Lockout tagout procedure

Machine or equipment name _____ **Machine ID or location** _____

Procedure number _____ **Written by** _____

Date written _____ **Next review date** _____

Purpose and scope

What is this procedure for, and which work does it cover? Who is allowed to apply the locks?

Energy sources

List every source on this machine, where it is, and how to isolate it. Check them all.

Energy type	Size or amount	Where it is	Isolating device	Lock or tag

Hazard types on this machine

Check all that apply.

- ☐ Electrical
- ☐ Hydraulic
- ☐ Pneumatic
- ☐ Gravity or a raised load
- ☐ Springs or stored tension
- ☐ Steam or hot fluid
- ☐ Chemical or fuel line
- ☐ Rotating or moving parts that coast

Shutdown steps

How to stop the machine the normal way, in order. Tell affected people first.

Isolating the energy

Which device is turned off, opened or disconnected, in order.

A starting point. Adapt it to your equipment, your procedures and the rules that apply to you. Free template from portalbaseai.com

Applying locks and tags

Who puts on a lock, where it goes, and what the tag says. One lock and one key per person.

Releasing stored energy

Bleeding, blocking, grounding or restraining anything that can still move.

Verifying it is isolated

How to test that the machine can't start. Try the start control, then return it to off.

Returning to service

Tools and people clear, guards back on, who is told, who removes each lock, and how the machine is restarted.

Sign-on

Name (print)	Signature	Date