SOP for Rockwell Automation Trapped Key System

1. Turn the rotary switch (Aa) off at the control panel and release the isolation key
    a. (2 NO, 2 NC, 20-amp)



2. Insert the isolation key (Aa) into key exchange unit



3. Each operator being granted access inside the machine guarding to remove the operator door key (Ab) from the key exchange unit

4. Insert one key (B) from the exchange unit into the door lockreleasing the trapped key (Ac)





5. Operators going inside the machine guarding must take the spring-loaded personnel key from the door switch into the hazardous area (Ac)

6. When leaving the machine guarding, all operators must leave with their keys

7. Insert key (Ac) into the door lock, then release key (Ab)

8. All operators to insert all keys (Ab) back into the exchange unit to release the isolation key (Aa)

9. Insert the isolation key (Aa) back into the control panel and turn the key to reactivate the system