Lockout/Tagout Procedure for Equipment (Sample)

Name of Equipment: Machine ABC

Model No., Serial No. or Equipment No: XR500

Location or Department: West Side of Shop

This equipment has the following power sources that need to be locked and tagged out:

<table>
<thead>
<tr>
<th>Power Source</th>
<th>Electrical</th>
<th>Pneumatic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voltage</td>
<td>480 Volt</td>
<td>N/A</td>
</tr>
<tr>
<td>Air</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Gas</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

De-Energizing

1. Notify all personnel in the area that the lockout/tagout is taking place.
2. Press the “stop” button located on the control pedestal to de-energize the equipment.
3. Turn the electrical disconnect #3 (green control cabinet) and #10 (gray box on wall) to “off.” Position and attached lockout hasp and insert lock and tag through the hole on the disconnect.
4. Shut off the main supply air valve located on the air supply line leading to the machine, attach the locking device and the lock/tag through the hole provided on the device and bleed off air.
5. Activate the “start” button to verify that the equipment is de-energized and locked out. (This process should be done by pushing the start button, then press the stop button; repeat this procedure.) This will also release any residual energy which may be present. If the equipment appears to be energized and does not appear to be properly locked out, contact maintenance immediately.
6. Return the “start” button to the “off” position – equipment is now locked out.

Re-Energizing

7. When work is completed, make sure all personnel and materials are clear from the area. Inform all personnel that equipment is going to be energized and to maintain a safe distance from the equipment.
8. Press the “stop” button located on the control pedestal to assure that equipment will be de-energized upon restoring power to equipment.
9. Remove the lock, tag and lockout device from the electrical disconnect #3 and #10 located on the green control cabinet door and turn to the “on” position.
10. Remove the lock, tag and lockout device from the main supply air valve located on the air supply line. Open the air supply valve.
11. Test the equipment to assure that it is functioning properly.
12. Return the equipment to the “off” position.
13. Notify all personnel that lockout/tagout is completed.

Date procedure developed: _____ / _____ / _____

Date procedure revised: _____ / _____ / _____
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>1</td>
</tr>
<tr>
<td>Author:</td>
<td>Safety Sam</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

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>
</thead>
<tbody>
<tr>
<td>See Photo #1</td>
<td>Panel Disconnect</td>
<td>Switch #3</td>
<td>On/Off Button</td>
</tr>
<tr>
<td>See Photo #2</td>
<td>Air Supply Valve</td>
<td>Air Supply Line</td>
<td>Air Bleed Off</td>
</tr>
<tr>
<td>See Photo #3</td>
<td>Panel Disconnect</td>
<td>Switch #10</td>
<td>On/Off Button</td>
</tr>
</tbody>
</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.