



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: Roper Whitney Metal Shear (Model: 10M14)		
Serial Number: 1749-8-16	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: <ol style="list-style-type: none">1. Shut machine down with power switch (red switch)2. Flip breaker off3. Install breaker lock4. Post LOTO 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 the breaker is switched off with proper lockout tagout cover installed and locked		
Release and Start Up Procedure: <ol style="list-style-type: none">1. Authorized personal to inspect that all covers and guards are on properly in place and machine is in good working order2. Unlock breaker lock and flip breaker on.3. Turn on power switch4. Remove LOTO notice		