This form is to be filled out for each piece of equipment or machinery that is capable of movement and many need to be de-energized at some point in time.

Equipment Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jobsite: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Individual Completing Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions to ask for each step of the LOTO Process**

1. What work will be done on this machine where the hazardous energy will need to be controlled?

⃣ cleaning

⃣ repair work

⃣ servicing

⃣ setting up

⃣ adjusting

⃣ unjamming

⃣ Other: \_\_\_\_\_\_\_

1. What are all the energy types used on this equipment and what are their associated hazardous movements?

For example: energy sources: electrical, thermal, radiant, motion, hydraulic, pneumatic, chemical, stored mechanical, gravitational, steam, etc. and movements examples: rotations, spinning, swinging, etc.

|  |  |
| --- | --- |
| **Energy Type** | **Associated Hazardous Motion** **(location and parts involved)** |
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|  |  |
|  |  |

1. What are the steps to shut down the equipment?

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| --- | --- |
| **Steps to Shut Down** | **Exposure Hazards if Steps Are Not Followed** |
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|  |  |

1. What are the steps to disconnect the machine and isolate the energy?

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| --- | --- |
| **Disconnecting Means** | **Location** |
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|  |  |
|  |  |
|  |  |
| **Isolation Means** | **Equipment Needed** |
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1. What are the steps to dissipate or restrain stored energy?

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| --- | --- |
| **Steps to Dissipate Stored Energy** | **Exposure Hazards if Steps Are Not Followed** |
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|  |  |
|  |  |

1. What are the steps to lock out the energy sources that need to be controlled

For example: blanking, blinding, etc.

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| --- | --- |
| **Steps to Lockout the Energy Sources**  | **Exposure Hazards if Steps Are Not Followed** |
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|  |  |
|  |  |

1. What are the steps to verify that the energy lockout methods are effective?

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| --- | --- |
| **Steps to Verify That Energy Lockout Methods Are Effective** | **Exposure Hazards if Steps Are Not Followed** |
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|  |  |
|  |  |

1. What are the steps to start this equipment during lockout for testing?

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| --- | --- |
| **Steps to Start This Equipment During Lockout for Testing** | **Exposure Hazards if Steps Are Not Followed** |
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|  |  |
|  |  |

1. What are the steps to start this equipment after work is completed to return to normal operations?

|  |  |
| --- | --- |
| **Steps to Start This Equipment After Work is Completed** | **Exposure Hazards if Steps Are Not Followed** |
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|  |  |
|  |  |

1. Do employees need to be trained or retrained on this procedure?

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| --- |
| **What Steps Need to be Included in Training?** |
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