



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: ACME - Lock Machine | | |
| Serial Number: ZOGAP01529 | 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 on front of machine | | |
| Procedure to Verify Lockout is Complete: Before removal of any guards or any maintenance can be completed double check that the machine is turned off and that it is unplugged and proper LOTO cover is 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 in place and machine is in good working order2. Unlock plug cover lock and plug machine in.3. Turn on power switch4. Remove LOTO notice | | |