

Exchange of Information

The lockout/tagout standard requires an exchange of energy control procedures between the department and any outside contractors who service and/or maintain Iowa State University equipment or 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 representative in conjunction with the outside contractor's representative. The exchange of information must occur before service or maintenance activities begin. If Iowa State University employees will be working on the same equipment or in surrounding areas, attach this document to the Energy Control Procedures form.

Identification of Contractor

Name: _____ Phone: _____

Address: _____

Project Name/Equipment: _____

Check here to indicate that energy control procedures for the equipment or machine have been exchanged.

Comments: _____

Compare the two lockout/tagout procedures, and note any additional restrictions or prohibitions below.

Authorized personnel (listed below) shall understand and comply with above listed differences.

(Printed Name)

(Signature)

Acknowledged acceptance of the provisions of this form

Outside Contractor Rep: _____
(Signature)

(Date)

ISU Departmental Rep: _____
(Signature)

(Date)