

Procedure for Ordering LOTO Locksets

Selecting and Ordering Locksets and Devices

LOTO locks can be ordered for new or existing employees using the procedure found [here](#). The minimum lockset to be issued is four locks, with **one** key only. There are two standard LOTO lock types issued by FS:

1. FS Stores Part 1101321 is a thermoplastic red, black non-conductive shackle lock for use in areas not accessible to the public which may present an electrocution hazard, or for use by affected personnel who are only applying a lock as part of a group lockout (not for use by the primary authorized person).
2. FS Stores Part 1101323 is a thermoplastic red, metal conductive shackle lock for use in public areas which require a greater lock strength, or other areas where conductivity is not a concern. This lock should be the lock used by the primary authorized person for group lockouts.

Locks will be delivered to the Supervisor who should confirm LOTO training has been completed prior to issuing the locksets.

Other types of LOTO locks (extended shackle lengths, widths, etc) and devices may be necessary for certain job activities. Each shop should be aware of these special needs and can order these items via FS Stores. Working with LOTO device manufacturers is very helpful to assure the selection of the appropriate device or lock for the application.

Reusing Locksets

After an employee separates from service, their lockset(s) may be reissued when;

1. The former employee's metal tags (shackle collars) have been removed
2. Metal tags for the new user have been ordered and placed on the locks
3. Current training status for LOTO has been confirmed.

Metal tags (shackle collars) can be ordered by following the ordering procedure [here](#).