



Fuels & Lubricants

Isolation of Hazardous Energy Standard

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Version 1.0

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Isolation of Hazardous Energy

1.0 Introduction

Isolation of Hazardous Energy helps to prevent personnel injuries, equipment/machinery damage and adverse environmental impact due to the unexpected energization of machines/equipment or release of residual/stored energy during service and maintenance work. Potentially hazardous energy includes electrical, mechanical, hydraulic, pneumatic, kinetic, potential, thermal, chemical, and radiation.

This standard defines the Fuels & Lubricants (F&L) requirements for the Isolation of Hazardous Energy.

Note on text formatting:

Letters in Parentheses (e.g., (A)) indicate linkage to the requirement in the Corporate Isolation of Hazardous Energy Standard

2.0 Requirements

A written program for Isolation of Hazardous Energy procedures shall be in place and include the following elements at a minimum:

1. Energy shall be isolated: (A)
 - a. If there is a potential for unexpected energization, start-up or release of residual or stored energy from machinery/equipment and processes during servicing and maintenance.
 - b. If a guard or other safety device is bypassed, altered or removed.
 - c. If a person must put any part of their body into a machine or equipment to perform work at a point of operation or if there is a zone of danger around machinery.
2. Isolation of Hazardous Energy requirements shall be defined and include, but not limited to the following equipment: (B)
 - a. Machinery.
 - b. Process and other industrial equipment.
 - c. Vessels.
 - d. Piping.
 - e. Other systems as defined (e.g., pressure relief system).
3. A Permit to Work shall be required for the Isolation of Hazardous Energy with the exception of the following conditions: (C)
 - a. Servicing or maintenance of cord and plug connected electrical equipment when the energization or start up of equipment is controlled by unplugging and the power is under the exclusive control at all times of personnel performing the work.
 - b. Isolation of Process and Production Equipment that is described in a Qualified Standard Operating Procedure or simple isolations described by a Maintenance Procedure.

- c. Normal production operations (e.g., minor adjustments or servicing) under the following conditions:
 - i. A guard or other safety device is not bypassed, altered or removed.
 - ii. Personnel are not required to put any part of their body into a machine or equipment to perform work at a point of operation or in a designated zone of danger around machinery.
4. Isolation of Hazardous Energy Permits (or Certificates / Equipment Isolation Checklists) shall be used in conjunction with a Permit to Work in accordance with the F&L Permit to Work Standard. (D)
5. A hazard analysis shall be performed in accordance with the F&L Hazard Analysis Standard when planning work involving the Isolation of Hazardous Energy: (E)
 - a. To identify significant, potential hazards.
 - b. To identify the need for special processes such as gas testing, bonding and grounding requirements.
 - c. To identify if work will require permits / work forms (e.g., Permit to Work, Isolation of Hazardous Energy, Hot Work, Confined Space or Excavations) or certificates.
 - d. To assess the need for or evaluation of Simultaneous Operations (SimOps).
 - e. To identify and evaluate precautions to ensure that work may be conducted safely.
6. A Job Safety Analysis (JSA) or equivalent shall be conducted at the work site in accordance with the OE Corporate Required Hazard Analysis Standard prior to work involving the Isolation of Hazardous Energy unless exempted by 3b&c above. (F)
7. All work on an isolated system must stop and the Permit suspended in the following circumstances:
 - i. An Isolation Point is found to be missing
 - ii. An Isolation Point fails
 - iii. Group/Craft lock is missing from lockbox (when required)
 - iv. Lockbox or calipers / hasps are not secured properly
8. Locks and tags used to isolate hazardous energy shall conform to criteria specified in a written Isolation of Hazardous Energy Standard, including but not limited to: (H)
 - a. Unique for the purpose of isolating hazardous energy.
 - b. Meet applicable regulatory requirements and industry standards or engineering best practices.
 - c. Standardized within the facility.
 - d. Understood by all affected personnel.
 - e. Indicate the identity of the person who applied the device.
9. Lockout devices shall ensure that the isolations are in a safe or off position that prevents energizing of machine or equipment during work. (I)
10. Procedures to verify and document the effectiveness of locks, tags and other devices used to control energy shall address, but not be limited to: (J)

- a. Durability.
- b. Legibility.
- c. Substantial.
- d. Means of attachment.
- e. Confirmation of integrity throughout the application period.

Lock Specifications

- *Energy-controlling locks and tags shall meet the following requirements:*
 - *Each individual will have a personal lock/tag used for energy control*
 - *Locks used for hazardous energy isolation should be standardized at each facility and should be used only for hazardous energy isolation*
 - *Personal locks and keys must be under one person's control at any given time. This is accomplished by keying each lock differently so that only the employee placing the lock can remove it.*
 - *Locks must withstand their environment for the maximum period of time that exposure is expected*
 - *Locks must be strong enough to prevent removal without using excessive force or unusual techniques*
11. The use of personal locks, tags and other energy isolation devices shall be described, including but not limited to: (K)
- a. The use by only one authorized, documented individual. A lock hasp (sometimes called a multi-lock device) should be used when multiple locks are necessary. Where a lock hasp is used, it is important that the last hole is not used to add a lock. This provides room for an additional lock hasp to be inserted so more locks can be added later, if required (for example, a 6-hole hasp is only good for five locks plus an additional hasp, not six locks).
 - b. Procedures to ensure that each individual protected by the isolation device shall have control of isolation and be notified of status changes. (see above lock specifications)
 - c. The order that locks, tags and other energy isolating device are applied and removed and by whom. Locks shall be fitted in the following order (as appropriate to the type of work being performed):
 - Facility operating personnel shall ensure that their locks and tags are first installed and the last removed.
 - After ensuring that the facility operating personnel have installed their locks and tags, the electrical personnel/company (employee or contractor) shall install their own locks and tags, if needed.
 - Maintenance personnel/company (employee or contractor) involved in non-electrical work shall ensure that their locks and tags are installed last, after ensuring that the facility operating and electrical personnel (as appropriate) have fitted their locks and tags.
 - d. Procedures for the removal of personal locks or tags by someone other than the individual who applied the device.

- *Once installed, the locks and tags must only be removed by the persons who installed them or the new documented key holder (in the case of some Operations personnel depending on the facility's written process).*
 - *In exceptional circumstances, someone else may be required to remove a lock, but this may only be authorized by the person in charge and must follow the specific guidelines developed at the site.*
12. Identified isolation points shall be locked, tagged and recorded in an Equipment Isolation Checklist or Isolation of Hazardous Energy Permit (Certificate) prior to beginning work. (L)
- a. Isolation points include all of the following:
 - i. Electrical
 - ii. Block valves
 - iii. Blinds
 - iv. Mechanical Blocks
 - b. Blinds documented on a separate Blind List do not have to be included on the Equipment Isolation Checklist.
 - c. The Equipment Owner is responsible for isolating the hazardous energy and recording it in an Equipment Isolation Checklist.
 - i. For retail service stations, the Equipment Owners shall be defined by the OpCo. At Retail / C&I sites, the Equipment Owner is defined as the contract vendor (either principle contractor or TSM Contractor).
 - d. In cases where the work responsibility is transferred from one group to another, the Group Lockout requirements in Section 17 below must be followed.
13. Isolation points that cannot be locked shall be tagged and recorded in an Equipment Isolation Checklist or Isolation of Hazardous Energy Permit (Certificate) prior to beginning work. (M)
- a. For isolation points where it is not physically possible to fit a lock, consideration shall be given to moving further back in the system to identify a point where the system can be locked out. For example, if a pipeline leading to a filter cannot be locked out at the filter, competent personnel shall consider if it is possible to apply a lock to a valve further down the pipeline, or, if a circuit breaker cannot be locked out, if the circuit breaker can be switched off and the entire electrical distribution board panel door locked out.
 - b. Where it is determined that it is not possible to apply a lock, it may be acceptable to fit only a tag, provided that additional measures are taken to ensure that the tagged item is not inadvertently operated. The amount of additional measures that are required shall be determined by a hazard assessment and an assessment of the degree of harm that may occur if the equipment is operated. At a minimum, all personnel working in the area of the tagged equipment must be briefed on the reason why the item is tagged out and the implications of operating the equipment and who they should contact if they need to operate the equipment.
14. An Isolation Diagram shall be required under the following conditions: (N)
- a. When equipment specific isolation procedures do not exist.

- b. When equipment specific isolation procedures are not understood by work teams affected by the isolation.
- c. When confined space or hot work activities are performed on process piping and process equipment that require isolation.
- d. When additional conditions exist as determined by the OpCo.

15. An Isolation Diagram shall be current and verified prior to use. (O)

16. Group isolation requirements are as follows: (P)

- a. Lock boxes or multi-lock hasps may be used for Group Lockout.
- b. The key to the primary isolation locks must be secured in the lockbox or on the hasp.
- c. An Authorized Person (AP) must be identified each shift for each craft involved in the work (this role cannot be filled by a Permit Issuer).
 - i. The AP must place a Group Lock/Craft Lock or comparable mechanism on the isolated system for the duration of the craft's activities.
- d. A documented process must be established to transition the role of the AP from shift to shift (e.g., signing as the Permit Holder onto the shift permit).
- e. Each individual working on an isolated system must utilize a personal lock that is placed when work commences.
- f. When the work on the equipment is complete from the specific craft's perspective, the AP may remove the Group Lock / Craft Lock or comparable mechanism from the isolation. (e.g., machinist's work is complete or the electrician has returned electrical supply to the equipment).

17. Alternative Group Lock Process

- a. In lieu of a physical lock for each person working on an isolated system, an alternative process may be developed provided that the following requirements are met (excluding confined spaces covered by 17b):
 - i. An Authorized Person (AP) must be assigned for each craft working on the alternative process.
 - ii. The AP must place a lock on the lockbox(s) for the system(s) being worked by his/her crew.
 - iii. A Master Tag or similar sign in / sign out process will be maintained by the AP for each crew member working on an isolated system.
 - a) Crew members will sign on when work commences.
 - b) Crew members will sign off when work is completed for the shift.
 - iv. The AP must not remove the primary lock until all crew members have signed off of the Master Tag or equivalent.
- b. For confined space entry that has been positively isolated, the confined space entry log / Equipment Isolation Checklist is an acceptable Master Tag process since these individuals are not dependent on boundary isolation for protection. A primary lock and AP are still required for these individuals.

- c. Any individual working under these alternative processes may install their personal lock(s) onto the applicable lockbox(s) if they so desire.

18. The requirements for positive isolation shall be described, including but not limited to: (Q)

- a. The equipment, machinery or process for which positive isolation is required (e.g., vessel entry and Hot Work).
- b. The positive energy isolation mechanisms and protocols for equipment, machinery or process.
- c. Positive Isolation is required for:
 - i. All confined space entry
 - ii. Hot work on process piping or equipment (with the exception of hot taps, line stopping techniques and steam/air/water systems less than 150 psig)
 - iii. Work on systems:
 - a) Containing flammable materials
 - b) Containing materials above their auto-ignition temperature
 - c) Containing toxic materials
 - d) With greater than 150 psig
 - e) With greater than 150 degrees F (65.6 degrees Celsius)
 - f) Isolated for more than 6 months.
- d. Short duration tasks (with the exception of confined space entry or hot work) may have lower isolation standards (e.g., valved isolation) providing that a Planning Phase Hazard Analysis is conducted and appropriate safeguards are in place to prevent exposure.

Note: The intent of this requirement is to reduce potential exposure to personnel, not to save time.

- Isolating (blind or air gap) the process equipment whenever possible at the first flange nearest the equipment to be opened. Valves will be locked and tagged, and blinds must be listed on an equipment isolation checklist.
- Opening piping and equipment for the categories in 18c or the purposes of installing positive isolation should have verified valve isolation prior to approval of work.
- Opening these systems with unverified valve isolation requires a Planning Phase Hazard Analysis to determine the appropriate safeguards to prevent exposure.
- For confined space entry that has been positively isolated, the confined space entry log is an acceptable Master Tag process since these individuals are not dependent on boundary isolation for protection. A primary lock and authorized person are still required for these individuals.
- Note: Pipe-stoppers, or other temporary pipeline “blocks” shall not be used where positive physical isolation is required. These blocks may be used for short duration isolation tasks if the JLA determines that positive physical isolation is not required due to the nature of the tasks being performed. Where the use of pipe-stoppers is permitted, they must be used in full accordance with the manufacturer’s recommendations.

19. Protocols for multiple group isolations on property and isolations at property lines and off property shall be described, including but not limited to: (R)
- a. The clear identification of isolation owner and group accountable.
 - b. Specific protocols for maintaining control.
20. All electrical work isolations shall be carried out in accordance to the F&L Electrical Standard and local regulatory requirements. (S).
21. Isolations of hazardous energy that involve changes to operational procedures/methods or operational equipment change shall comply with reporting unit/business unit/facility Management of Change (MOC) requirements. (T).
- a. Extended Isolations
Extended isolations include any isolations which are to remain on the plant/facility after work is complete. A clear record should be kept and such isolation should be the subject of formal risk assessment and change control.

Extended isolations also extends where programmed works or reactive maintenance/repairs could result in systems, equipment or processes being out of service for an extended period of more than 30 days.

The relevant Facility / hub Manager or Operations Supervisor will need to be notified and acknowledge via initial on the isolation document i.e. Equipment Isolation Checklist and/or the Blind List for extended isolations.

Extended isolations (e.g. parts of plant/facility which have been mothballed) should be marked on the facility's P&IDs. These should be positively isolated. Appropriate controls include:
 - a) a documented register/log/record which identifies all such isolations and the reasons for isolation;
 - b) a system to periodically check the status and integrity of each isolation; and
 - c) periodic review of the status of each item to decide if the isolation is still appropriate, whether the equipment should be permanently removed etc.
Facility should also consider the need for additional measures such as nitrogen purging.
22. Procedures to inspect and verify that isolation and de-energization of equipment, machinery or processes are adequate to work safely shall be described. (W)
- a. Prior to approving a Permit to Work on an isolated system, the Permit Holder / Requestor and the Permit Issuer must confirm that the system has been appropriately isolated as described on the Equipment Isolation Checklist.
 - b. A zero energy state should be demonstrated as part of the verification.
 - i. If a zero energy state cannot be demonstrated, refer to 19 to determine when a PPHA is required.
 - ii. Refer to the Electrical Safe Work Standard section 20 for verification pertaining to electrical systems.
23. Procedures to re-validate isolations that extend beyond one shift shall be described. (U)

- a. In circumstances where a continuous “group / craft lock” is used and has not been removed, a repeat physical verification of the isolated system is not required.
 - b. In circumstances where isolation has not been continuous with a “group / craft lock” (e.g., changes were made to the isolation), the Permit Holder must re-verify that the system is isolated as described on the Equipment Isolation Checklist and a zero energy state has been achieved prior to resuming work.
 - c. Any individual working on an isolated system has the right to verify the isolation points for that system.
24. A communication mechanism shall be in place for affected personnel and other impacted work crews on the status of equipment out of service and safety and/or operational precautions. (V)
25. A process must be in place to effectively manage circumstances where lockout/tagout devices must be removed to temporarily re-energize the isolated equipment. The process must ensure that:
- a. All affected parties are notified of the change in isolation state.
 - b. Changed isolation points are tracked to ensure they are returned to the isolated state after completion of the required work/tests.
 - c. The Hazard Analysis must consider potential exposures to hazardous energy associated with this activity.
 - d. Tools and equipment are removed from any areas that may involve moving parts.
 - e. All affected parties are notified when the equipment has been re-isolated.
26. Procedures to inspect and verify that equipment is operationally intact and ready to be put back into service shall be described. (X)
- a. Prior to returning equipment to service, an inspection shall be carried out that includes, but is not limited to the following isolation specific checks:
 - Equipment guards and covers have been re-installed.
 - Fastenings (such as flange bolts) have been reinstated and proper torque has been applied.
 - Seals, connections, or flanges of equipment do not leak.
 - Work tools have been removed from the work area.
 - Isolation blanks or blinds have been removed
 - Operational valves have been correctly set (either open or closed, as appropriate).
 - b. When the work has been completed per the job scope, the Permit Holder returns the permit and related documents to the responsible Permit Issuer. The Permit Issuer will review the job site to ensure the following conditions have been met:
 - The job site has been left in a safe, clean and orderly condition.
 - The work performed meets the scope and specifications.
 - If the above conditions have been met, the permit approver or designee must sign and date the General Work Permit to signify completion.
 - c. Communication must be made to inform affected personnel and other impacted work crews that equipment is ready to be put back in service.

- d. Reenergizing equipment must be done with caution. It may be necessary to have Maintenance personnel on hand to witness the start up of equipment to ensure that there are no problems.
27. A communication mechanism shall be in place to inform affected personnel and other impacted work crews that equipment is ready to put back in service. (Y)
 28. The Isolation of Hazardous Energy Permitting process shall indicate roles, responsibilities, and protocols as described in the DS&C Permit to Work Standard.(G)
 29. The reporting unit/business unit/facility shall maintain documentation of employees and contractors authorized in the isolation of hazardous energy process. The documentation shall identify personnel who are authorized to: (Z)
 - a. Isolate energy.
 - b. Place/remove locks/tags and other energy isolating devices.
 - c. Re-start equipment.
 - d. Inspect, verify and release isolations.
 - e. Inspect, verify and release a return to service.
 30. Personnel assigned responsibilities in the Isolation of Hazardous Energy shall be trained and competent. (AA)
 31. Training requirements and competency assessment for personnel affected by and authorized in the Isolation of Hazardous Energy shall be documented. (BB)
 32. The Isolation of Hazardous Energy standard shall define the policy for record retention that meets regulatory, corporate, and operating company requirements (or at least 6 months, whichever is more). (CC).
 33. Isolations at and off Property lines
 - a) The following protocols for multiple group isolations on property and isolations at property lines and off property shall be followed, including but not limited to:
 - i. The scope of the job shall be clearly understood by all parties.
 - ii. Facilities shall maintain control and take responsibility to ensure the following:-
 - Identification of equipment owner,
 - Identification of Isolation points,
 - Initiating the MOC, if required,
 - Authorizing the job, ie, completing the required work permits / forms, and
 - Removal of isolation points at the end of the job.
 - b) Working on Equipment where we have Operational Control:
 - i. Isolation points identified by Chevron personnel by “walking the line”,
 - ii. Locks and Tags installed by Operations personnel,
 - iii. Locks and Tags installed by Contractor doing the work,
 - iv. On completion of work, Operations locks are removed last after checking that the work has been completed and the work area is made safe.

- c) Working on Equipment where we have NO Operational Control, ie, working on 3rd Party equipment within Chevron property lines, that needs to be worked on by the 3rd Party (including their contractors).
- i. Set up discussion between Chevron, 3rd Party (owner of equipment) and Contractor to ensure Isolation points are correct and that risks are eliminated or mitigated.
 - ii. Agree on points that need to be isolated (refer to drawings, P&IDs if necessary),
 - iii. Both parties to “Walk the line” to identify isolation points,
 - iv. All parties to agree that the equipment will be taken out of service for a specified period.
 - v. Chevron Permitting system and forms to be applied, only to ensure correct isolations are conducted and housekeeping is maintained.
 - vi. 3rd Party to apply their Locks and Tags,
 - vii. Chevron Operations to apply Locks and Tags,
 - viii. 3rd Party Contractor doing the job to apply Locks and Tags.
 - ix. On completion of work, all parties to visit the job site, to check that the work has been completed and the work area is made safe.
 - x. Chevron Operations locks are to be removed last.
- d) When required, the MOC Process shall be followed for such Isolation activities, involving the Terminal, Engineering, contractor doing the job, and the owner of the equipment (3rd Party).

34. Shift Change Handover

- a) The electrical/maintenance/contractor personnel shall ensure that the incoming responsible person from their group is informed of the work in progress and if there is a need for new locks and tags, otherwise handover of isolation log should be briefed to the oncoming shift. If new lock(s) is required, the incoming person must fit their new locks and tags before the existing ones are removed.
- b) The facility operating personnel shall ensure that the incoming responsible operating person is informed of the work in progress, the location of each isolation point and the need for new locks and tags (if required).
- c) If work is not completed prior to the end of the shift or rotation, it is acceptable for operating personnel to hand the key for the operations lock to the incoming shift operating person as the means of handing over control instead of replacing the outgoing shift's locks with those of the incoming shift, provided the incoming shift is aware of each isolation point, and re-validates each isolation point. The transfer of keys and the job status must be communicated via written documentation to the next person responsible.
- d) A suitable means of communicating that the equipment is out of service, such as a handover process or an “outstanding work” notice board, shall be in place to advise that the equipment is out of service and to detail any safety or operational precautions that need to be undertaken.

35. Minimum Tag Requirements

- a) The following minimum requirements apply to tags. All tags used at Chevron facilities must meet these requirements as a minimum:

Tags must:

- i. Be standardized by size, shape or color across the facility.
- ii. Be distinguishable from tags used for other purposes other than lockout or tagout.
- iii. Be in a language understandable by all employees.
- iv. Identify the individual who applied the tag.
- v. Withstand the usage environment to which they are exposed for the maximum period of time that exposure is intended. Tag must not deteriorate nor the message become illegible when exposed to weather, wet or damp conditions, chemical or corrosive environments.
- vi. Employ a means of attachment that is substantial enough to prevent accidental removal. The means of attachment must be of a non-reusable type, attachable by hand, self-locking, and have a minimum unlocking strength of not less than 50lbs for a nylon cable tie.
- vii. Warn against hazardous conditions if the machine or equipment is energized.

Sample Tags

Following are examples of Tag layouts that meet the content requirements.



GO 1493



Brady™ Tag

3.0 Roles and responsibilities

Table 1: Roles, Responsibilities & Competencies

Role	Responsibilities	Minimum Performance-Based Skills Required
<p>Work Crew Members (i.e. Field personnel)</p>	<ul style="list-style-type: none"> • Understands the planned work and emergency notification procedures • Follow all required procedures • Adheres to all permits and hazard analysis conditions • Understands responsibilities to place personal locks onto isolated systems or equivalent Process. 	<ul style="list-style-type: none"> • F&L MSW Process and relevant Standard elements pertaining to their work • F&L Isolation of Hazardous Energy Std.

Role	Responsibilities	Minimum Performance-Based Skills Required
<p>Isolation of Hazardous Energy</p> <p>Authorized Person (AP)</p>	<ul style="list-style-type: none"> • Understands when to stop work • Knowledgeable about potential sources of hazardous energy • Understands the planned work and emergency notification procedures • Confirms that system is isolated as described on Equipment Isolation Checklist. • Witness the verification of zero energy for an isolated system. • Places group / craft locks on isolated systems to assure the system remains isolated for the duration of the planned work. • Removes group / craft lock only when all crew personal locks (or equivalent alternative) have been removed and the planned work is complete. • Understands when to stop work 	<ul style="list-style-type: none"> • F&L Electrical Safe Work Std. • F&L Isolation of Hazardous Energy Std. • F&L Permit to Work/Hazard Analysis Std. <p>Specific training to perform specific electrical tasks relevant to work scope.</p>
<p>Isolation of Hazardous Energy</p> <p>Equipment Owner</p>	<ul style="list-style-type: none"> • Operates a specific type or set of Process equipment or machinery. • Routine servicing and care of said equipment. • May have responsibility for maintaining and repairing said equipment. • Assures equipment is properly prepared and isolated prior to transferring responsibility to another group via permit to work. 	<ul style="list-style-type: none"> • F&L Isolation of Hazardous Energy Standard • F&L Electrical Safe Work Standard (relevant to their scope of work)

4.0 Training Requirements

Initial Training

Personnel must meet the competency requirements and be trained on the requirements of this standard, prior to starting work. Refer to the F&L Training Requirements Tool.

Refresher Training

Refresher training session shall be provided as follows:

- As required by local regulations or site policy.
- Whenever a person demonstrates insufficient knowledge of the F&L Isolation of Hazardous Energy Standard.
- When a serious incident related to Isolation of Hazardous Energy occurred and the root cause identified the need to be retrained.

- Trained on the requirements of this standard, at least every three years

5.0 Records

Records requirements

- Copies of all Permit to Work, Equipment Isolation Checklists, Equipment Isolation Diagram and other associated documentation (including records of inspection, hazard analysis, maintenance and competencies) shall be maintained in accordance with F&L Managing Safe Work Process.

Retention requirements

Records shall be retained for the periods as specified below:

- Copies of all Permit to Work, Equipment Isolation Checklists, JLAs, and any other documentation, related to the job, shall be retained by the facility for at least 1 year after the job has been completed.
- Training Records shall be maintained for 3 years or until re-training occurs.

6.0 Document Control Information

Documents Reference List

Title	Attachment
Template for Equipment Isolation Checklist	Equipment Isolation Checklist (EIC)
GUIDANCE Document – Isolation of Hazardous Energy	GUIDANCE Document – Isolation of Hazardous Energy

Document Control

Description	Corporate	DS&C	F&L Specific
Approval Date			July 2021
Next Process Document Review			July 2026
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Document Change History

Changes to this document are listed in the table below by change date.

Date (DD/MMM/YR)	Version Number	Description of Change
15 July 2021	1.0	New F&L Standard