|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment /System:** | | | | | | | | | **ID#:** | | **Date:** | |
| **Building:** | | | | | | | | | **Verified by:** | | **Date:** | |
| **Specific Location:** | | | | | | | | | | | **Next Audit Due:** | |
| **Scope/Use:** This procedure is required whenever machine guards or other safety devices are removed or bypassed, or any hazardous exposure to a point of operation or an associated danger takes place. | | | | | | | | | | | | |
| **Purpose:** This lockout will bring this equipment (or section) to a fully de-energized condition for inspections, cleaning, and repairs. | | | | | | | | | | | | |
| Special Precautions | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Lockout devices needed (list all)** | | | | | Number of Lock points:  Devices required: | | | | | | | |
|  | | | | | | | | | | | | |
| **PPE Required** | | | | | * Safety Glasses | | | | | | | |
|  | | | | | | | | | | | | |
| **Lockout Application Steps** | | | | | | | | | | | | |
| **Step 1 – Review the procedure and verify you have all of the needed lockout devices and locks required** | | | | | | | | | | | | |
| **Step 2 – Notify all affected persons and occupants that the equipment is being shut down** | | | | | | | | | | | | |
| **Step 3 – Shut down the equipment from the operator controls** | | | | | | | | | | | | |
| **STEP 4 – Isolate energy and lock out each point in order** | | | | | | | | | | | | |
| Order | Energy Source | | Magnitude/type | | | | Device | Method | | | | Visual |
| 1 |  | |  | | | |  |  | | | |  |
| 2 |  | |  | | | |  |  | | | |  |
| 3 |  | |  | | | |  |  | | | |  |
| 4 |  | |  | | | |  |  | | | |  |
| 5 |  | |  | | | |  |  | | | |  |
| **STEP 5 – Verify lockout is complete by testing the operation and/or verifying there is no energy at the work location. Dissipate any energy from the system that may be released into the work area. Use the steps outlined below.** | | | | | | | | | | | | |
| 1 |  | |  | | | |  |  | | | |  |
| 2 |  | |  | | | |  |  | | | |  |
| 3 |  | |  | | | |  |  | | | |  |
| 4 |  | |  | | | |  |  | | | |  |
| 5 |  | |  | | | |  |  | | | |  |
| **Step 6 – Begin Work** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Lockout Release Steps** | | | | | | | | | | | | |
| Step 1 – Inspect equipment and ensure all tools, spare parts, and waste are clear of the equipment | | | | | | | | | | | | |
| Step 2 – Review the procedure and make sure all authorized persons are present with their keys | | | | | | | | | | | | |
| Step 3 – Notify all affected persons and occupants that the equipment will be re-energized and tested | | | | | | | | | | | | |
| Step 4: Check the area to make sure all affected persons and occupants are clear of the equipment, and it is safe to begin. | | | | | | | | | | | | |
| Step 5 – Remove locks and re-energize | | | | | | | | | | | | |
| Order | | Energy | | Point | | Device | | | | Method | | |
| 1 | |  | |  | |  | | | |  | | |
| 2 | |  | |  | |  | | | |  | | |
| 3 | |  | |  | |  | | | |  | | |
| 4 | |  | |  | |  | | | |  | | |
| 5 | |  | |  | |  | | | |  | | |
| **Step 6 – Notify affected employees and occupants that the system is energized and ready for testing.** | | | | | | | | | | | | |
| **Step 7 – Startup equipment and verify proper operation** | | | | | | | | | | | | |
| **Step 8 - Lockout complete. Notify all affected persons.** | | | | | | | | | | | | |