

Lockout-tagout procedure:

If I need to de-energize the car to work on it,

1. Find Kevin, the RSO
2. RSO signs me out a numbered key and lock
3. I place master switch key in lockbox
4. Lock the box with my numbered lock

After I have finished my work,

1. Open my numbered lock from the lockbox
2. Sign the lock and key back in with RSO, Kevin
3. Other locks on the box indicate other people are working on car
4. Other people, as verified by RSO, on the sign-out sheet, indicate other people working on car

RSO - Kevin Kong (Point to him when you get asked the question. REMEMBER THIS)

Backup RSO - Waseh Ahmad