

## Traka for Process Control Lockout procedures

The management of procedures for the maintenance and access to process pipelines needs to be rigorously policed to prevent potentially highly dangerous accidents.

Lockout procedures are frequently documented but usually hard to physically enforce. A slight infringement of such procedures could have lethal consequences.

Traka have now developed an automatic fully audited procedure using their electronic key cabinets and a special development of their Traka32 software.



The system *forces* the users to comply with the procedures. Once a section of pipeline or piece of equipment has been locked off, it cannot be unlocked until the procedures have been completed.

### How it works

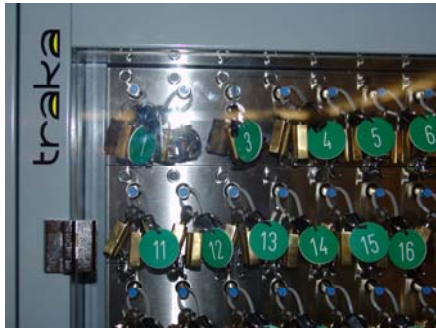


The unique key-retention locks (key cannot be removed unless the lock is closed) are permanently attached to the special Traka iFobs and kept in the Traka electronic key cabinets.

The lockout process is divided into two sections: Mechanical Lockouts and Electrical Lockouts. The same lock is used for both types of lockouts; if it is a Mechanical Lockout the valve is locked a closed position; if it is an Electrical Lockout the isolator is locked in the OFF position.

When a piece of equipment is to be maintained, the Production Group Leader must withdraw the required amount of locks, which are then used to lock off the equipment. Only suitably qualified staff have the necessary permissions to withdraw the locks and every lock withdrawn is automatically audited. Access to the cabinets is by individual existing access cards with optional secondary PIN access so producing an automatic audit trail. The lock is then handed to the Senior Process Controller who actually locks off the equipment.





Upon returning the key to its correct position in the Traka key cabinet, the Production Group Leader will be prompted to confirm that the equipment is locked out. Once the lockout is confirmed the key will be locked in place and will not release until the correct procedures are followed. The Production Group Leader will use the Traka32 software to create a works permit number. This will detail the required work and may be complementary to any existing system.

Part of this procedure will be to allocate the relevant Maintenance team members of staff such as mechanical, electrical or instruments departmental operatives.

Each allocated member of staff must then use their ID card to accept responsibility for the required task. This acceptance is made at the computer using a locally installed card reader.

As each area of work is completed, so each Maintenance team member must then use the software to look up the required works order and following the on screen menus, swipe again to confirm that the work has been completed.

Only after every Maintenance team member has signed off the work, by swiping their card will the lockout key be released from the cabinet. This may be further restricted to the original Production Group Leader who created the Works Permit.

The equipment is unlocked and the lock is returned to the cabinet ready for use on the next lockout.

An additional benefit of the Traka32 lockout software is the built in feature that allows the Production Group Leaders to transfer personnel signed onto a permit. Repair work might not be completed in one shift, the person going off shift therefore needs to transfer his responsibility to the person coming on shift. This is easily done by a few swipes of their ID cards.

The Traka32 lockout software also provides the Production Group Leader with the ability to specify a work permit expiry date. Certain work is more critical than others and needs to be completed within a certain time frame. When creating the work permit, the Production Group Leader can specify the expiry date of the permit; this in turn can then be configured to send an automated e-mail to specified recipients as soon as the expiry date is reached. This helps ensure that critical repair work is completed on time.



## Traka systems



Traka systems are managed using the Traka32 support software. This remarkably easy to use, multi lingual software is available with Access or SQL Server databases for local or wide area applications and includes import routines to allow interfaces to third party applications.

Traka provide worldwide solutions, used by commercial, government and military organisations for managing keys and their associated assets. Their products are used for managing every type of key, auditing access to electronic lockers and for managing and controlling fork lift trucks and other types of mechanical handling equipment.