



Appendix F:

Lockout/Tagout Procedure Form

Procedure Description

Instructions: The Authorized Employee and the Program Administrator will complete this digital, fillable form for each piece of equipment separately. This form should inventory all energy sources and LOTO points for each piece

Equipment Description: 1" ODE Drip Edge Machine		
Serial Number: RF8858	Location of Equipment: Main Shop	Area or Department: Shop
Number of Lockout Points: 2	Lockout Device(s) Needed: Plug Cover Lock and Notice sign	
Lockout Procedure: <ol style="list-style-type: none">1. shut machine down with power switch2. unplug machine3. authorized personnel to install plug cover and lock4. fillout and post notice near power switch		
Procedure to Verify Lockout is Complete: Before removal of any guards or any maintenance can be completed double check that the power switch is turned off and that plug is unplugged with proper lockout tagout cover installed and locked.		
Release and Start Up Procedure: <ol style="list-style-type: none">1. authorized personnel to inspect that all covers and guards are on properly and machine is in good working order2. unlock plug cover and install plug3. turn on powerswitch4. remove LOTO notice.		