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| **Step** |  | **Action** |
| 1 | **Advise the person in charge** of the work location that power to an electrical machine is to be disconnected and negotiate a convenient time. | |
| 2 | **Switch the machine off** at the isolating switch adjacent to it. Attach a Danger Tag. Write your name, the date and the time on the danger tag. | |
| 3 | **Identify** the relevant circuit on the sub distribution board. Check for alternative sources of supply – U.P.S., Solar P.V. inverter, back-up generator. | |
| 4 | **Isolate** the supply by switching the circuit breaker to the off position.  Lock it in the OFF position. | |
| 5 | Attach a ‘Danger Do Not Operate’ **Danger tag** to the identified circuit breaker to warn others that the circuit must not be re-energised. Write your name, the date and the time on the danger tag. | |
| 6 | **Check the test instrument** (a multimeter on volts scale) to see that it is working properly on a known voltage source. A powered socket outlet could be used to conduct this test. | |
| 7 | **Test for zero volts** at the motor terminals. Test between all actives, from all actives to neutral (if connected), and from all actives to earth. | |
| 8 | **Re-check the test instrument** (usually a multimeter on volts scale) to see that it is working properly on a known voltage source. | |
| 9 | **Double check all conductors** using a voltage stick to check de-energisation of conductors. Note – a volt-stick should never be used as the primary method of testing for zero volts. | |
| 10 | **Disconnect** and remove ALL cables from the motor terminals. | |
| 11 | **Insulate** all disconnected cables captive screw connectors ‘blue-points’ with tape and leave them in a safe and tidy condition e.g. Enclosed in a junction box. | |
| 12 | **Remove** the equipment e.g. motor from its mounting. | |
| 13 | If the task is not completed in the same shift, remove your Danger Tag and attach an **Out of Service Tag** | |
| 14 | **Advise the person in change (supervisor)** that the work is completed. | |

**Typical Isolation Procedure**

**ELECTRICAL ISOLATION PROCEDURE.**

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| **STEP No:** | **SEQUENCE**  **FOR**  ***ELECTRICAL ISOLATION.*** |
| **1.** | **INFORM APPROPRIATE PERSONS** |
| **2.** | **TEST YOUR “TEST INSTRUMENT”**  **(On a different voltage source, at the same potential)** |
| **3.** | **LOCATE THE ISOLATION POINT FOR THE CIRCUIT TO BE ISOLATED.** |
| **4.** | **CHECK FOR ALTERNATIVE SOURCES OF**  **SUPPLY – U.P.S., SOLAR P.V. INVERTER.** |
| **5.** | **TEST STATUS OF CIRCUIT** |
| **6.** | **ISOLATE CIRCUIT**  **( VIA USE OFCIRCUIT C/B OR FUSE[S] )** |
| **7.** | **PLACE DANGER TAG & LOCK TO ISOLATION POINT.** |
| **8.** | **RETEST: CIRCUIT CONDITION.** |
| **9.** | **RETEST: ‘TEST INSTRUMENT’**  **(On a different voltage source, at the same potential)** |
| **10.** | ***ISOLATION COMPLETE*!** |