



# LOCKOUT-TAGOUT PROCEDURE SHEET

**INSTRUCTIONS** : Please fill out the LOTO equipment information below. Be as specific as possible. Do not leave any blanks. If something doesn't apply, write "N/A".

Description of Equipment:		FAMIS Equipment #:
Building:	Area (Room, Corner, etc.):	
<b>#</b>	<b>LOCKS &amp; TAGS NEEDED</b>	Other Safety Issues (Confined Space, Fall Protection, etc.) :

## SPECIFIC LOTO SYSTEM PROCEDURES

**INSTRUCTIONS** : Please fill out the chart below with specific LOTO steps in order of how they should be performed. An example has been provided in the 1st line. Please see the "Example Terminology" section on page 2 with additional examples. Attach additional sheets if needed. Please contact Stephen Znamierowski (922-1672) with any questions.

Step #	Source	Device	Location	Method	Check
Example	Electrical 480V	Padlock	Isolation point located beside.	Shutdown at VFD. CP-1 Move E-1 disconnect to off. Lock out.	Attempt restart at CP-1.

Authorized Employee Writing Procedure :	Date:
Authorized Supervisor Verifying Procedure :	Date:

**EXAMPLE TERMINOLOGY: Listed below are some examples of common terminology used for filling out the "Specific LOTO System Procedures" chart.**

SOURCE	DEVICE	METHOD	CHECK
Electrical 120V	Ball valve device	Move E-1 disconnect to off. Lock out.	Attempt restart at CP-1.
Electrical 240V	Breaker lockout device	Unplug E-1. Lock out.	Attempt restart at all Control Panels.
Electrical 480V	Cable device	Move E-1 switch to off. Lock out.	Verify zero voltage reading with meter.
Steam Inlet	Gate valve device	Move E-1 breaker # to off. Lock out.	Verify pressure has bled off.
Steam Outlet	Padlock	Turn W-1 valve to closed position. Lock out. Open bleed valve.	Verify machine is deenergized.
Gas Freon	Quick disconnect device	Turn P-1 valve to closed position. Lock out. Open bleed valve.	Verify pressure has bled off at local gauge.
Gas Natural Gas	Wall switch device	Disconnect P-1 fitting. Lock out.	Verify pressure has bled off at gauge XXX.
Gas Oxygen	Universal plug device	Turn xxx-999 valve to closed position. Lock out. Open bleed valve.	
Gas Nitrogen		Disconnect xxx-999 fitting. Lock out.	
Hydraulic Inlet		Reference Tag # on machine for proper electrical disconnect.	
Hydraulic Outlet			
Water Inlet			
Water Outlet			
Water Suction			
Water Discharge			
Kinetic Energy			
Potential Energy			
Gravity			
Thermal Energy			
Hydraulic Energy			