

LOCKOUT - TAGOUT PROCEDURES

SECTION I: IDENTIFICATION INFORMATION

EQUIPMENT/MACHINE NOMENCLATURE:		PM #/ID:
ORGANIZATION:	BUILDING:	SHOP/SECTION:
POC:	HIGH VOLTAGE SOURCE/OVER 600 VOLTS: <input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION II: PURPOSE AND SCOPE

Purpose: This procedure covers servicing and maintenance of machines and equipment in which "unexpected" energization or start-up of the machines or equipment, or release of stored energy, could injure employees. Authority: 29 CFR 1910.147(c)(4)

Scope: Provide maintenance or servicing for the listed equipment.

Identify jobs to be accomplished. (List or see attached work order)

List of AUTHORIZED WORKERS performing LOTO.

Jobs/Tasks to be accomplished and equipment/tools involved: Tasks involved will be detailed by maintenance job order, as directed and detailed by job guides, technical data, and maintenance manuals.

SECTION III: ENERGY SOURCES

ENERGY	SYMBOL	QUANTITY	MAGNITUDE	ENERGY	SYMBOL	QUANTITY	MAGNITUDE
ELECTRICAL	E			SPRING	S		
MECHANICAL	M			STEAM	ST		
PNEUMATIC	P			WATER	W		
GAS (NATURAL)	G			THERMAL	T		
GRAVITY	GR			OTHER (OIL)	O		
HYDRAULIC	H						

SECTION IV: LOTO DEVICES REQUIRED

DEVICE	SYMBOL	QUANTITY REQUIRED	DEVICE	SYMBOL	QUANTITY REQUIRED
LOCK	L		PLUG COVER	PC	
BLANK	BL		BALL VALVE	BV	
BREAKER	BR		SHORE	SH	
CABLE	CA		STEERING	ST	
CHAIN	CH		TAGS	TG	
GATE VALVE	GV		OTHER	O	

SECTION V: 9-STEP PROCESS FOR SHUTDOWN, LOCKOUT, TAGOUT, AND TEST

NUMBER	STEP	DESCRIPTION
1.	Review Lockout Procedure	The authorized employee will review this LOTO procedure to identify the type and magnitude of energy that the equipment/machine utilizes and understand hazards of the energy; know method of isolation by physically locating and identifying all isolating devices; lockout and dissipation of energy prior to beginning procedures.
2.	Notification	Verbally notify all affected employees of impending shutdown; the reason why, importance of not disturbing the lockout and to not to attempt to re-start equipment or machine until maintenance operations are completed.
3.	Shutdown	If the equipment/machine is in operation, verify it is safe to shut down and shut it down using normal shut down procedures.
4.	Isolate Energy; Verify All Correct Energy Isolating Devices Have Been Operated	
5.	LOTO Device, Lock and Tag Application; Tag Shall Indicate Date, Time, Reason, and Name of Worker Installing the Device and Lock	
6.	Dissipate ALL Stored Energy and Check for Re-accumulation of Stored Energy	
7.	Attempt Start-up	Physically attempt to operate all energy-isolating devices and attempt to restart the equipment or machine using normal controls. Caution: Return all operating controls to SAFE or OFF position after the test. Test potential energy sources using appropriately rated and calibrated instruments or testers. If the authorized worker is not qualified to test the energy being isolated, he or she shall ensure the energy is tested by a qualified person.
8.	Keep Device in Place	Note: Devices, locks and tags shall remain in place until work on the equipment or machine is completed.
9.	Prior to Return to Service	See 3-Step Release from LOTO Process

Blocks 1-3: Are mandatory requirements and are self-explanatory.

SECTION VI: 3-STEP RELEASE FROM LOCKOUT/TAGOUT PROCESS

Note: Before restoring machines and equipment to service, the "Authorized Employee" will complete the following steps:

Step 1	Preparation and Notification	1. Notify affected employees that equipment is ready to return to service. 2. Ensure all personnel, tools and equipment are a safe distance from equipment. 3. Replace guards and ensure they are operational.
	Check Machine	Note: Check the machine/equipment and the immediate area to ensure the nonessential items have been removed and that the machine/equipment components are operationally intact.
	Verify Controls	Note: Verify all controls are in off or neutral position. Machine must not activate when energy is applied.
Step 2	Remove Additional Devices	1: Authorized employee will remove LOTO devices. 2: Remove grounding devices. 3: Verify that work is complete and it is safe to re-energize the machine/equipment.
Step 3	Remove All Locks and Tags	1. Authorized employee will remove all LOTO devices and restore isolating devices to the ON position (i.e. breakers, knife switches, etc.). 2. Notify affected employees that the servicing or maintenance is completed and the machine/equipment is ready for use. 3. Energize equipment and restore normal operating condition.
	Clear Log	Annotate LOTO log with clearance information, as applicable.

SECTION VII: INITIAL LOTO PROCEDURE VERIFICATION

ORGANIZATION REP	PRINTED NAME, PHONE NUMBER, OFFICE SYMBOL	SIGNATURE
Process Engineer (If Applicable)		
Authorized Employee/ Supervisor		

Total Number of Energy Sources that Require Lock-Out/Tag-Out:



Labeled Components and Energy Sources Associated with This LOTO (Close-up Pictures)
