

DLLOCx Series Lockout Tagout (LOTO) Device Instruction Manual

Purpose: To ensure safe isolation and lockout of MCBs/MCCBs to prevent accidental energisation during maintenance or servicing.

Components of the LOTO Device:

1. **Lockout Hasp (DLLOC2-3):** A metallic or non-conductive hasp that secures the device in place.
 2. **Lockout Tag:** A tag for labelling and identifying the locked-out circuit.
 3. **Padlock:** A secure steel or insulated lock with unique keys to prevent unauthorised access to the locked-out circuit.
 4. **Lockout Devices:** A variation of lockout devices designed with different methods of locking MCBs/MCCBs in the switched-off position.
-

Instructions for Use:

1. **Preparation:**
 - Ensure that all personnel involved are aware of the Lockout Tagout procedure and have proper training.
 - Identify the MCBs/MCCBs that require isolation for maintenance or servicing.
2. **Application:**
 - Switch off the power supply to the MCBs/MCCBs by flipping the corresponding switches to the "Off" position.
 - Verify that the circuit is de-energised using a suitable voltage indicator or 2-pole testing device.
 - Attach the lockout device to the MCB/MCCB switch or operating mechanism to prevent it from being switched on.

3. Securing the LOTO Device:

- Attach the appropriate lockout device by either inserting the pins-in/pins-out type, thumb screw type or screwdriver-adjusted type devices directly to the MCB/MCCB.
- If more than one person is working on the circuit, apply and close the hasp and ensure it is securely in place, preventing movement.
- Apply the padlock to the device or hasp to secure it in the locked position. Each authorised person should use their unique padlock and key.

4. Tagging and Labelling:

- Fill out the lockout tag with details such as the date, reason for lockout, and contact information.
- Attach the lockout tag to the padlock or the lockout hasp, ensuring it is clearly visible and easily readable.

5. Verification:

- Once the LOTO device is installed, verify that the MCBs/MCCBs cannot be operated by attempting to switch them on.
- Double-check the de-energisation using an approved testing device to ensure the circuit is safe to work on.

6. Work Completion:

- Complete the maintenance or servicing work on the isolated circuit.
- Remove the lockout devices only when the work is finished and it is safe to re-energise the circuit.

7. Re-energisation:

- Before re-energising the circuit, ensure that all tools and personnel are clear of the area.
- Remove the padlock and lockout devices.
- Gradually restore power to the MCBs/MCCBs and verify proper functionality.

Safety Precautions:

- Only authorised and trained personnel should perform lockout procedures.
 - Always verify de-energisation using appropriate testing equipment before working on the circuit.
 - Do not remove the lockout devices until the work is completed and the area is safe.
-

Note: This instruction manual is a general guideline. Follow your organisation's specific procedures and safety protocols when implementing Lockout Tagout practices.

Further guidance on Safe Isolation can be found below:

IET Guidance Note 3

BS7371

Electrical Safety First

support@dilog.co.uk