1. PURPOSE

The purpose of this instruction is to ensure the safe isolation, lockout and tagging of energy sources in order to prevent accidents that may arise from energy sources present in machinery, equipment or installations during maintenance, repair, cleaning, adjustment, etc. activities within Fraport TAV Antalya Airport.

In addition, its purpose is to visually indicate, by means of tags attached to the equipment, the suitability for use of scaffolds and portable ladders as part of inspection activities, to prevent the use of non-compliant or hazardous equipment, and to ensure that maintenance/repair processes are controlled.

2. SCOPE

This instruction applies to maintenance, repair and cleaning activities involving all Fraport TAV machinery and equipment operating with electrical, mechanical, hydraulic, pneumatic, thermal and other types of energy.

It also covers the inspection and tagging practices to be carried out prior to the use of all temporary structures (scaffolds*) and portable access equipment (portable ladders) used on site.

3. DEFINITIONS

EKED : "Tag–Lock–Secure–Try"

LOTO :" Lock-Out Tag-Out"; the process of isolating, locking out and tagging energy sources.

Lockout : Enerji kaynağının fiziksel olarak kesilmesi ve kilitlenmesi işlemidir.

Tagout : Kilitlenen enerji kesme noktasına uyarı etiketi takılması işlemidir.

LOTO Kit : A set containing locks, tags, chains, valve lockout devices and similar equipment.

Authorized Person : An employee who has been trained and authorized to carry out LOTO activities.

Scaffold : A temporary structure erected for construction, maintenance, repair and similar activities and dismantled upon completion of the relevant work/project.

Portable Ladder : A mobile ladder that is not permanently installed and is used for work at height.

4. RESPONSIBILITIES

Employer: Ensures implementation of the LOTO system and provision of the necessary equipment.

Employee: Comply with LOTO rules and shall not interfere with LOTO applications unless authorized.

Contractors : Are responsible for full compliance with the LOTO procedure established by the Employer.

5. İLGİLİ DOKÜMANLAR

- Regulation on Electrical Internal Installations
- Regulation on High-Current Electrical Installations
- Electrical Work Safety Instruction
- Emergency Response Plan
- Manufacturer's Manuals
- 8.46EE.4.59_EKED (LOTO) Key Tracking Form
- LOTO Training Attendance List
- Work Permit Procedure
- Working at Height Permit Form
- Scaffold Permit Card
- Scaffold Inspection and Permit Card
- Ladder Permit Card
- Ladder Inspection and Control Card

6. SUITABILITY, TAGGING AND LOCKOUT OF ENERGY SOURCES

6.1 PREPARATION

- Before shutting down the machinery/equipment that will be affected by the work, the operator shall be informed.
- The types of energy involved (electricity, water, air, etc.) shall be identified.

6.2 EQUIPMENT SHUTDOWN

- The equipment shall be shut down in accordance with the normal shutdown procedure.
- The energy supply shall be completely isolated.

6.3 LOCKOUT

- An appropriate lockout device shall be installed at the isolation points of the energy sources.
- Each employee shall apply their own personal lock.
- Where more than one employee is working at the same time, each employee shall use a separate lock.

6.4 TAGOUT

- A warning tag shall be attached to each locked-out point (including warnings such as "Work in Progress – Do Not Operate!").

- The employee's name, date and reason for the activity shall be stated on the tag.
- Lockout and tagout activities performed shall be recorded on the 8.46EE.4.59_EKED (LOTO) Key Tracking Form.

6.5 RELEASE OF STORED ENERGY

- Any residual or stored energy (pressure, electrical capacitor energy, energy of moving parts, etc.) shall be released.

6.6 VERIFICATION

- The Authorized Person shall test and verify that the energy has been isolated and that the equipment is in a zero-energy state.

6.7 REMOVAL (TERMINATION OF LOTO)

- The work shall be completed.
- Employees shall remove their own locks and tags.
- Energy sources shall be reconnected in a controlled manner.
- Safe operation of the equipment shall be verified.
- The operator shall be informed and the equipment shall be returned to service.
- Following completion of all activities, the previously opened record in the 8.46EE.4.59_EKED (LOTO) Key Tracking Form shall be closed based on the lock that has been removed.

6.8 WARNINGS

- Maintenance/repair activities shall under no circumstances commence without application of LOTO.
- Only authorized persons may install and remove locks.
- Except in emergency situations, it is strictly prohibited to energize or place into service a system that has been locked and tagged.
- Each employee is responsible for applying the procedure described below before commencing work.

6.9 TRAINING

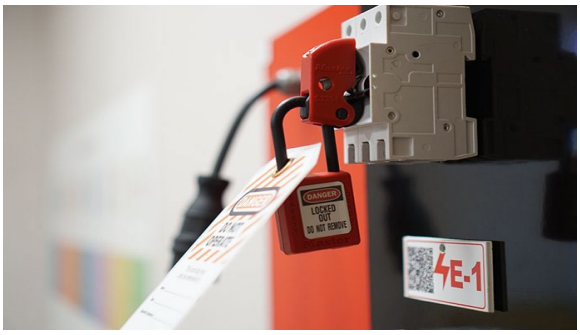
- LOTO training shall be provided to all maintenance personnel and relevant employees at least once per year. Training records shall be maintained. (LOTO Training Attendance List)

Failure to comply with these instructions may result in the initiation of disciplinary proceedings and the application of disciplinary sanctions.

LOTO EQUIPMENT AND APPLICATION VISUALS











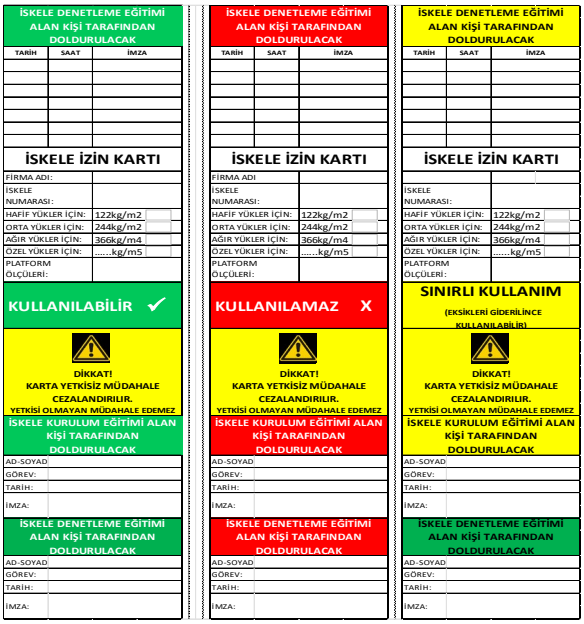
7. SUITABILITY, TAGGING AND USE OF SCAFFOLDS, LADDERS AND SIMILAR ACCESS EQUIPMENT

7.1. General Principles

Scaffolds and ladders are equipment used for maintenance, repair and work-at-height activities and are assessed within the scope of the LOTO system in order to ensure their safe use.

7.2. Scaffold Suitability Requirements

a) Scaffolds shall only be erected and dismantled by persons who have received **Scaffold Erection and Dismantling Training.** Following erection of the scaffold, the **"Scaffold Permit Card"** shall be completed.



İSKELE DENETLEME EĞİTİMİ ALAN KİŞİ TARAFINDAN DOLDURULACAK

TARİH	SAAT	İMZA

İSKELE İZİN KARTI

FİRMA ADI:	
İSKELE NUMARASI:	
HAFİF YÜKLER İÇİN:	122kg/m2
ORTA YÜKLER İÇİN:	244kg/m2
AĞIR YÜKLER İÇİN:	366kg/m4
ÖZEL YÜKLER İÇİN:	.....kg/m5
PLATFORM ÖLÇÜLERİ:	

KULLANILABİLİR ✓ / KULLANILAMAZ X / SINIRLI KULLANIM (EKSİKLERİ GİDERİLİNCE KULLANILABİLİR)

DİKKAT!
KARTA YETKİSİZ MÜDAHALE CEZALANDIRILIR.
YETKİSİ OLMAYAN MÜDAHALE EDEMEZ

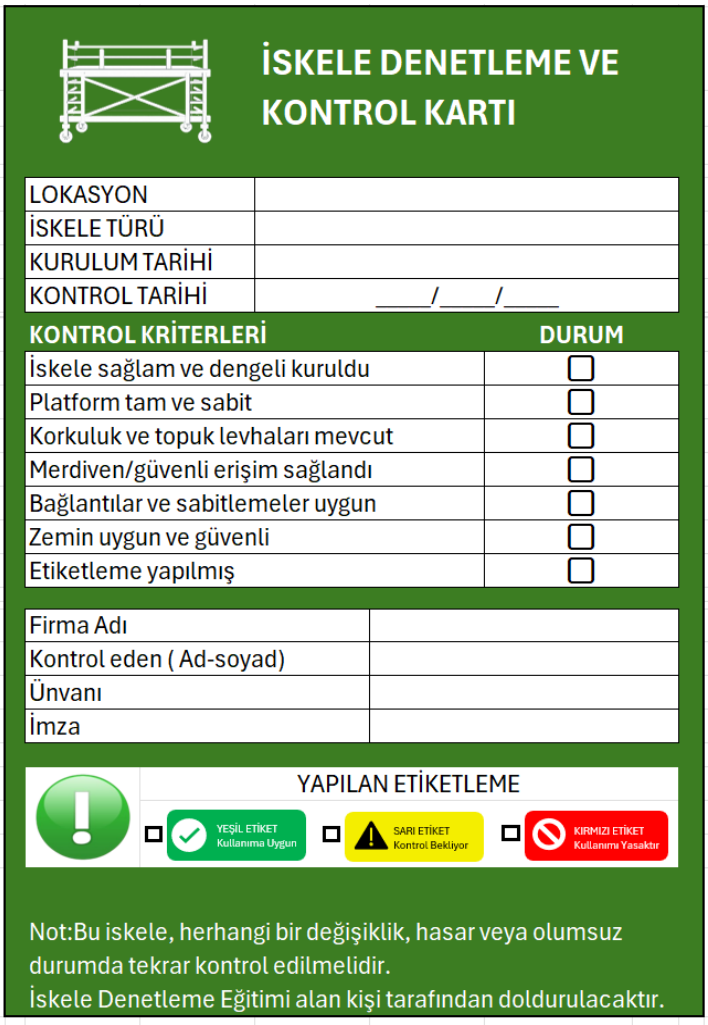
İSKELE KURULUM EĞİTİMİ ALAN KİŞİ TARAFINDAN DOLDURULACAK

AD-SOYAD	
GÖREV:	
TARİH:	
İMZA:	

İSKELE DENETLEME EĞİTİMİ ALAN KİŞİ TARAFINDAN DOLDURULACAK

AD-SOYAD	
GÖREV:	
TARİH:	
İMZA:	

b) Once erection of the scaffold has been completed and before the scaffold is used, its suitability shall be inspected by a person who has received **Scaffold Inspection Training**, based on the criteria of the **Scaffold Inspection and Control Card**, and the **"Scaffold Permit Card"** shall be completed. If the scaffold is determined to be safe following the inspection, the **Scaffold Inspection and Control Card** shall be approved and a **green tag** shall be attached at a visible location on the scaffold.



İSKELE DENETLEME VE KONTROL KARTI

LOKASYON	
İSKELE TÜRÜ	
KURULUM TARİHİ	
KONTROL TARİHİ	____/____/____

KONTROL KRİTERLERİ	DURUM
İskele sağlam ve dengeli kuruldu	☐
Platform tam ve sabit	☐
Korkuluk ve topuk levhaları mevcut	☐
Merdiven/güvenli erişim sağlandı	☐
Bağlantılar ve sabitlemeler uygun	☐
Zemin uygun ve güvenli	☐
Etiketleme yapılmış	☐

Firma Adı	
Kontrol eden (Ad-soyad)	
Ünvanı	
İmza	

YAPILAN ETİKETLEME

☐ YEŞİL ETİKET Kullanıma Uygun ☐ SARI ETİKET Kontrol Bekliyor ☐ KIRMIZI ETİKET Kullanımı Yasaktır

Not:Bu iskele, herhangi bir değişiklik, hasar veya olumsuz durumda tekrar kontrol edilmelidir.
İskele Denetleme Eğitimi alan kişi tarafından doldurulacaktır.

c) The scaffold shall not be loaded beyond its rated capacity.

d) Periodic inspections of mobile scaffolds shall be carried out once a year by an accredited organization.

7.3. *Ladder Suitability Requirements*

The following suitability requirements shall be complied with to ensure the safe use of portable ladders in the workplace.

a) Ladders shall be visually inspected by users before each use, and the **"Ladder Permit Card"** shall be completed.



b) Before a ladder is used, the **"Ladder Permit Card"** shall be completed and a suitability inspection shall be carried out based on the criteria specified in the **"Ladder Inspection and Control Card."** If the ladder is determined to be safe following the inspection, the inspection card shall be approved and a **green tag** shall be attached at a visible location on the ladder. The inspection status of ladders shall be monitored through the **Ladder Tracking List**.

c) A ladder shall be used by only one person at a time.

d) Loads shall not be carried while using a ladder.

e) Work shall not be performed from the top three rungs of a ladder.

f) Metal ladders shall not be used for electrical work; electrically insulating fiberglass ladders shall be preferred.

g) Employees shall only use ladders bearing a 🟢 **green tag**.Ladders determined to be unsuitable shall be marked with a **red tag** 🔴 and removed from service.

7.4. LOTO Application for Scaffolds

Scaffolds shall be taken out of service and LOTO shall be applied under the following circumstances:

- ✓ If erection has not been completed.
- ✓ If the periodic inspection has not been performed.
- ✓ If damaged or missing components are identified.
- ✓ If weather conditions (e.g. strong winds) increase the level of risk.
- ✓ If safety components (guardrails, toe boards, etc.) are missing, use of the scaffold shall be prevented.

Non-compliant scaffolds shall under no circumstances be used. The scaffold shall either be removed from the site or locked/secured in such a manner that its use is prevented.
As a priority, a **red LOTO tag** 🔴 indicating that use of the scaffold is prohibited shall be attached to the scaffold. In addition, physical access to the scaffold shall be prevented at the scaffold entrance by locking/securing it.
The area surrounding the scaffold shall be visibly barricaded, and warning signs/tags indicating that the scaffold is locked out and hazardous shall be displayed.



7.5. LOTO Application for Ladders

Ladders shall be taken out of service under the following circumstances:

- ✓ If any rung is broken, cracked or damaged.
- ✓ If the ladder cannot be properly secured.
- ✓ If the ladder cannot be positioned at the appropriate angle.
- ✓ If its anti-slip properties have deteriorated.
- ✓ If its load-bearing capacity has been exceeded.

The ladder shall either be removed from the site or locked/secured in such a manner that its use is prevented. A **LOTO tag** shall be attached to the ladder. Non-compliant ladders shall under no circumstances be used.

7.6. Integration with Working at Height

- ✓ Scaffolds and ladders shall be considered working-at-height equipment.
- ✓ Work shall not commence without the required LOTO application.
- ✓ Activities shall be carried out in integration with the work permit system. Compliance with the **Work Permit Procedure** shall be ensured.

7.7. Additional Rules

- ✓ Untagged scaffolds and ladders shall not be used.
- ✓ Equipment subject to LOTO shall not be returned to service without authorization.
- ✓ All equipment shall comply with FTA tagging standards.
- ✓ Unauthorized persons shall not remove locks.
- ✓ A scaffold that has been approved as suitable for use shall be re-inspected following any modification, damage or adverse condition.

7.8. AUTHORITIES AND RESPONSIBILITIES

7.8.1. Contractor

The Contractor shall be responsible for procuring, bringing onto the site, using, and maintaining in suitable condition throughout the period of use all scaffolds, mobile tower scaffolds, portable ladders, platform ladders and similar access equipment to be used within Antalya Airport, in accordance with applicable legislation, standards in force, manufacturer's instructions and the provisions of this Contract.

All equipment brought onto the site shall have undergone valid periodic inspections by authorized/competent persons. Records and documentation evidencing such inspections shall be submitted to FTA upon request, and a valid, current inspection tag shall be visibly displayed on the equipment. Tag colours specified by FTA shall be used.

For any scaffold, mobile tower scaffold or similar temporary access system that is erected, assembled or installed on site, in addition to the general/periodic inspection tag, a site-specific suitability-for-use inspection shall be carried out by a competent person following completion of erection and prior to first use, and a green approval-for-use tag shall be visibly attached to the equipment/system.

No scaffold or similar system without a green approval-for-use tag following erection shall be used.

This inspection and any required re-tagging shall be repeated at least once a week, following any modification to the system, following a period during which the system has not been used, and following any event that may affect the system, including wind, impact, vibration, shaking or similar circumstances.

The tagging system shall be applied as follows:

- **Green Tag:** Suitable for use.
- **Yellow Tag:** Under inspection, maintenance, rectification, approval or assessment; shall not be used.
- **Red Tag:** Use prohibited; shall under no circumstances be used. Measures shall be taken to prevent its use.

No equipment or system that is untagged, has an expired tag, has an illegible tag, has an improper tag, has a yellow tag, has a red tag, or does not have a green approval-for-use tag following erection shall be used within Antalya Airport. FTA may also refuse entry of such equipment onto the site.

Where FTA determines that any equipment or erected system does not comply with this Article, applicable legislation, standards or site safety rules, FTA shall be entitled, without prior notice or provision of any cure period, to:

(i) refuse entry of the equipment onto the site;
(ii) immediately suspend its use;
(iii) temporarily close the relevant area;
(iv) take the equipment/system out of service, isolate it or tag it;
(v) require the Contractor to immediately remove the equipment from the site; and
(vi) partially or fully suspend the work where deemed necessary.

As a result of the measures taken within this scope, including prohibition of use, rejection of equipment, removal from the site or suspension of work, the Contractor shall not be entitled to claim any extension of time, additional payment, price adjustment, compensation, standby costs, mobilization/demobilization costs or any other payment under any name whatsoever.
Any and all direct and indirect losses, administrative sanctions, third-party claims, delays and additional costs arising from non-compliance with this Article shall be the sole responsibility of the Contractor.
Throughout the entire period of use, the Contractor shall remain fully responsible for ensuring the suitability of all equipment and the validity, visibility and continuity of the required tags.
Any inspection, audit, warning or intervention undertaken by FTA shall not relieve the Contractor of its primary and full responsibility in this respect.

7.8.2. INSPECTION AND RESPONSIBILITIES

Departments shall be responsible for inspecting and tagging all scaffolds, mobile tower scaffolds, portable ladders, platform ladders and similar access equipment included in their departmental inventory and intended for use within Antalya Airport, as well as equipment rented from external parties.

The user departments shall also be responsible for verifying the suitability of scaffolds and ladders and coordinating with the Human Resources Department to ensure that the necessary training is provided. In addition, departments shall be responsible for establishing inventory lists and keeping such lists up to date in order to ensure the monitoring and control of the equipment specified in the LOTO (Lockout-Tagout) Instruction. For externally contracted works, as defined under the responsibilities of the Contractor, the inspection and tagging of any scaffold, mobile tower scaffold or similar temporary access system that is to be erected, installed or assembled on site shall be carried out by the Contractor. Scaffolds shall only be erected and dismantled by personnel who have received “Scaffold Erection and Dismantling Training.” The suitability inspection of a scaffold shall be carried out by a competent person who has received “Scaffold Inspection Training.”

The inspection of a ladder prior to each use shall be under the authority and responsibility of the Responsible Inspector (Supervisor, Shift Supervisor or Site Supervisor). The Responsible Inspector shall immediately prevent the use of any ladder determined to be unsuitable.

Verification of compliance with the LOTO – Lockout and Tagout Instruction shall be the responsibility of the Occupational Health and Safety Specialist. Where the OHS Specialist identifies any non-compliance before work commences or during site inspections, the OHS Specialist shall not allow the work to commence and shall coordinate with the relevant departments to ensure that the necessary actions are taken.

In addition, scaffolds shall undergo periodic inspection by an accredited organization at least once a year. Departments shall be responsible for arranging and monitoring the periodic inspections of scaffolds included in their inventories.

Scaffolds and ladders shall be marked with colour-coded tags according to their status of use. Tags shall be durable, legible and in a standard format. Examples of tag colours indicating equipment status are provided below, and the criteria forming the basis of the colour coding shall be determined by the Occupational Health and Safety Specialist.

- 🟢 **Green Tag:** Suitable for use.
- 🟡 **Yellow Tag:** Under inspection, maintenance, rectification, approval or assessment; shall not be used.
- 🔴 **Red Tag:** Use prohibited; shall under no circumstances be used.

Employees are responsible for reporting damaged scaffolds and ladders to their supervisor. Employees shall not use equipment bearing a **red tag**; 🔴 any violation shall be subject to disciplinary proceedings.