



SCG-SH-0200

Southern Company Generation Clearance Procedure



Southern Company Generation Clearance Procedure Awareness For Workers Not Authorized To Hold A Plant Clearance

Importance Of The Clearance Program:

- Provides A System Of Accountability For Non-Plant Personnel.
- Maintains Communications Between Working Parties.

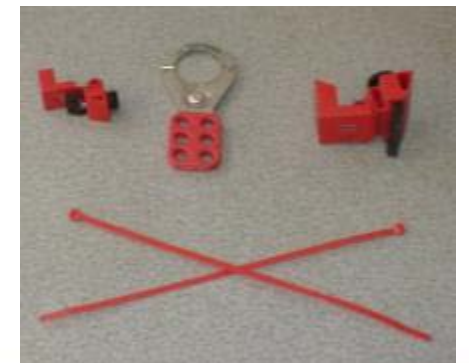
- A Lock-Out/Tag-Out Program in compliance with OSHA 1910.147 Lock-Out/Tag-Out, and OSHA 1910.269 the OSHA Standard Governing Electric Utility Work.
- Most Southern Company Generation facilities utilize a “Tagging System” for hazardous energy isolation, rather than the Lock-Out Tag-Out System you may be familiar with. The term “clearance” is used replacing the term “lock out tag out” that you may be used to.
- Strict adherence to the clearance/lock-out/tag-out procedure is a condition of employment for everyone working on plant equipment at Southern Company facilities. Violation of the clearance procedure will lead to being barred from all Southern Company facilities.

Clearance – The process of safely shutting down, isolating, and tagging hazardous energy sources that must be contained to ensure that machines or equipment are secure and safe for maintenance, inspection, or servicing.

Referred To In Most Industries As "Lock-out/Tag-out".

Hazardous Energy – Electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, or other energy sources that could cause injury.

Approved Energy Isolation Devices – Those devices (tags, cable ties, breaker clamps, etc.) specifically provided by the facility for the identification and/or control of hazardous energy sources.



Roster – A form used to document and track clearance holders.

Southern Company Clearance Roster - A document used to track all clearance holders authorized to accept a plant clearance.

Supplemental Roster- A roster, provided as part of the Southern Company Generation Clearance Program, that companies may use as a means to document and track their employees working under a clearance.

Sub Clearance Holder- A qualified Southern Company Generation employee who holds a clearance for a person or group of people who are not on the facility's authorized list.

Authorized List – A document maintained by the facility that identifies qualified employees and designated employees by name, and the type of clearance activities that each employee is permitted to perform.

Non-Listed Personnel – Any individual whose name is not included on the Site's Authorized List

Examples Of Non Listed Personnel:

- ✓ Southern Company Services Employees
- ✓ Contract Workers
- ✓ Generation Support And Personnel From Other Plants
- ✓ Visitors And Vendors

Designated Operating Area – An area or department of the plant that has the exclusive control of issuing and executing plant clearances in their specific area.

Examples are:

- Boiler Turbine Operations
- Laboratory
- Combustion Turbine Plants
- Fossil Fuels
- Individual Hydro Plants
- Combined Cycle Plants

Red Hold Tag – A tag used to prevent the operation of any equipment or component under a clearance.



Front



Back

Functional Release Tag - A tag used to identify a component under clearance that must be energized to perform a test or maintenance.



Front

The image shows the back of the Functional Release Tag. It is a blue rectangular card with the following text: "FUNCTIONAL RELEASE" at the top. Below that, it says "For (check box) Test Maintenance ". Then, there are three lines for "Requester Name:", "Clearance Number:", and "Date:". Below these is the instruction "Information below required for functional release for maintenance". Underneath that is the heading "Name of Equipment Operator" followed by three lines for "Day", "Evening", and "Night".

Back

Equipment Under Clearance That Must Be Reenergized To Perform A Test Or Maintenance Will Be Tagged With A Functional Release Tag .

This Tag Is Part Of The Clearance Process And Demands The Same Respect As A Red Hold Tag.

Personal Hold Tags

*Non Listed Personnel
Will Not Use These
Tags But Should
Recognize Them As
Isolation Devices For
Personal Isolation Of
Equipment With A
Single Energy Source.*



Responsible Person - A Person Identified By Their Employer To:

- Communicate with the person holding the sub clearance and the designated operating area to:
- Complete the information section of the Supplemental Roster.
- Sign the Supplemental Roster accepting clearance for his or her company.
- Ensure all crew members intending to work on the equipment sign on the roster (accepting clearance).
- Ensure all crew members sign off the roster (releasing clearance) upon completion of the work or at the end of the shift, whichever is required by the plant.
- Ensure all individuals working under his/her control are notified regarding any activity that could adversely affect the safety of the work crew.
- Return the completed roster to the Sub Clearance Holder.

Southern Company Generation Clearance Program Fundamentals

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- Under no circumstances should anyone alter or remove a clearance tag. Neither should anyone reposition or remove an isolation device with a clearance tag attached. Clearance tags can only be placed on and removed from isolation devices by authorized employees while executing approved clearance instructions.
- All workers are required to sign on/off a roster when working on equipment which is isolated under the Clearance(Lock-out/Tag-out) Program. A clearance may not be released and equipment energized until all clearance holders have signed the roster releasing their clearance.
- Ensure you are working under an appropriate clearance when working on equipment where the unexpected energization or startup of the machine or operation of associated equipment could cause injury.
- Do not start work on the equipment until you have signed the roster accepting clearance.

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Southern Company Generation Clearance Program Fundamentals

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- Make sure you are on the right equipment and are staying within the work scope as directed. ***The Sub Clearance Holder and Responsible Person must have a clear understanding of the work scope.***
- Most plant equipment has multiple energy sources. Clearances are written to isolate energy sources necessary for the identified work scope.
- ***Remember you are only protected for the equipment and scope indicated on the clearance.***
 - ***Communication is critical***
- If you have ANY questions, **STOP** and ASK.

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Clearance Verification Example

- Work Scope
 - Replace Bent Lance Tube On Unit Two IK #3 10th Floor South Side
 - This is a complete teardown of the soot blower requiring isolation of multiple energy sources.
 - Energy Sources
 - Steam
 - Pressurized Air
 - Electrical

Steam



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Air

Soot Blower air supply
closed and tagged



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Electrical



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1. The Southern Company Generation Representative requests a clearance on the equipment from the Designated Operating Area.
2. The Southern Company Generation Representative signs on the clearance as a Sub clearance Holder.
3. Before any work is performed the Southern Company Generation representative and the person authorized by your employer verifies that isolation has been accomplished (correct breaker racked out and tagged, valves properly positioned and tagged, etc.).
4. The Responsible Person signs the supplemental roster accepting clearance for your company.
5. All individuals intending to work on the equipment must sign on the roster accepting clearance. The Responsible Person must also sign on the roster if they will be working on the equipment.

6. Perform work.
7. Clear all tools, cords and material from equipment when the work has been completed.
8. At the completion of the work all individuals must sign off the roster releasing clearance. Once you sign your name releasing clearance, you must assume the equipment may start, may become energized or pressurized, etc. at any moment.
9. No work can be performed on equipment after you have signed the roster releasing clearance.
10. The Responsible Person releases the clearance for his or her company by signing the Supplemental Roster in the appropriate place.

11. The Responsible Person notifies the Subclearance Holder and communicates the equipment status (ready for service, only our part is complete, still disassembled, etc.)
12. The Responsible Person returns the completed Roster to the Subclearance Holder as verification that everyone has signed off releasing clearance.
13. The Subclearance Holder returns the completed Roster to the Designated Operating Area and signs off the equipment clearance.

Completing The Forms

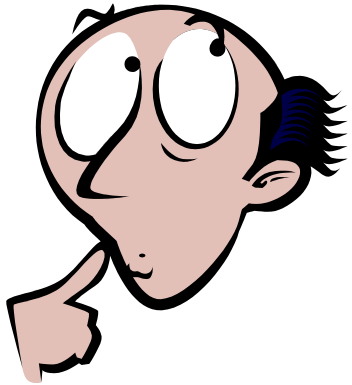
The Required Information For The Roster Includes:

1. Signing On The Roster (Accepting Clearance): Each individual must legibly print and sign his or her name, name of the company or organization for which he or she works, along with the time and date he or she accepts clearance.
2. Signing Off The Roster (Releasing Clearance): Each individual must sign the corresponding space next to his or her original signature, along with the time and date that he or she releases the clearance.

| Roster Information | | | | | | | |
|--|-------------------------|--------------------------------------|--|----------|---|-------------------------------|--|
| Responsible Person Accepts Clearance (Print) | | Signature | | | Responsible Person Releases Clearance (Signature) | | |
| John King | | John King | | | John King | | |
| Subclearance Holder (Print) | | Subclearance Holder Means of Contact | | Date | Date Released | | |
| George Nix | | Plant phone ext 6523 | | 10/14/07 | 10/14/07 | | |
| Supplemental Roster | | | | | | | |
| Name (Print) | Organization or Company | Accept Clearance (Signature) | | Time | Date | Release Clearance (Signature) | |
| Ed White | AMF | Ed White | | 0950 | 10/14/07 | Ed White | |
| Joe Moss | AMF | Joe Moss | | 0951 | 10/14/07 | Joe Moss | |
| AB Word | AMF | AB Word | | 0952 | 10/14/07 | AB Word | |
| | | | | | | | |

Each individual employee who works on the equipment shall sign off the Roster, releasing clearance, upon the completion of his or her work or at the end of his or her shift, whichever is required by the facility.

If you are unsure how to proceed or if concerns arise, **STOP**. Contact your Employer Representative!



QUESTIONS ?

