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| Section I: General Information | | | | | |
| Date prepared: | | | Prepared by (name):  Job Title: | | |
| Campus: | | |
| Work unit: | | |
| Building name: | | | | | |
| The equipment covered by this procedure: | | | | | |
| Location of equipment: | | | | | |
| Section II: Sequence of LOTO Steps | | | | | |
| **Step 1: Identify all energy sources** | | | | | |
| Energy Source | Type of lockout device needed & Location of each energy isolation device | | | | Control Method |
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| **Step 2: Notify Others (List all personnel who must be notified prior to equipment shutdown)** | | | | | |
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| **Step 3: Shutdown Equipment (List normal stopping procedures for equipment)** | | | | | |
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| **Step 4: Isolate Equipment (List procedures for disconnecting each energy source)** | | | | | |
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| **Step 5: Lockout/Tagout the equipment (Control methods are to be noted in "Step 1" of form)** |
| - Attach lock(s) and/or lockout device(s) to each energy source. |
| - Ensure all tags are completely filled out. |
| **Step 6: Release or Block stored energy (List procedures)** |
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| **Step 7: Verify Isolation (List procedures for attempting restart or otherwise ensuring effectiveness of LOTO)** |
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| **Step 8: Perform Required Servicing** |
| - Avoid taking any action that could potentially reactivate the equipment. |
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| **Step 9: Release from Lockout/Tagout** |
| - Remove all tools from the work area. |
| - Replace all equipment guards. |
| - Notify all Affected & Other employees that equipment will be re-energized. |
| - Remove all locks, tags, and lockout devices. |
| - Ensure area is clear prior to restart. |
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End.