

Ethanolamines/Glycol Ethers Tier 3 Procedure

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Title :Control of Keys When Locks Are Used Under USA - 3
References :

1811 - Control of Keys When Locks Are Used Under USA - 3

1.0 PURPOSE:

1.1 To set a standard throughout the MSET for control of keys when using locks for lockout/tagout.

2.0 SCOPE

2.1 This procedure will limit access to keys, and set guidelines to put keys under the control of a designated person.

3.0 RELATED PROCEDURES

USA-3, Lockout/Tagout

LAD-3, Lockout/Tagout

4.0 DEFINITIONS

NA

5.0 PROCEDURE

5.1 When using locks for lockout/tagout this policy will be followed.

5.2 Each department will have a locked key box or a locked key drawer located in the control room which will be used solely for storage of keys which are in Operations control. The key to this box or drawer will be kept in a drawer marked, Limited Access--Authorized Personnel Only.

5.3 The Control Board Operator in each department will be responsible for all keys in Operations control. If operational duties prevent the board operator from handling key issues, the shift operator whose area the equipment is in may take this responsibility.

5.4 Keys for operations locks and group locks will be turned over to the board operator to be placed in the locked key box or key drawer.

The board operator will also be responsible for releasing keys. If operational duties prevent the board operator from handling key issues, the shift operator whose area the equipment is in may take this responsibility.

5.5 When an individual lock is placed on equipment, the key will be controlled as stated in LAD-3.

Document Control and History

Revision History

Revision Date	Reviewers Name	Description of Revision