

GUIDANCE ON USING COURSE 1737, AREA-SPECIFIC LOCKOUT/TAGOUT PROCEDURES

PURPOSE OF COURSE 1737:

Course 1737 is intended for use by supervisors to instruct their authorized employees in the lockout/tagout procedures **for the specific machines in their areas**.

DESCRIPTION OF AUTHORIZED EMPLOYEES:

Authorized employees are those whose duties AT ANY TIME include constructing, installing, setting up, calibrating, troubleshooting, inspecting, cleaning, lubricating, changing tooling, adjusting, repairing, or modifying machines which require lockout/tagout procedures, or supervising such activities.

TRAINING OF AUTHORIZED EMPLOYEES:

In accordance with Hill Instruction 91-302, the supervisor is responsible for providing training to lockout/tagout authorized employees to ensure that they understand the purpose and function of the energy control program and have the knowledge and skills required for safe application, usage, and removal of energy control devices.

By regulation, authorized employees must receive initial training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control to include the essential use of tags. **This is accomplished by scheduling the employee for 0067, Lockout/Tagout for Authorized Employees.**

In addition, authorized employees must receive refresher training least annually or whenever there is a change in their job assignments, a change in machines or processes that present a new hazard, or when there is a change in the lockout/tagout procedures. AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC) Program* requires that the recurring training be *formal* training on lockout/tagout procedures. **Course 1737, Area Specific Lockout/Tagout Procedures is designed to meet that requirement.**

WHAT MUST BE COVERED WHEN TEACHING COURSE 1737:

Course 1737 is an area-specific course that **MUST** include:

- Review of recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control to include the essential use of tags.
- Review of specific lockout/tagout policies and procedures for each machine in the employees' areas of responsibility.

DOCUMENTATION OF COURSE 1737 IN EMPLOYEE TRAINING RECORDS:

PAC Employees:

- Annotate the Form 55 with "See PAC Record"
- Annotate the employee's PAC Record with Course 1737, *Area-Specific Lockout/Tagout Procedures*
- Advise the division training office that the employee has completed 1737 training so that it can be entered into CAMS/ETMS/TSS as appropriate.

Non-PAC Employees:

- Annotate the Form 55 that employee has taken 1737, *Area-Specific Lockout/Tagout Procedures*
- Advise the division training office that the employee has completed 1737 training so that it can be entered into CAMS/ETMS/TSS as appropriate.

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TIPS FOR TEACHING COURSE 1737

Before You Begin Class:

- Course 1737 consists of slides with notes for you to use when teaching. You can print the “Notes Pages” to get a copy of both the slide and the corresponding instructional guidance.
- Make copies of the Form 530 for your area so that students can see how the machines in their area of responsibility were evaluated for the Lockout/Tagout Program.
- Make copies of the Form 215s that apply to each student’s areas of responsibility. You will need these in the last module of the course when you do the step-by-step review of the specific procedures for machines in the student’s area of responsibility.
- Gather the actual energy-isolating devices, and samples of the locks and tags, that the employee will use when performing lockout/tagout procedures in his/her area of responsibility. You will need these in the last module of the course when you take an inventory of your energy control devices to make sure everything called for on the Form 215s is available and ready for use.

Presenting the Material:

- Since this is a refresher course, your audience is expected to know most of the information already. Your objective is to present the course material, correct misconceptions, and ensure that your employees fully understand their lockout/tagout responsibilities and procedures.
- Adapt each class to meet the needs of your audience.
 - If employees in the audience **all** seem to fully understand a particular topic as it is presented, slides can be skimmed over quickly, without spending time on examples.
 - On the other hand, if any of the employees in the audience would benefit from additional information about a slide’s topic, you can present the info from the notes page for that slide.
- Show your area’s Form 530, Form 215s, energy isolating devices, locks and tags as visual aids when teaching the course.
- Your class will be also more effective if you tell your own lockout/tagout stories and give examples that directly apply to your work area.
- Ask questions during your presentation to make sure employees understand the material.

Time Needed to Teach the Class:

- For an average audience of authorized employees who are experienced in lockout/tagout procedures, it takes about 30 minutes to cover the charts, and another 30 to review specific Form 215 procedures and inventory lockout/tagout devices.
- Expect it to take longer if you have employees who have not been thoroughly trained in lockout/tagout or who seldom perform duties requiring lockout/tagout procedures.