



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: Roll Former Perforater Machine		
Serial Number:	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: 1. Shut machine down with power switch 2. Unplug machine 3. Authorized personnel to install plug cover and lock 4. 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 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 plug cover lock and plug machine in. 3. Turn on power switch 4. Remove LOTO notice		