**LOCKOUT TAGOUT PROCEDURE**

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| **DESCIRPTION:**  |
| Department/DivisionName of department completing this LOTO procedure. | Building/AddressIdentify the building name or address. |
| Equipment ID: Equipment’s assigned identification number. | Equipment/system description: Type of equipment. |
| Location: Describe location of equipment taken out of service. | Procedure last updated: Date. |

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| **PURPOSE:** This procedure establishes the minimum requirements necessary to protect employees from injury caused by the unexpected energization, start up, or release of stored energy during service or maintenance. Use this procedure to make sure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work.  |

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| **AUTHORIZATION:** List any authorized persons authorized to lock and tag out the machine or equipment using this procedure: |
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| **SCOPE:** Provide a description of the scope of work for this service or maintenance work: |
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| **NOTIFY:** Notify all affected employees that the machine or equipment is to be shut down and locked out for service or maintenance. |
| Name/Job Title | Notification method |
| List the names or job titles of people that use equipment being impacted | How the machine service or maintenance was communicated (i.e. phone, email, meeting, etc.). |
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| **NORMAL SHUTDOWN:** Shut down the machine or equipment by normal stopping procedures (such as depressing a stop button, opening switches, or closing valves). List types and locations of machine or equipment operating controls. |
| Shutdown method | Location |
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| **ISOLATE AND LOCKOUT:** Isolate energy sources using appropriate isolating devices. Lock and tag out the energy isolating devices with assigned individual locks and tags. |
| **WARNING: The following are the known lockout steps. If additional steps are discovered, inform your supervisor, lock them out, and modify this procedure accordingly.** |
| **1** | [Insert Picture] | **Energy source and magnitude:**Select an energy source.Enter a magnitude (e.g. Volts, amps, psi, temperature, lbs., Tons, etc.)  |
| **Energy Isolating Device Location:**Identify the EID location (building/room).Identify any names/numbers on the EID equipment. |
| **Isolation device/procedure:**Describe the device the lock/tag is applied to (e.g. circuit breaker, line valve, block, etc.). the method of the de-energization of equipment. Include the device used with the lock and tag (i.e. circuit breaker, slide gate, slip blind, line valve, etc.) |
| **Control Method: lock/tag information *(initial and date)***Provide lock description, or specific lock # if applicable; **if tagout only** provide description of additional safeguard*Provide initial and date of person applying lock and tag.* |
| **Method to relieve residual/stored energy:**If applicable, describe the process for reliving any additional energy sources (i.e. bleeding a valve). |
| **Verification Method**Explain how zero energy is confirmed. |
| **Restored by: (*initial and date*)***Provide initial and date of person removing lock and tag.* |
| **2** | [Insert Picture] | **Energy source and magnitude:**Select an energy source.Enter a magnitude. |
| **Energy Isolating Device Location:**Include the equipment identification number and a description of the location of the device on the equipment. |
| **Isolation procedure:**Method of de-energization of equipment. |
| **Lock #: *(initial and date)***Provide lock description, or specific lock # if applicable; **if tagout only** provide description of additional safeguard |
| **Method to relieve residual/stored energy:**If applicable, describe the process for reliving any additional energy sources (i.e. bleeding a valve). |
| **Verification Method**Explain how zero energy is confirmed. |
| **Restored by: (*initial and date*)**Provide initial and date of person removing lock and tag. |
| **3** | [Insert Picture] | **Energy source and magnitude:**Select an energy source.Enter a magnitude. |
| **Energy Isolating Device Location:**Include the equipment identification number and a description of the location of the device on the equipment. |
| **Isolation procedure:**Method of de-energization of equipment. |
| **Lock #: *(initial and date)***Provide lock description, or specific lock # if applicable; **if tagout only** provide description of additional safeguard |
| **Method to relieve residual/stored energy:**If applicable, describe the process for reliving any additional energy sources (i.e. bleeding a valve). |
| **Verification Method**Explain how zero energy is confirmed. |
| **Restored by: (*initial and date*)**Provide initial and date of person removing lock and tag. |
| **4** | [Insert Picture] | **Energy source and magnitude:**Select an energy source.Enter a magnitude. |
| **Energy Isolating Device Location:**Include the equipment identification number and a description of the location of the device on the equipment. |
| **Isolation procedure:**Method of de-energization of equipment. |
| **Lock #: *(initial and date)***Provide lock description, or specific lock # if applicable; **if tagout only** provide description of additional safeguard |
| **Method to relieve residual/stored energy:**If applicable, describe the process for reliving any additional energy sources (i.e. bleeding a valve). |
| **Verification Method**Explain how zero energy is confirmed. |
| **Restored by: (*initial and date*)**Provide initial and date of person removing lock and tag. |
| **5** | [Insert Picture] | **Energy source and magnitude:**Select an energy source.Enter a magnitude. |
| **Energy Isolating Device Location:**Include the equipment identification number and a description of the location of the device on the equipment. |
| **Isolation procedure:**Method of de-energization of equipment. |
| **Lock #: *(initial and date)***Provide lock description, or specific lock # if applicable; **if tagout only** provide description of additional safeguard |
| **Method to relieve residual/stored energy:**If applicable, describe the process for reliving any additional energy sources (i.e. bleeding a valve). |
| **Verification Method**Explain how zero energy is confirmed. |
| **Restored by: (*initial and date*)**Provide initial and date of person removing lock and tag. |
| **GROUP LOTO:** Determine which procedures to use if more than one person will be involved in the LOTO procedure.  |
| **Will more than one person will be involved in this procedure?***If you select NO, group LOTO will not be used, skip to next section**If you select YES, a group LOTO will be used, and describe your group LOTO method below* | Yes [ ]  | No [ ]  |
| Choose a group LOTO method: |
| [ ]  A hasp will be used for this procedure  |
| [ ]  A lock box will be used for this procedure Lock box identification #:  |
| [ ]  A Primary Authorized Person | Name: |

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| **THE MACHINE OR EQUIPMENT IS NOW LOCKED OUT AND SERVICE OR MAINTENANCE CAN BE DONE** |

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| **RESTORE:** Restore the machine or equipment to service after the service or maintenance is completed |
| **Step 1:** Check the machine or equipment and the immediate area around it to make sure all nonessential items have been removed and that the machine or equipment is in operating condition and ready to energize.**Step 2:** Make sure all employees are safely positioned for starting or energizing the machine or equipment.**Step 3:** Verify that the controls are in neutral.**Step 4:** Remove the lockout devices and reenergize the machine or equipment.**Note**: Some forms of blocking may require re-energization of the machine before they can be safely removed.**Step 5:** Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use. |