

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: _____

Lockout/Tagout Checklist

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

Lockout/Tagout Record

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