

# Lockout procedure

01 - SAGUENAY

**VR-001**  
SIMULATOR ACTUATOR

WORK IN DANGEROUS AREA - ACTUATOR IN HIGH POSITION

**Location:** LEFT SIDE OF THE SIMULATORApproved by **Etienne Morin****Approved - 2024-03-19**

Reason for work:

Work order #:

Box #:

Series #:

Seal #:

	Date, hour	Name	Employee # / Signature
Locked by:			
Wittness :			
Unlocked by:			

**Required lockout devices**

3 Padlocks





1 Pin



1 Valve cover 2½"

**Shutdown**

N°	Device	Location	Energy	Position	Material	Done	Verif
1	NOTIFY assigned employees that the equipment/machine will be locked.						
2	 MAN-001 Actuator VR-001 control joystick	Left side of the simulator	Com-pressed air				
	DIRECT the joystick upwards to position the cylinder in the HIGH position.						
3	 PIN-001 Actuator VR-001 lock pin	Left side of the simulator	Gravity	INSTALLED			
	INSERT the pin into the cylinder when it is in the UP position before stopping the CO-001 compressor.						

Printed by: Etienne Morin  
Printed on: 2024-03-19

1 / 5

# Lockout procedure

01 - SAGUENAY

**VR-001**  
SIMULATOR ACTUATOR


WORK IN DANGEROUS AREA - ACTUATOR IN HIGH POSITION

**Location:** LEFT SIDE OF THE SIMULATOR









Approved by **Etienne Morin**

**Approved - 2024-03-19**

## Shutdown

N°	Device	Location	Energy	Position	Material	Done	Verif
4	 SW-001 Compressor CO-001 control switch	Left side of the simulator	12 Volts DC	OFF			
MAKE SURE the light on the switch is off.							

## Isolation

N°	Device	Location	Energy	Position	Material	Done	Verif
5	 PIN-001 Actuator VR-001 lock pin	Left side of the simulator	Gravity		 1 Padlock  1 Pin		
LOCK the pin into the actuator.							
6	 ED-001 Compressor CO-001 disconnect switch	Left side of the simulator	12 Volts DC	OFF	 1 Padlock		
7	 SW-001 Compressor CO-001 control switch	Left side of the simulator	12 Volts DC	ON and OFF			
PERFORM a start-up test using the control switch. NO movement should be detected.							
8	 MV-002 Tank TK-001 supply valve	Right side of the simulator	Compressed air	OPEN			
CHECK valve position.							
9	 MV-003 Tank TK-001 bypass valve	Right side of the simulator	Compressed air	OPEN			
CHECK valve position.							

Printed by: Etienne Morin  
Printed on: 2024-03-19

2 / 5

# Lockout procedure

01 - SAGUENAY

**VR-001**  
SIMULATOR ACTUATOR






WORK IN DANGEROUS AREA - ACTUATOR IN HIGH POSITION

**Location:** LEFT SIDE OF THE SIMULATOR




Approved by **Etienne Morin**

**Approved - 2024-03-19**

## Isolation

N°	Device	Location	Energy	Position	Material	Done	Verif
10	 MV-004 Air system drain valve	Right side of the simulator	Com-pressed air	OPEN	 1 Padlock  1 Valve cover 2½"		
	CHECK valve position.						
11	 PG-001 Air system pressure indicator	Right side of the simulator	Com-pressed air				
	MAKE SURE the pressure gauge reads ZERO (0 psi)						
12	 MAN-001 Actuator VR-001 control joystick	Left side of the simulator	Com-pressed air				
	DIRECT the joystick DOWN and then UP to ensure that there is NO POSSIBLE MOVEMENT.						

## Return to service

N°	Device	Location	Energy	Position	Material	Done
13	CHECK the equipment and work area to ensure that only authorized personnel remain on site and that all personnel have left the hazardous area, that tools and non-essential items have been removed, and that safety devices are in place.					
14	 MV-004 Air system drain valve	Right side of the simulator	Com-pressed air	CLOSED		
	CHECK valve position.					
15	 MV-003 Tank TK-001 bypass valve	Right side of the simulator	Com-pressed air	CLOSED		
	CHECK valve position.					
16	 MV-002 Tank TK-001 supply valve	Right side of the simulator	Com-pressed air	OPEN		
	CHECK valve position.					

Printed by: Etienne Morin  
Printed on: 2024-03-19

3 / 5

# Lockout procedure

01 - SAGUENAY

**VR-001**  
SIMULATOR ACTUATOR






WORK IN DANGEROUS AREA - ACTUATOR IN HIGH POSITION

**Location:** LEFT SIDE OF THE SIMULATOR

Approved by **Etienne Morin**

**Approved - 2024-03-19**

## Return to service

N°	Device	Location	Energy	Position	Material	Done
17	 MV-001 Tank TK-001 outlet valve	Right side of the simulator	Compressed air	OPEN		
	CHECK valve position.					
18	 ED-001 Compressor CO-001 disconnect switch	Left side of the simulator	12 Volts DC	ON		
19	 MAN-001 Actuator VR-001 control joystick	Left side of the simulator	Compressed air			
	DIRECT the joystick upwards to position the cylinder in the HIGH position.					
20	 SW-001 Compressor CO-001 control switch	Left side of the simulator	12 Volts DC	ON		
21	 PIN-001 Actuator VR-001 lock pin	Left side of the simulator	Gravity	REMOVED		
22	NOTIFY all personnel who may be affected by restarting the equipment that the lockout mechanisms have been removed and that the equipment is ready for use.					

# Lockout procedure

01 - SAGUENAY

**VR-001**  
SIMULATOR ACTUATOR

WORK IN DANGEROUS AREA - ACTUATOR IN HIGH POSITION

**Location:** LEFT SIDE OF THE SIMULATOR

Approved by **Etienne Morin**

**Approved - 2024-03-19**

Deficiencies on this procedure? \* Yes ☐ No ☐

Minor deficiency (must be reported to the supervisor):

- ☐ Spelling mistake (encircle fault)
- ☐ Instructions order to review (indicate the numbers in correct order)
- ☐ Wrong information for instruction (encircle and give details)
- ☐ Wrong information in the header of the page (encircle and give details)
- ☐ Missing identification (encircle the device)

Major deficiency (must be approved by the supervisor before the work):

- ☐ Faulty isolation device (encircle the number and give details)
- ☐ The padlock and/or mechanism can be accidentally removed (encircle and give details)
- ☐ Missing instruction (indicate where to insert the instruction and give details)
- ☐ Wrong device number (encircle and give details)
- ☐ Other: \_\_\_\_\_

Details: \_\_\_\_\_  
\_\_\_\_\_

Authorized main  
person:

\_\_\_\_\_  
Date, hour

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employee # / Signature

ALL MAJOR DEFICIENCY MUST BE APPROVED BY THE SUPERVISOR BEFORE STARTING THE WORK

Supervisor:

\_\_\_\_\_  
Date, hour

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employee # / Signature

Printed by: Etienne Morin  
Printed on: 2024-03-19

5 / 5