

Exchange of Lockout/Tagout Program

The lockout/tagout standard requires that the department exchange energy control procedures with outside employers who service and/or maintain Iowa State University equipment/machines that require lockout/tagout. This form is used to notify both parties that they must comply with the restrictions and prohibitions of those procedures. It should be completed by the departmental contact person in conjunction with the outside employer's representative. The exchange of information must occur before service/maintenance activities begin. If Iowa State University employees will also be working on this equipment or in surrounding areas, attach this to the Energy Control Procedures form.

I. Identification of Outside Employer

Name: _____ Phone: _____

Address: _____

Project Name/Equipment: _____

- II.** Check here to indicate that energy control procedures for the equipment/machine have been exchanged.

Comments: _____

- III.** After comparing the two lockout/tagout programs, note any additional restrictions or prohibitions below

- IV.** Affected personnel (listed below) shall understand and comply with these differences.

(Printed Name)

(Signature)

- V.** Acknowledged acceptance of the provisions of this form

Outside Employer Rep: _____ (Signature) _____ (Date)

ISU Departmental Contact: _____ (Signature) _____ (Date)