Australian Elevator Association

IPP 15	LOCK OUT / TAG OUT Procedure	Mar 2025
AEA	Installation / Major Modernisation	V1.0

Subject – Lock Out / Tag Out (LOTO) – This Industry Position Paper (IPP) applies only to New Installations and Major Modernisation.

Note[1] – Major Modernisation is deemed to be where the modernisation of the lifts occurs when a builder and Principal Contractor have been appointed for the site.

Purpose – To define the minimum requirements for the isolation of plant (this IPP applies to all types of Vertical Transport) and when LOTO is required.

This IPP is to clarify industry expectations around the implementation of LOTO when personnel are required to access lift-well (lift shaft) and lift pits.

This IPP is to clarify industry understanding that there is a difference between when LOTO and Control of Vertical Transport is required, i.e. LOTO is not required or able to be applied every time the lift-well or lift pit is to be entered.

The AEA expects that all members have Safe Work Procedures in place regarding LOTO, and that this is implemented when required to control hazards associated with mechanical and electrical energy. This includes a “test before you touch” process as part of this Safe Work Procedure to confirm de-energisation and a zero-energy state.

Process – Determine if LOTO or Control of Vertical Transport plant is required. LOTO is to be implemented, unless the following work tasks cannot be completed if LOTO were implemented,

It is necessary in the interests of health and safety that the work is carried out while the lift equipment is energised.

It is necessary that the equipment to be worked on is energised in order for the work to be carried out properly.

It is necessary for the equipment to be energised for the purposes of testing and fault-finding.

There is no reasonable alternative means of carrying out the work.

Control - Of Vertical Transport when LOTO is not implemented.

The AEA expects that all members have Safe Work Procedures (SWP) when lift-well and lift pit access is performed, and LOTO is not implemented (for one of the reasons listed above).

The SWP is to ensure that electrical / mechanical energy is controlled to prevent any unplanned or unintended movement of the Vertical Transport plant.

These procedures include undertaking a risk assessment prior to performing the work and then engaging at least two independently tested and verified controls such as “Stop” and “Inspection” buttons or controls prior to accessing the lift shaft or pit.

Note[2] - Where for one of the reasons listed above, work needs to occur with equipment energised, the AEA expects that a Risk Assessment (RA) is conducted that identifies the potential hazards associated with the work and that controls are implemented which eliminate or mitigate the potential risk of injury or death.

Who – Competent lift technicians.

Specific Tooling – For electrical works the Electrical Technicians will need danger tags, warning tags, locking device and an approved multimeter (for electrical LOTO). All other technicians required to LOTO must have LOTO kits and equipment as required.

Examples

When – Where work is to be undertaken on plant or a specific area of equipment of the plant and power is not required, the plant must be completely de-energised (brought to ‘zero energy state’) and locked and tagged out from its power source.

Prior to LOTO ensure all co-workers and relevant parties are notified. Check all areas in preparation.

Verification of ‘zero electrical energy state’ must be verified using a Multimeter Cat III as a minimum when performing electrical work.

LOTO can also be required for mechanical de-energisation e.g. hydraulic lifts. Essentially the same requirements in determining when LOTO or Control is required, and a RA must be undertaken.

Only the individual who LOTO (and there can be more than one individual) can remove their lock device and tag.

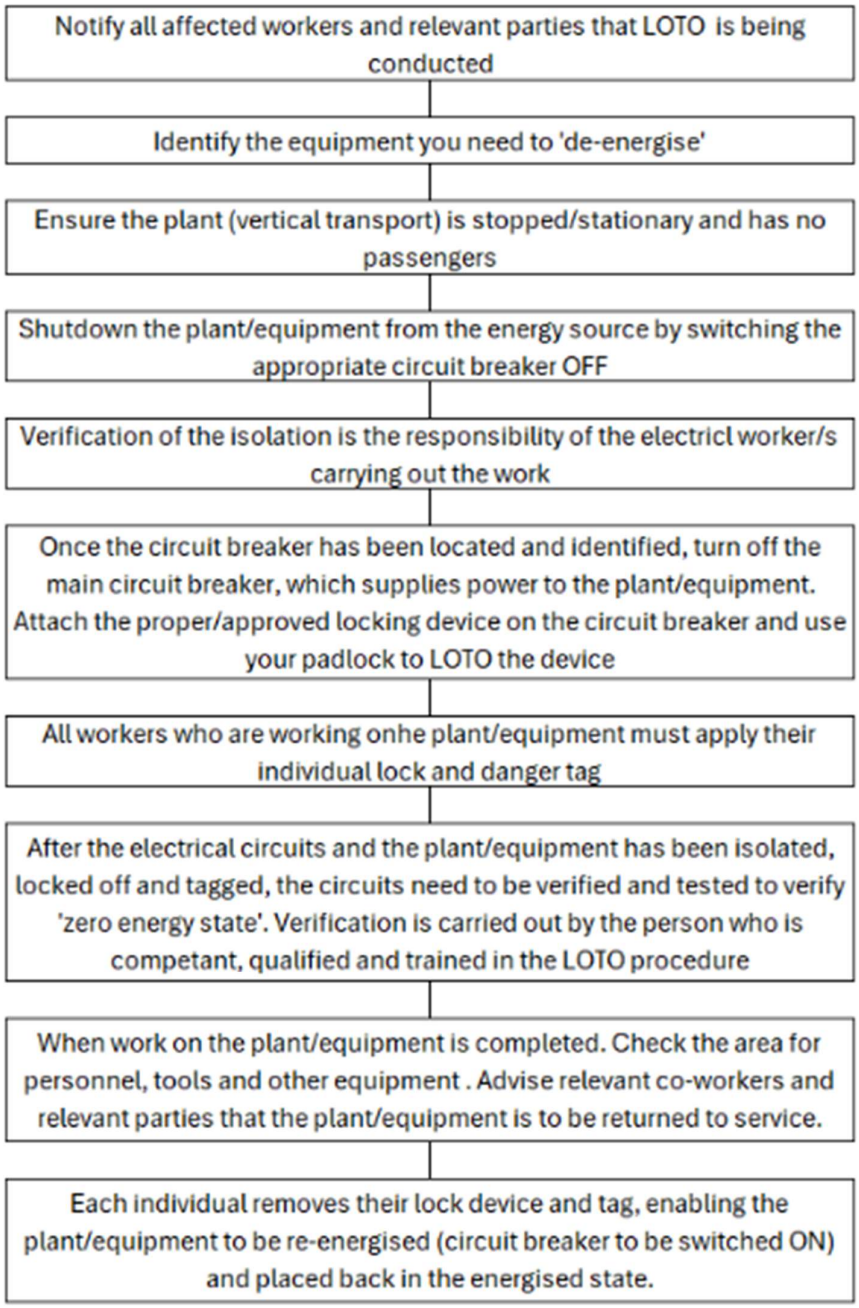
When work on the plant/equipment is completed. Check the area for personnel, tools, and other equipment. Advise relevant co-workers and relevant parties that the

plant/equipment is to be returned to operational status.

Ensure all areas are ready and prepared to be returned to operational status.

Only after all lock devices and tags are removed can the plant/equipment be re-energised electrically or mechanically as applicable.

Lock Out and Tag Out (LOTO) - Flow Chart



Summary – LOTO is a critical safe work practice.

Use this IPP as a minimum, to base specific internal processes or procedures on, to ensure the safety of installers / technicians, the public and the equipment.

For further information contact the Original Equipment Manufacturer (OEM), your installation provider or the AEA.

Version Control

Version	Description	Author	Date
V1.0	Final	AEA OH&S S/C	31/03/2025