Lockout/Tagout Procedure for Equipment

Name of Equipment: ________________________________

Model No., Serial No. or Equipment No: ________________________________

Location or Department: ________________________________

This equipment has the following power sources that need to be locked and tagged out: (insert and color code power sources):

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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De-Energizing Steps
1. 
2. 
3. 
4. 
5. 
6. 

Re-Energizing Steps
7. 
8. 
9. 
10. 
11. 
12. 
13. 

Date procedure developed: ____ / ____ / ____

Date procedure revised: ____ / ____ / ____

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

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### Lockout – Tagout Procedure

<table>
<thead>
<tr>
<th>Equipment Description:</th>
<th>[Insert Device Name]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>[Insert Location Name]</td>
</tr>
<tr>
<td>Revision No.:</td>
<td>XX</td>
</tr>
<tr>
<td>Author:</td>
<td>[Insert Author’s Name]</td>
</tr>
<tr>
<td>Date:</td>
<td>XX/XX/XXXX</td>
</tr>
</tbody>
</table>

**Danger**  
Pushing e-stops, opening interlocks or using operational switches or valves is NOT lockout!!! Follow this procedure for energy isolation.

### Energy Isolation Locations

| [Insert Picture Here] | [Insert Picture Here] | [Insert Picture Here] |

**Legend:**  
- E = Electrical  
- P = Pneumatic  
- W = Water  
- G = Gas  
- ES = Other  
- H = Hydraulic  
- CP = Control Panel  
- GR = Gravity/Stored Energy

### Lockout Steps

1. Know the equipment  
2. Notify others  
3. Shut down the machine  
4. Disconnect and lockout all energy sources  
5. Control or dissipate residual energy  
6. Verify the lockout  
7. Keep the lockout enforced  
8. Remove the lockout

<table>
<thead>
<tr>
<th>Energy Type and Source</th>
<th>Isolation Method</th>
<th>Lockout Location</th>
<th>Verification</th>
</tr>
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</table>

**Note:** If you see any equipment changes that affect lockout/tagout but are not covered by this procedure, report immediately to management and do not work on equipment until resolved.

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