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| **Controlling the energy for LOTO** | **Checked?** |
| **1. Prepare for Shutdown** |  |
| * Know the methods to control the hazardous energy (disconnect, isolation, etc.) |  |
| * Complete a hazard assessment |  |
| * Have the tools to control the hazardous energy (lockout devices, etc.) |  |
| * Verify how many energy sources need to be locked out |  |
| * Identify competent person/persons who will perform LOTO |  |
|  |  |
| **2. Notify all affected personnel** |  |
| * Why the shutdown is happening |  |
| * When it will take place |  |
| * How long it will last |  |
|  |  |
| **3. Shutdown Equipment** |  |
| * Follow manufacturer’s instructions |  |
| * Ensure all controls are in OFF position |  |
| * Shut down equipment in correct order |  |
| * Verify that all moving parts have come to a complete stop |  |
|  |  |
| **4. Isolate Equipment** |  |
| * Use isolation type appropriate to equipment |  |
| * Verify that all energy sources have been isolated |  |
|  |  |
| **5. Apply LOTO Devices** |  |
| * Place lockout device on equipment |  |
| * Attach lock |  |
| * Fill out and attach tag |  |
|  |  |
| **6. Release Stored Energy** |  |
| * Bleed lines (where possible) |  |
| * Bring equipment to ground level (where possible) |  |
| * Check that this is done for all possible locations |  |
|  |  |
| **7. Verify Equipment Isolation** |  |
| * Ensure all personnel are not at risk |  |
| * Check that all energy sources are disconnected and completely isolate |  |
| * Start equipment normally (Bump Test) |  |
| * Return controls to OFF again |  |
| * Do this for every lockout applied to equipment |  |
|  |  |
| **Other:** |  |

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| **LOTO Removal Procedure** | **Checked?** |
| Ensure that all work has been completed and signed off |  |
| Check that work area is clear of tools and debris |  |
| Notify all workers in vicinity |  |
| Verify controls are in neutral position |  |
| Workers who installed lock(s) will remove them in order installed |  |
| Restore energy following company, site, or manufacturer specific procedures |  |