



Lockout/Tagout Module

Do More with Benchmate!

A lockout procedure is required when performing maintenance on equipment where accidental start up or release of stored energy could cause injury. Typically a lockout procedure must be followed when it is necessary to bypass, disable or remove guards or to reach into the "point of operation" where the machine does its work.

Benchmate LOTO (Lockout/Tagout) software helps you implement a lockout/tagout program by providing:

1. lockout/tagout procedures for each equipment in your facility,
2. a list of currently 'tagged' equipment and,
3. lockout/tagout history for each equipment.

LOTO procedures may be printed as needed or posted on the equipment itself.

The screenshot shows the 'BENCHMATE - LOCKOUT/TAGOUT PROCEDURE SCREEN - SORTED BY PROCEDURE ID' window. It features a menu bar (File, View, Screens, Reports, Special, Help) and a toolbar with icons for Hazards and Procedure. The main area is divided into sections: 'EQUIPMENT ID: BP-1084', 'DESCRIPTION: BAR PLASMA LOCK OUT PROCEDURE', 'NAME: BAR PLASMA', 'STATUS: CLOSED', 'BLDG:', 'DATE: 01/30/2004', 'LOCATION:', 'TIME: 5:17 PM', and 'BY: JOHN R SMITH'. Below this is a table titled '# SET UP TASKS' with three rows of tasks. A right-hand toolbar contains function keys: F2 Add, F3 Edit, F4 Delete, F5 Window, F6 Print, F7 Next, F8 Prev, F9 Find, and F12 Trans. At the bottom, there are tabs for 'HAZARDS', 'SET UP', 'RELEASE', and 'TRANSACT'NS'.

#	SET UP TASKS
1	EID 1084-2: Column M. Disconnect power. Apply Lock, Hasp & Tag
2	EID 1084-2: Column M, Plasma Cutter air. Close valve. Apply Lock, Hasp, Tag and Valve Lockout device
3	EID 1084-3: Column M, Steel/Aluminum Bins air. Close valve. Apply Lock, Hasp, Tag and Valve Lockout device

Procedure Screen

Procedure screen contents:

1. Description and location of all hazards for that equipment
2. Task list to setup and release lockout
3. Current LOTO Status— CLOSED or OPEN
4. Record on LOTO activity—who and when.

LOTO Procedures may be printed as needed or posted by each equipment.

Each LOTO Procedure contains:

1. Equipment ID & location
2. Description of hazards for that equipment
3. List of tasks to setup and release lockout condition.

Reports Available

1. List of Hazards
2. Procedure List
3. Open Lockouts
4. Lockout history

REQUIREMENTS

1. Current version of Benchmate CMMS,
2. Windows XP, 2000 or NT 4.0

LOCKOUT/TAGOUT PROCEDURE

EQUIPMENT ID: BP-1084 DESCRIPTION: BAR PLASMA LOCK OUT PROCEDURE
NAME: BAR PLASMA STATUS: CLOSED
BLDG: DATE: 01/30/2004
LOCATION: TIME: 5:17 PM
BY: JOHN R SMITH

HAZARDS

#	HAZARD	CONTROL METHOD
1	ELEC	Disconnect Lock, Hasp & Tag
2	PNEUMATIC	Valve Lock, Hasp, Tag & Valve Lockout device
3	PNEUMATIC	Valve Lock, Hasp, Tag & Valve Lockout device

SET UP TASKS

#	DESCRIPTION
1	EID 1084-2: Column M. Disconnect power. Apply Lock, Hasp & Tag
2	EID 1084-2: Column M, Plasma Cutter air. Close valve. Apply Lock, Hasp, Tag and Valve Lockout device
3	EID 1084-3: Column M, Steel/Aluminum Bins air. Close valve. Apply Lock, Hasp, Tag and Valve Lockout device

RELEASE TASKS

#	DESCRIPTION
1	EID 1084-3
2	EID 1084-2
3	EID 1084-1

Date _____ Labor _____ Comment _____ Initials _____

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