

Mobile Plant Lockout/Tagout (LOTO) Procedure

Tagout Procedure for Defects Identified via Pre-Start Check

Purpose: To prevent the operation of any Mobile Plant that has been identified as unsafe or defective during a pre-start inspection or operational use.

Step 1: Identify the Defect and Stop Operation

1. The Operator identifies a fault (e.g., failed brakes, hydraulic leak, inoperable safety device) during the daily pre-start check or during operation.
2. If operating, the Operator immediately stops the machine in a safe, level location, lowers all attachments to the ground, and sets the park brake.
3. The Operator turns the engine **OFF** and removes the ignition key.

Step 2: Isolate and Tag the Plant

1. The Operator proceeds to the main power isolation point (e.g., battery isolation switch, main power switch).
2. The Operator places a **Lock** (if applicable, such as a personal lock or departmental lock) on the isolation point to prevent re-energization.
3. The Operator completes and attaches a **Danger Tag** to the isolation point.
4. **The Operator must also complete, sign, and attach the Fault Tag Register (Table A) below** to the machine (usually inside the cab or near the isolation point) to serve as the physical fault record.
5. The Operator places the ignition key in their possession (or securely in the site office, labeled with the plant ID and Tagout status).

 **Crucial Rule:** The machine is now **Tagged Out**. It must not be operated, moved, or serviced by anyone until the tag is removed by the authorized maintenance personnel. 

Step 3: Notify Supervision and Maintenance

1. The Operator immediately notifies their direct Supervisor or the Site Manager of the Tagged Out machine, referencing the **Tag ID No.** from Table A.
2. The Supervisor notifies the designated Maintenance/Workshop team.

Step 4: Maintenance and Tag Removal

1. Only **Authorized Maintenance Personnel** may work on the Tagged Out plant. They must place their own personal lock/tag on the isolation point before commencing work.
2. The Maintenance Technician must complete the **Maintenance Sign-Off** section of the attached Tag Register (Table A).
3. Upon completion of all repairs and a thorough functional test by Maintenance, the Technician removes their personal lock/tag.

Step 5: Return to Service

1. The Operator or Supervisor performs a complete **Daily Pre-Start Check** to verify the machine's safety and functionality.
2. The Supervisor completes and signs the **Return to Service** section of the attached Tag Register (Table A).
3. The original **Danger Tag** and the completed **Fault Tag Register** are then filed as permanent safety records.



Table A: Equipment Fault Tag Register (To Be Attached to Machine)

Plant ID:		Plant Type:	
Location:		Tag ID No.:	

1. Initial Fault Report (Completed by Operator)

Fault Reported:	Signature:	Date/Time:
Brake Failure / Defect		
Major Hydraulic Leak		
Failed Safety Device (e.g., Seatbelt, Alarm)		
Structural Damage (e.g., Crack, Weld Failure)		
Other (Specify):		

2. Maintenance / Repair Sign-Off (Completed by Technician)

Fault Rectified:	Technician Name (Print):	Signature:	Date/Time:
Description of Repair Work:			

3. Final Verification / Return to Service (Completed by Supervisor)

Pre-Start Check Passed:	Supervisor Name (Print):	Signature:	Date/Time:
Plant Cleared for Operation? Yes / No			