

Equipment Specific LOTO Procedure

Page 1 of 2

Only authorized crew members may fill in this document and perform this LOTO procedure. Perform all lockout steps in this procedure. If deviation is required contact your department head or supervisor for approval. A minimum of 1 lock and 1 tag for each energy isolation device.

If LOTO cannot be performed, STOP and notify your Department Head immediately. Please contact your Production Safety Representative for further guidance and assistance.

Equipment Description (Specific type, make and model)	Equipment ID # (if applicable)
Production Name	Date:
Department(s)	Facility Name and Location (e.g., stage number, mill, set, etc.)
Authorized Crew Member Name	Authorized Crew Member Signature
Department Head (or supervisor) Name	Department Head (or supervisor) Signature

Identify the equipment and energy isolation devices.	
Equipment Description	Energy Isolation Devices description (e.g., operating switch, circuit breaker, valve, etc.)

Equipment Specific LOTO Procedure

Page 2 of 2

Fill in the necessary information for the machine or equipment being serviced or maintained.

This procedure must be conducted in the following order:

1. Notify all affected employees and identify all energy sources (e.g., electrical, mechanical, hydraulic, pneumatic, chemical, thermal, etc.)

Energy Sources:

2. Shutdown the machine or equipment.

Step # Shutdown Procedure (Refer to manufacturer's guidelines):

Step #	Shutdown Procedure (Refer to manufacturer's guidelines):

3. Isolate all energy sources.

Step # Energy Isolation Device Procedure to isolate energy:

Step #	Energy Isolation Device	Procedure to isolate energy:

4. Apply the lock and tag to each energy isolation device as indicated in step 3.

5. Dissipate the stored energy.

Step # Stored Energy Procedure to dissipate stored energy:

Step #	Stored Energy	Procedure to dissipate stored energy:

6. Verify that the machine or equipment is in a zero-energy state.

Step # Verification Procedure:

Step #	Verification Procedure:

When all the above steps have been performed, you may now conduct service or maintenance.

RELEASE FROM LOCKOUT TAGOUT

When service or maintenance is complete, follow the below steps to re-energize equipment:

1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in the neutral or "OFF" position.
4. Remove the locks, tags and lockout devices and re-energize the machine or equipment.
5. Notify affected personnel that the servicing or maintenance has been completed and the machine or equipment is ready for use.