LOCKOUT/TAGOUT PROCEDURE FOR AIRHANDLERS WITH VFD CONTROL

Energy Sources:
Electrical: 120-180 volts
Thermal: >120° F
Mechanical: Fan rotation

Step 3c

Step 4

Step 5

Step 6

LOTO Sequence

1. Identify all energy sources.
2. Notify other employees working in the vicinity of the LOTO activity.
3. Turn off the control circuit power to the VFD by either:
   a. Local computer;
   b. Calling EMCS to remotely turn off; or
   c. Manually turn off by pressing “Off/Stop” on VFD.
4. Turn the power disconnect to the “Off” position and perform LOTO.
5. Press the “Hand/Start” button on the VFD to verify isolation.
6. Shut off the hot water valves and drain residual water, if required. Then, perform LOTO on the valves.
7. Use a block to restrain the fan blades.
8. Equipment is locked out. Perform the work.
9. To restart equipment, clear work area of personnel and tools.
10. Verify control circuit is “Off” and remove locks and tags.
11. Switch power disconnect to “On”.
12. Notify affected employees, then activate control circuit.

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