EXAMPLE FORM

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: _______2/16/2015_____

Equipment/Machine Name:  **Spinning Band Distiller**  Location: **Chemical Waste Handling Facility**

Authorized Employees:  **Inyang, Diesslin, Whalen**

Affected Employees:  **Hourly employees currently employed**

Service/Maintenance Activities Requiring Lockout/Tagout: **Changing re-flux device**

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:  **Breaker Lockout**

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

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Lockout/Tagout Checklist

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

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Lockout/Tagout Record

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Action Required</th>
<th>Lock #</th>
<th>Name</th>
<th>Locks/Tags On</th>
<th>Locks/Tags Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 volt power</td>
<td>Lockout breaker #4 on electrical panel</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Water</td>
<td>Close water valve FW2</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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