

ICTQual AB



Qualification Specification

ICTQual Level 3 Certificate in Lockout Tagout (LOTO) Awareness



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ICTQual AB's

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Qualification Specification about

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About ICTQual AB's

ICTQual AB's Ltd. is a distinguished awarding body based in the United Kingdom, dedicated to fostering excellence in education, training, and skills development. Committed to global standards, ICTQualAB's provides internationally recognized qualifications that empower individuals and organizations to thrive in an increasingly competitive world. Their offerings span diverse industries, including technical fields, health and safety, management, and more, ensuring relevance and adaptability to modern workforce needs.

ICTQual AB's delivers high-quality educational solutions through a network of Approved Training Centres worldwide. Their robust standards and innovative teaching methodologies equip learners with practical knowledge and skills for personal and professional growth. With a mission to inspire lifelong learning and drive positive change, ICTQual AB's continuously evolves its programs to stay ahead of industry trends and technological advancements.

Course Overview

This qualification provides learners with a strong foundation in Lockout Tagout awareness, enabling them to identify, control, and isolate hazardous energy sources in a range of industrial environments. The course addresses various energy forms including electrical, mechanical, hydraulic, pneumatic, and thermal energy.

Learners will understand the significance of implementing lockout tagout procedures, how to select and apply isolation devices, and the procedural steps for securing equipment before inspection or servicing. Emphasis is placed on communication, signage, documentation, and the verification stages of energy control.

The programme aligns with best practice standards and operational objectives, ensuring learners can support safe maintenance processes, reduce downtime incidents, and reinforce a proactive safety culture in the workplace.

Course Aims:

The aims of the ICTQual Level 3 Certificate in Lockout Tagout (LOTO) Awareness are to:

- Provide a structured understanding of LOTO procedures and their impact on workplace safety.
- Build awareness of legal and organisational responsibilities regarding energy isolation.
- Support the identification and control of multiple energy sources in diverse operational contexts.
- Develop competence in applying LOTO tools, locks, tags, and procedural checks.
- Strengthen safety practices that protect personnel during equipment servicing and repair.

Learning Objectives:

Upon successful completion of this qualification, learners will be able to:

- Explain the principles and importance of Lockout Tagout systems.
- Identify types of hazardous energy and their associated risks.
- Apply standard lockout and tagout procedures correctly and consistently.
- Support verification and release protocols in accordance with safe work systems.
- Promote a safety-focused approach to energy isolation across the organisation.

Target Audience:

This qualification is intended for:

- Maintenance technicians and equipment operators in industrial or utility settings.
- Health and safety officers responsible for enforcing LOTO procedures.
- Mechanical, electrical, and process engineers working with powered systems.
- New employees who require introductory knowledge of isolation procedures.
- Contractors or temporary workers involved in equipment servicing.

Certification Framework

Qualification title	ICTQual Level 3 Certificate in Lockout Tagout (LOTO) Awareness
Course ID	HSE0088
Grading Type	Pass / Fail
Competency Evaluation	Coursework / Assignments / Verifiable Experience
Assessment	The assessment and verification process for ICTQualAB's qualifications involves two key stages: Internal Assessment and Verification: ✓ Conducted by the staff at the Approved Training Centre (ATC) to ensure learners meet the required standards through continuous assessments. ✓ Internal Quality Assurance (IQA) is carried out by the centre's IQA staff to validate the assessment process. External Quality Assurance: ✓ Managed by ICTQualAB's verifiers, who periodically review the centre's assessment and IQA processes. Verifies that assessments are conducted to the required standards and ensures consistency across centres

Entry Requirements

The ICTQual Level 3 Certificate in Lockout Tagout (LOTO) Awareness has minimal entry requirements, making it accessible to a wide range of learners. To enrol in this qualification, individuals must meet the following criteria:

- **Age:** Learners must be at least 18 years old.
- **Educational Background:** No formal qualifications required, but basic literacy and numeracy skills are recommended.
- **Experience:** No prior experience needed; suitable for beginners and professionals seeking LOTO awareness.
- **English Language Competency:** Basic understanding of English is required to comprehend course materials and assessments.

Qualification Structure

This qualification comprises 6 mandatory units. Candidates must successfully complete all mandatory units to achieve the qualification.

Mandatory Units	
Unit Ref#	Unit Title
HSE0088-01	Introduction to Lockout Tagout (LOTO) Principles
HSE0088-02	Hazardous Energy Sources and Risks
HSE0088-03	LOTO Regulations and Legal Compliance
HSE0088-04	Scaffold Inspection for Offshore and Industrial Sites
HSE0088-05	Roles and Responsibilities in LOTO Implementation
HSE0088-06	Risk Assessment and Safety Measures in LOTO

Centre Requirements

To ensure quality training delivery, centres must adhere to the following standards:

1. Centre Approval

- ✓ Centres must be formally approved by ICTQual AB's before delivering this qualification.
- ✓ Approval involves a review of facilities, policies, and staff qualifications.

2. Qualified Staff

- ✓ **Tutors:** Hold a **minimum Level 4 qualification** in Occupational Health and Safety, Mechanical/Electrical Engineering, or a related discipline.
- ✓ **Assessors:** Must hold a recognized assessor qualification (e.g., CAVA, AVRA) or equivalent)
- ✓ **Internal Quality Assurers (IQAs):** Must be appropriately qualified and experienced to oversee assessment standards.

3. Learning Facilities

Centre must offer:

- ✓ Private study areas and internet-enabled workspaces (for blended or physical delivery)
- ✓ Academic and pastoral support for learners
- ✓ Administrative support must be available to manage enrolment, tracking, and learner queries efficiently

4. Health and Safety Compliance

- ✓ All training facilities must comply with health and safety regulations.
- ✓ Centres must conduct regular risk assessments for practical activities.

5. Learning Resources

- ✓ **Course Materials:** Approved textbooks, study guides, and digital content must align with the qualification standards.
- ✓ **Assessment Tools:** Templates and guidelines must be provided to ensure standardized evaluation processes.
- ✓ **E-Learning Support:** Centres offering online or blended learning must implement an effective Learning Management System (LMS).

6. Assessment and Quality Assurance

- ✓ Centres must ensure assessments meet ICTQual AB's competency standards.
- ✓ Internal quality assurance (IQA) must be conducted to maintain consistency.
- ✓ External verifiers from ICTQualAB's will review assessment and training practices.

7. Learning Resources and Infrastructure

The centre must provide learners with access to adequate academic resources, including:

- ✓ Virtual Learning Environment (VLE) or Learning Management System (LMS)
- ✓ Engineering and safety case studies, simulation tools, and software.
- ✓ Access to digital libraries, e-books, and relevant professional standards (ISO, OSHA, HSE, etc.)

8. Policies and Compliance

Centres must uphold the following policies in accordance with ICTQual AB's standards:

- ✓ Equality, Diversity, and Inclusion Policy.
- ✓ Health and Safety Policy.
- ✓ Safeguarding and Learner Protection Policy.
- ✓ Complaints and Appeals Procedure.
- ✓ Data Protection and Confidentiality Policy.

9. Reporting Requirements

- Centres must provide ICTQualAB's with regular reports on learner registrations, progress, and certification outcomes.
- Assessment records must be maintained for external auditing and quality assurance purposes.

Support for Candidates

Centres should ensure that materials developed to support candidates:

- ✓ Facilitate tracking of achievements as candidate's progress through the learning outcomes and assessment criteria.
- ✓ Include information on how and where ICTQual AB's policies and procedures can be accessed.
- ✓ Provide mechanisms for Internal and External Quality Assurance staff to verify and authenticate evidence effectively.

This approach ensures transparency, supports candidates' learning journeys, and upholds quality assurance standards.

Assessment

This qualification is competence-based, requiring candidates to demonstrate proficiency as defined in the qualification units. The assessment evaluates the candidate's skills, knowledge, and understanding against the set standards. Key details include:

1. Assessment Process:

- ✓ Must be conducted by an experienced and qualified assessor.
- ✓ Candidates compile a portfolio of evidence that satisfies all learning outcomes and assessment criteria for each unit.

2. Types of Evidence:

- ✓ Observation reports by the assessor.
- ✓ Assignments, projects, or reports.
- ✓ Professional discussions.
- ✓ Witness testimonies.
- ✓ Candidate-produced work.
- ✓ Worksheets.
- ✓ Records of oral and written questioning.
- ✓ Recognition of Prior Learning (RPL).

3. Learning Outcomes and Assessment Criteria:

- ✓ **Learning Outcomes:** Define what candidates should know, understand, or accomplish upon completing the unit.
- ✓ **Assessment Criteria:** Detail the standards candidates must meet to demonstrate that the learning outcomes have been achieved.

This framework ensures rigorous and consistent evaluation of candidates' competence in line with the qualification's objectives.

Unit Descriptors

HSE0088-01-Introduction to Lockout Tagout (LOTO) Principles

This unit introduces learners to the basic ideas behind Lockout Tagout (LOTO) and why it is important. It explains how LOTO helps prevent accidents by making sure machines and equipment are properly turned off and cannot be turned on while work is being done. Learners will understand what LOTO means, why it is used, and how it protects workers from harm. The unit also covers key words and phrases used in LOTO and explains the difference between lockout and tagout. By the end of this unit, learners will have a clear understanding of the purpose and importance of LOTO in workplace safety.

Learning Outcome:	Assessment Criteria:
1. Understand the fundamental concepts and purpose of LOTO procedures.	1.1 Explain the meaning of Lockout Tagout and its role in controlling hazardous energy. 1.2 Describe the key principles involved in effective LOTO procedures. 1.3 Identify common situations where LOTO procedures must be applied in the workplace. 1.4 Outline the basic components and tools used in lockout tagout systems.
2. Recognise the importance of energy isolation in workplace safety.	2.1 Describe how energy isolation prevents injuries during equipment servicing. 2.2 Explain the consequences of failing to isolate energy sources properly. 2.3 Provide examples of workplace accidents linked to poor energy control. 2.4 Summarise how LOTO supports a safety culture within an organisation. 2.5 Discuss the link between energy isolation and legal responsibility.

HSE0088-02-Hazardous Energy Sources and Risks

This unit helps learners identify different types of energy that can be dangerous if not properly controlled. These include electrical, mechanical, hydraulic, pneumatic, thermal, and stored energy. The unit explains how each energy source can cause injury if not safely managed. Learners will also learn how energy can remain in equipment even after it is switched off, and why it is important to check for this before starting work. Real-life examples and case studies will be used to show the risks of uncontrolled energy and how LOTO can help prevent these risks.

Learning Outcome:	Assessment Criteria:
1. Identify different types of hazardous energy sources in industrial settings.	1.1 List the main types of hazardous energy found in industrial environments. 1.2 Explain the characteristics of electrical, mechanical, pneumatic, and hydraulic energy sources. 1.3 Identify examples of equipment or machinery that may contain more than one energy source. 1.4 Describe how stored or residual energy can remain after shutdown. 1.5 Use real-world examples to demonstrate awareness of hidden energy risks.
2. Assess potential risks associated with the release of hazardous energy.	2.1 Explain how uncontrolled energy can lead to harm or damage.. 2.2 Identify the most common failure points that can lead to energy release. 2.3 Evaluate the severity and likelihood of injury from different energy sources. 2.4 Suggest control measures to reduce the risks from specific energy types.

HSE0088-03- LOTO Regulations and Legal Compliance

In this unit, learners will explore the rules and laws related to Lockout Tagout. It explains how employers and workers must follow safety regulations to meet legal requirements and avoid penalties. Learners will learn about relevant UK laws and international standards that guide energy control practices, such as the Health and Safety at Work Act and the Provision and Use of Work Equipment Regulations (PUWER). The unit also shows how following LOTO procedures is not just good practice—it is a legal duty that helps protect everyone at work.

Learning Outcome:	Assessment Criteria:
1. Understand key legal requirements and industry regulations related to LOTO.	1.1 Identify relevant UK health and safety laws that apply to LOTO practices. 1.2 Explain how legislation such as PUWER and the Health and Safety at Work Act relates to energy isolation. 1.3 Describe employer and employee responsibilities under legal frameworks. 1.4 Outline penalties and consequences for failing to follow LOTO regulations.
2. Ensure compliance with workplace safety standards and best practices.	2.1 Demonstrate knowledge of approved LOTO procedures and documentation standards 2.2 Identify best practices for lockout tagout across different industries. 2.3 Describe how internal audits and safety checks help maintain LOTO compliance. 2.4 Suggest improvements to LOTO procedures to meet updated legal or operational standards 2.5 Show awareness of training and recordkeeping requirements linked to compliance.

HSE0088-04- LOTO Procedures and Best Practices

This unit teaches learners how to carry out Lockout Tagout properly and safely. It covers the step-by-step process of shutting down equipment, isolating energy sources, placing locks and tags, and checking that the equipment is safe to work on. Learners will also explore how to choose the right lockout devices and how to handle multiple energy sources. The unit includes examples of what good LOTO practice looks like and highlights common mistakes to avoid. Learners will gain the knowledge to follow safe procedures every time they use LOTO.

Learning Outcome:	Assessment Criteria:
1. Implement effective lockout and tagout methods to prevent accidental startup.	1.1 Outline the steps required to shut down and isolate a machine safely. 1.2 Perform a simulated or real LOTO procedure following correct order and timing. 1.3 Describe how to test and verify that energy has been fully isolated. 1.4 Record each stage of the LOTO process using appropriate forms or logs.
2. Implement effective lockout and tagout methods to prevent accidental startup.	2.1 Select the correct lockout devices for different types of equipment. 2.2 Attach locks and tags securely in line with safety protocols. 2.3 Ensure that warning signs and tags are visible and contain the required information. 2.4 Demonstrate how to manage multiple energy sources using group lockout procedures 2.5 Explain how to safely remove locks and restore equipment once work is complete.

HSE0088-05-Roles and Responsibilities in LOTO Implementation

This unit explains who is responsible for what when using Lockout Tagout. Learners will learn the duties of workers, supervisors, maintenance staff, and safety officers during the LOTO process. The unit also covers how communication is key to making sure everyone is safe and knows what stage the work is at. Learners will understand the importance of clear roles, training, and record-keeping, and how these help ensure that LOTO is done correctly. This unit prepares learners to take responsibility for their part in the LOTO process and to work safely with others.

Learning Outcome:	Assessment Criteria:
1. Define the roles of authorised, affected, and other personnel in LOTO operations.	1.1 Describe the duties of an authorised person during the LOTO process. 1.2 Explain who is considered an affected person and what information they should receive. 1.3 Identify how supervisors and safety officers support the LOTO process. 1.4 Provide examples of how different roles interact during isolation and maintenance tasks.
2. Ensure proper communication and coordination during LOTO procedures.	2.1 Explain how to inform all affected staff before starting LOTO operations 2.2 Describe how communication tools such as signage, briefings, and permits are used. 2.3 Show how proper coordination reduces the risk of mistakes during energy isolation. 2.4 Discuss the importance of teamwork when multiple personnel are involved in a LOTO task.

HSE0088-06-Risk Assessment and Safety Measures in LOTO

This unit teaches learners how to carry out a risk assessment before starting work that requires Lockout Tagout. It explains how to look at the equipment, the energy sources, and the work being done to find possible dangers. Learners will learn how to use control measures to reduce risks, such as using personal protective equipment (PPE), clear signage, and following emergency plans. The unit also covers how to check and review LOTO procedures to keep them effective. By the end of this unit, learners will know how to identify risks and apply safety measures to protect themselves and others.

Learning Outcome:	Assessment Criteria:
1. Conduct risk assessments to identify hazards and control measures.	1.1 Identify potential hazards related to energy sources and equipment use. 1.2 Assess the likelihood and impact of risks during isolation and maintenance. 1.3 Use a structured method to document risks and control actions. 1.4 Propose specific safety controls based on the type and level of risk. 1.5 Review and revise risk assessments regularly to reflect changing conditions.
2. Develop and implement workplace safety strategies to enhance LOTO effectiveness.	2.1 Design a LOTO checklist or procedure tailored to a specific task or machine. 2.2 Recommend training and supervision improvements to boost safety during LOTO. 2.3 Integrate LOTO into wider health and safety policies within an organisation. 2.4 Evaluate the success of safety strategies by reviewing incident reports or audit findings.

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