



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: Cleat Machine (2)		
Serial Number:	Location of Equipment: Main Shop	Area or Department: Shop
Number of Lockout Points: 2	Lockout Device(s) Needed: Breaker Lock and Notice Sign	
Lockout Procedure: 1. Shut machine down with red power button 2. Flip breaker switch off 3. Authorized personnel to install breaker lock 4. Fillout and post notice near power button		
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 the breaker is switched off with proper lockout tagout cover installed and locked		
Release and Start Up Procedure: 1. Authorized personnel to inspect that all covers and guards are on properly in place and machine is in good working order 2. Unlock breaker lock 3. Turn on power switch 4. Remove LOTO notice		