

This form is used to identify LOTO procedures involved when servicing/maintaining the equipment/machine listed below.

Equipment Machine Name: _____ **Location:** _____

Authorized Employees: _____

Affected Employees: _____

Service/Maintenance Activities Requiring Locking/Tagout: _____

Procedure (Check): ☐ Lockout ☐ Tagout

Energy Type (Check): ☐ Steam ☐ Natural Gas ☐ Moving Parts ☐ Chemicals ☐ Electric Power
☐ Water ☐ Pneumatic ☐ Compressed Air ☐ Hydraulic Other: _____

Lockout Device (Check): ☐ Switch ☐ Valve ☐ Block ☐ Chain ☐ Hasp Other: _____

Energy Release Method (Check): ☐ Ground ☐ Dissipate ☐ Drain ☐ Restrain Other: _____

Lockout/Tagout Checklist

- | | | | |
|---|--------------------------|--|--------------------------|
| 1. Complete an Energy Control Procedures Form | <input type="checkbox"/> | 7. Reduce equipment to a zero energy state | <input type="checkbox"/> |
| 2. Identify all Energy Sources | <input type="checkbox"/> | 8. Verify equipment isolation | <input type="checkbox"/> |
| 3. Notify all Affected Employees | <input type="checkbox"/> | 9. Perform task | <input type="checkbox"/> |
| 4. Shut down the equipment | <input type="checkbox"/> | 10. Remove lockout/tagout device, notify employees | <input type="checkbox"/> |
| 5. Isolate equipment | <input type="checkbox"/> | 11. Return equipment to service | <input type="checkbox"/> |
| 6. Apply lockout/tagout devices | <input type="checkbox"/> | | |

Lockout/Tagout Record

Hazard	Action Required	Lock #	Name	Locks/Tags On	Locks/Tags Off