

Interlock Operating Instructions (Without Control Room Cabinet)

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

The Initiating key should be kept in a secure place and only issued when it is necessary to carry out work to a system. Planned work procedures (Permit to work - PTW) are initiated by obtaining the initiating key from 'safekeeping'.

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 'safekeeping' 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 'safekeeping' should be used to reverse the process outlined above and the initiating key returned to 'safekeeping' indicating that work is complete and the system is in a safe condition.

