



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: 4" Manual Brake		
Serial Number:	Location of Equipment: Main Shop	Area or Department: Shop
Number of Lockout Points: None	Lockout Device(s) Needed: Notice Sign	
Lockout Procedure: As there is no power to the machine there is nothing that needs to be locked Notice should be posted on the machine when maintenance needs to be conducted or if the machine is not in safe working order		
Procedure to Verify Lockout is Complete: Notice is posted on top of machine		
Release and Start Up Procedure: Once authorized personnel has inspected and deemed machine safe the notice can be removed.		