Occupational health and safety

Lockout / Unlock (LOTO)

One day so that every worker knows how to make a machine or installation safe before working on it: identify all energy sources, isolate them, fit padlocks and tags, dissipate residual energy, verify that no energy remains, then return to service without risk. The workshop takes place on a piece of equipment from your site and ends with its lockout sheet.

Duration : 1 day

Objectives

1. Identify all the energy sources of a piece of equipment: electrical, pneumatic, hydraulic, mechanical, thermal, chemical, gravitational
2. Apply the lockout steps: preparation, shutdown, isolation, locking off, dissipation, verification
3. Use personal padlocks, tags and a group lockout box
4. Carry out safe unlocking and return to service, including at a shift change
5. Write or improve the lockout sheet of a piece of equipment

Programme

Day 1 — morning

• Typical accidents during machine maintenance, cleaning, unjamming or adjustment

• Hazardous energy and residual energy: pressure, springs, suspended loads, inertia, heat

• Lockout steps and the role of each person involved

• Equipment: isolating devices, personal padlocks, hasps, tags, lockout boxes

Day 1 — afternoon (workshop)

• Group lockout, work by several trades, shift handover

• Workshop: complete lockout of a piece of equipment from your site by each participant

• Writing the lockout sheet of the equipment studied

• Unlocking, tests, return to service; operations that do not allow a complete lockout; knowledge test

Teaching methods

• Practical exercise on a piece of equipment from your site, made available while shut down

• Demonstration of lockout equipment and comparison with the equipment on your site

• Case studies of accidents caused by unexpected start-up

• Review of your existing lockout procedures and sheets

• Practical observation of each participant and knowledge test

Assessment and documents

Observation of each participant during the practical lockout and a knowledge test, plus a day+1 learner feedback survey. Numbered certificate, verifiable online; training report and the lockout sheet drafted in the workshop given to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

For electrical lockout within the meaning of standard NF C 18-510 (BC symbol), see “Electrical Authorisation NF C 18-510 (A1:2020)”. The course “Machinery Safety (ISO 12100:2010)” covers the design of guarding.

Practical information

Duration	1 day
Audience	Maintenance technicians, machine setters, line operators, team leaders, HSE managers
Prerequisites	No prerequisites; knowing the equipment of one’s area.
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

What is the difference with BC electrical authorisation?

LOTO lockout covers all the energy sources of a piece of equipment: electrical, but also pneumatic, hydraulic, mechanical or thermal. It does not replace electrical authorisation: the lockout of an electrical installation remains reserved for people authorised for it by the employer.

Do we need to shut down a machine during the course?

Yes, for the practical workshop, for about half a day. We choose with your maintenance department a representative piece of equipment and a slot compatible with production, for example during a planned shutdown.

Are production operators concerned?

Yes, as soon as they enter a danger zone to unjam, clean or adjust. They are often the ones exposed to an unexpected restart; training them together with maintenance aligns practices.

Can this course be funded?

It can appear in your training plan submitted under OFPPT special training contracts, or be the subject of a GIAC file depending on your sector. We prepare the file with you; eligibility depends on the rules in force.