit should only be applied for situations where 'No Equipment/ Installation Specific Procedure' is available, when this Equipment/ Installation Specific procedure cannot be used or when contractors (embedded or not) who are not trained in local site procedures are involved in activities requiring Lock Out/ Tag Out

Section 1 General Information

This permit is linked to:

- A General Work Permit or
- An SOP or other written work instruction

No:

Reference:

Work Order or/ and Equipment Specific Procedure number:

Permit LOTO Requested by: (name & company)

On: (date)

Permit LOTO valid from: (date & time)

To: (date & time; max. 6 months)

Plant/ department/ area/ installation/ equipment:

Work description: _____

If the Permit To Work involves High Voltage (>600V) people authorizing the work must be High Voltage Compentent.

Section 2 A Scope of Work - Energy Identification

1. Identify all energy sources. Additional tables might be needed.

| Energy Type | Magnitude | LOTO Location | Step(s) to de-energize | Step(s) to release stored energy | Step(s) to verify 'Zero Energy' state | Startup sequence |
|--|-----------|---------------|------------------------|----------------------------------|---------------------------------------|------------------|
| Electrical | | | | | | |
| Pneumatic | | | | | | |
| Hydraulic | | | | | | |
| Water | | | | | | |
| Steam | | | | | | |
| Gas | | | | | | |
| Specify chemicals | | | | | | |
| Other | | | | | | |
| | | | | | | |
| Other | | | | | | |
| | | | | | | |
| Other | | | | | | |
| | | | | | | |
| Other | | | | | | |
| | | | | | | |
| Stored energies magnets/ Springs/ Gravity, | | | | | | |

2. **Can all identified energy sources be de-energized and locked out?**
 Yes No: Explain how you will lock out energy sources that cannot be locked:

3. **Will the LOTO extend beyond one (1) shift?**
 Yes - Go to question 4 No - Go to section 2 B

4. **Have arrangements for Lock Transfers been made and agreed upon?**
 Yes- Go to Section 2B No - Do not continue!
 NA (explain)

Section 2B Process Type Installation

1. **Is this a process type installation?**
 Yes - Go to question 2 No - Go to Section 2C

2. **Will a P&ID or other as built drawing that details the energy isolation devices be used to document the valves (automatic/manual) to be closed/opened to de-energize the process and to be locked out and tagged out?**
 Yes: P&ID/drawing #: No: How will you ensure correct valves are locked out?

3. **Will this activity include the opening of a closed system (process)?**
 Yes: Apply Line Break Permit No

4. **Can physical disconnections be made to prevent inadvertent energization?**
 Yes No

5. **Can blanks be installed? N/A**
 Yes No

6. **Can 'Double Block and Bleed' principle be applied? N/A/**
 Yes No: How will the system be de-energized? N/A

Note: In case of dealing with flammables and toxic substances which can cause adverse effects, single valve isolation is not acceptable and additional precautions are required. The chosen precautions shall be agreed upon with the local EHS department.

Section 2C LOTO Preparation and Completion

1. **Affected employees have been informed of the LOTO and instructed on the importance of complying with the LOTO procedure**
 Yes No: Why not? (state below)

2. **The machine/ equipment/ process has been shut down and cleaned, product is removed, etc. if deemed necessary**
 Yes No: Why not? (state below)

3. **All energy sources identified referenced in section 2A will be isolated**
 Yes No: Why not? (state below)

4. **Appropriate LOTO devices or the documented alternative method(s) will be applied**
 Yes No: Why not? (state below)

5. **All stored energy identified above will be released**
 Yes No: Why not? (state below)

6. **'Zero State' as identified will be verified**
 Yes No: Why not? (state below)

7. **Electrical 'Zero State' will be verified using the three-step process by an electrical qualified person and using an approved test instrument**
 Yes No: Why not? (state below)

8. **The documented start up sequence will be applied and the affected employees will be informed of the LOTO completion**
 Yes No: Why not? (state below)

No: Why not?

Section 3 Authorization and Acceptance

PTW Supervisor/Subject matter expert or authorized designee

I give authorization for the described work to proceed as per the conditions of this permit and I am satisfied that all the hazards associated with this permit to work are controlled.

Name: _____ Phone: _____ Signature _____ Date & Time: _____

Additional requirements:

JSA or Safe-Plan-of-Action or Work Instruction mandatory for activity(s) _____

Person in Charge

I confirm that Person(s) Carrying Out the Work have the appropriate skills, knowledge, information, tools and equipment to perform the work safely. I further confirm that I have explained the permit conditions and control measures with the Person(s) Carrying Out the Work and have ensured these person(s) have received site orientation and general emergency procedures. It is safe to perform the work as defined above.

Name & Company: _____ Phone: _____ Signature _____ Date & Time: _____

Person Carrying Out The Work Tick box if Person in Charge is sole Person Carrying Out The Work (no further signatures required)

Will four (4) or more people be involved in the activity requiring LOTO to be applied?

No - apply INDIVIDUAL LOTO Yes - apply GROUP LOTO

INDIVIDUAL LOTO

I acknowledge that the permit conditions have been explained to me and by virtue of my signature I commit of adherence to the permit conditions. Each person working on the job must sign.

Persons Carrying Out The Work have signed on the documented risk control procedure (Safe Plan of Action) (check if applicable)

Name & Company: _____ Phone: _____ Signature _____ Date & Time: _____

GROUP LOTO

I acknowledge that the permit conditions have been explained and by virtue of my signature I commit of adherence to the permit conditions.

Name of Authorized LOTO Leader & Company: _____ Phone: _____ Signature _____ Date & Time: _____

A personal Lock Out/ Tag Out device shall be affixed by each authorized employee to the group Lock Out device (clasp/ lockbox, ...) when he/ she starts work and shall remove those devices when his/ her work is completed. (No individual signatures needed)

Section 4 Hand Over (Start of Work)

Area owner

I have reviewed the plan(s) to complete the described work and I am satisfied that all isolations are completed and the hazards associated with this work are or will be controlled. I have checked the area(s)/system(s) where the work will be performed and I have not observed issues which should prevent the work from proceeding. I give authorization for the described work to proceed as per the conditions of this permit.

- Are the Utility System owners informed? Yes NA
- Are the Area Owners of possible affected area(s) informed? Yes NA
- I have informed all affected Employees Yes NA

Name & Company: _____ Phone: _____ Signature: _____ Date & Time: _____

Section 5 Hand Back (End of Work)

Person in Charge/ LOTO Leader (Group LOTO : Loto Leader signs)

All activities associated with this permit to work have been completed, LOTO is removed, all isolations are removed, the system has been restored to safe operating condition and the area has been left in a safe, clean and tidy condition.

Name & Company: _____ Signature: _____ Date & Time: _____

Area owner

I have verified, through in place inspection, that the activities associated with this permit have been completed and that the area has been left in a safe, clean and tidy condition.

Name & Company: _____ Signature: _____ Date & Time: _____

Section 6 Extension of Validity

I have verified that General Work Permit no. _____ still applies, also when extension of validity of this LOTO permit is given.

| Permit extension until (Date & time, max 7day/extension) | PTW Supervisor/Subject matter expert or authorized designee | | Area/ System owner | | Person in Charge/ LOTO Leader Group LOTO : Loto Leader signs | |
|---|--|------------|--------------------|------------|---|------------|
| | Name: | Signature: | Name: | Signature: | Name: | Signature: |
| | | | | | | |
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| | | | | | | |

Nothing in this Permit shall cause the Owner (Viasat Inc.) to assume responsibility for any of the legal obligations of the Contractor performing the work under applicable laws or the requirements of the Agreement governing the work."

THIS WORK PERMIT MUST BE POSTED IN THE WORK AREA / UPON JOB COMPLETION THIS SIGNED PERMIT MUST BE MAINTAINED FOR 24 MONTHS