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: ________________

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

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:__

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 ☐

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>

Filled out on site

Reviewed 2015