

### Interlock Operating Instruction (With Control Room Key Cabinet)

This Document should be read in conjunction with SFC Equipment Data Sheets (MCDS)

Each Interlock system is operated by a series of uniquely coded keys - one of which is designated as the 'Initiating' key.

The Initiating key is housed in the SFC Visual Alert Key Cabinet which in turn is usually housed in the Control Room. Planned work procedures (Permit to work - PTW) are initiated by the issue of the 'Initiating' key from the Control Room / Key Cabinet. The removal of this key from the key cabinet indicates that "work is in progress" on that system.

The initiating key should be inserted into the lock fitted to first valve in the system to unlock it, the valve is then operated and the alternate key removed locking the valve in the alternate position. This key should then be inserted into the lock fitted to the next valve in the system, the valve operated and the alternate key removed. This sequence of events should be repeated until the last valve in the system is operated and the final key removed.

This key should be returned to the Control Room / Key Cabinet indicating that the system has been changed in status.

When work is completed or system status has to be reversed the key housed in the Control Room / Key Cabinet should be used to reverse the process outlined above and the initiating key returned to the Control Room / Key Cabinet indicating that work is complete and the system is in a safe condition.

