



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Lockout/Tagout (LOTO)

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0315 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and practical skills to implement and manage effective Lockout/Tagout (LOTO) procedures, ensuring the safety of personnel during maintenance and servicing of hazardous energy sources. Participants will understand the legal requirements, risk assessment processes, and the importance of standardized procedures in preventing workplace injuries and fatalities.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0315
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of Lockout/Tagout to isolate hazardous energy sources effectively.
- Analyze workplace scenarios to identify potential energy hazards and determine appropriate LOTO procedures.
- Evaluate existing LOTO programs to ensure compliance with South African regulations and international best practices.
- Design comprehensive LOTO procedures for various types of equipment and energy sources.
- Implement a structured LOTO training program for employees and contractors.
- Demonstrate the correct use of lockout/tagout devices and equipment.

WHO SHOULD ATTEND

- This course is designed for maintenance personnel, electricians, machine operators, safety officers, and supervisors who are responsible for the control of hazardous energy in the workplace.

COURSE OUTLINE

Day 1: Introduction to Lockout/Tagout

- Course overview and objectives
- Legal framework: Occupational Health and Safety Act (Act 85 of 1993) and regulations
- Introduction to SANS 3011 and its relation to LOTO
- Fundamental concepts: energy isolation, lockout, tagout
- Types of hazardous energy and their risks
- Case studies of LOTO failures and their consequences

Day 2: Energy Isolation and Lockout Devices

- Energy isolation points: breakers, valves, switches, plugs
- Lockout devices: locks, hasps, valve covers, breaker locks, plug locks
- Tagout devices: tags and their proper attachment
- Comparison of lockout vs. tagout: when each is used
- Step-by-step energy isolation procedure
- Practical considerations: multiple energy sources, stored energy

Day 3: Developing and Implementing LOTO Procedures

- Elements of a written LOTO procedure
- Equipment-specific procedures: identification and documentation
- Risk assessment: identifying energy sources and hazards
- Step-by-step procedure development: shutdown, isolation, release of stored energy, verification
- Roles and responsibilities in the procedure
- Communication and training requirements
- Review and updating procedures

Day 4: Advanced LOTO Applications and Special Situations

- Multi-energy source isolation and group lockout
- Contractor coordination and LOTO responsibilities
- Shift handover and change of authorized persons
- LOTO in confined spaces: additional precautions
- High-voltage and hazardous energy specific considerations
- Lockout boxes and their use in group LOTO
- Dealing with unusual circumstances: missing locks, emergency situations

Day 5: LOTO Program Management and Practical Assessment

- Periodic inspection and auditing of LOTO procedures
- Training and competency assessment requirements
- Incident investigation and analysis in LOTO failures
- Continuous improvement and management of change
- Integration with other safety systems (PTW, isolation management)
- Review of course content and key takeaways
- Final assessment preparation

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Oct 2026	09 Oct 2026	On-Campus	Kigali, Rwanda
05 Oct 2026	09 Oct 2026	On-Campus	Bangkok, Thailand
05 Oct 2026	09 Oct 2026	On-Campus	Lusaka, Zambia
05 Oct 2026	09 Oct 2026	Online	—
05 Oct 2026	09 Oct 2026	On-Campus	Windhoek, Namibia
05 Oct 2026	09 Oct 2026	On-Campus	Nairobi, Kenya
05 Oct 2026	09 Oct 2026	On-Campus	Mbabane, Eswatini
12 Oct 2026	16 Oct 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0315) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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