

ENERGY CONTROL PROCEDURES
Lockout/Tagout Program

This form is used to identify LOTO procedures involved when servicing and/or maintaining the equipment/machine listed below.

Date: _____

Equipment/Machine Name: _____ Location: _____

Authorized Employees: _____

Affected Employees: _____

Service/Maintenance Activities Requiring Lockout/Tagout: _____

Procedure (Circle): Lockout Tagout

Energy Type (Circle): Steam Natural Gas Moving Parts Chemicals Electric Power

 Water Pneumatic Compressed Air Hydraulic Other: _____

Lockout Device (Circle): Switch Valve Block Chain Hasp Other: _____

Energy Release Method (Circle): Ground Dissipate Drain Restrain Other: _____

<u>Lockout/Tagout Checklist</u>			
1.	Complete an Energy Control Procedures form	<input type="checkbox"/>	
2.	Identify all Energy Sources	<input type="checkbox"/>	
3.	Notify all Affected Employees	<input type="checkbox"/>	
4.	Shut down the equipment	<input type="checkbox"/>	
5.	Isolate equipment	<input type="checkbox"/>	
6.	Apply lockout/tagout devices	<input type="checkbox"/>	
7.	Reduce equipment to a zero energy state	<input type="checkbox"/>	
8.	Verify equipment isolation	<input type="checkbox"/>	
9.	Perform task	<input type="checkbox"/>	
10.	Remove lockout/tagout device, notify employees	<input type="checkbox"/>	
11.	Return equipment to service	<input type="checkbox"/>	

Lockout/Tagout Record

Hazard	Action Required	Lock #	Name	Locks/Tags On	Locks/Tags Off