

Lockout/Tagout Procedure Documentation Sample

1. General Information

Facility Name	
Area/Department	
Machine/Equipment	
Prepared By	
Date	

2. Purpose

This procedure establishes the requirements for the lockout and tagout of energy sources to ensure that machinery or equipment is isolated from all potentially hazardous energy prior to the start of any maintenance or servicing activities.

3. Scope

This procedure applies to all employees who may be exposed to hazardous energy during the servicing or maintenance of machines and equipment at this facility.

4. Authorized Personnel

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5. Hazardous Energy Sources

Type of Energy	Location/Description	Isolation Method

6. Lockout/Tagout Procedure Steps

1. Notify all affected employees that a lockout/tagout is required and the reason for it.
2. Shut down the machine or equipment using normal stopping procedures.
3. Isolate all energy sources by operating appropriate disconnects, valves, or switches.
4. Apply lock(s) and tag(s) to each energy-isolating device.
5. Release or restrain any stored energy (mechanical, electrical, hydraulic, etc.).
6. Verify isolation by attempting to start or operate the equipment.
7. Perform the required servicing or maintenance.
8. After completion, remove tools and materials, reassemble machine or equipment.
9. Remove lockout/tagout devices by the person who applied them.
10. Notify affected employees that the equipment is ready for operation.

7. Special Considerations

- Multiple energy sources
- Group lockout procedures
- Testing or positioning of equipment
- Outside contractors

8. Periodic Review and Signature

Reviewer	Date	Signature