

Equipment-Specific Lockout/Tagout Procedure Template

General Information					
Building or Location			Intended Use		
Manufacturer and Equipment Name			Asset Number(s)/ Equipment ID(s)		
Total number of Lockout points					
Permit(s) Required					
<input type="checkbox"/> Hot Work		<input type="checkbox"/> Confined Space		<input type="checkbox"/> Other (specify)	
Hazardous Energy Identification					
<input type="checkbox"/> Chemical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Gravitational potential	<input type="checkbox"/> Hydraulic potential	<input type="checkbox"/> Kinetic	
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Pneumatic potential	<input type="checkbox"/> Radiation	<input type="checkbox"/> Thermal		
Personal Protective Equipment Required					
ONLY TRAINED AND AUTHORIZED PERSONNEL SHALL CONDUCT LOCKOUT/TAGOUT.					
Shutdown Overview / Scope of Work					
Shutdown Procedure					
1	Notify all affected employees that servicing or maintenance is required on the machine or equipment and all energy sources will be shut down and locked out to perform the servicing and maintenance.				
	Energy Source(s) What needs to be controlled	Isolation Method and Location (s) What parts of the equipment must be locked out and by what method ?	Required Devices What Lockout devices will be used ?	Verification Method and Location(s) How do we verify the system is isolated?	Picture(s) (optional) OR detailed information about location the lockout point
2					
3					
4					
5					
Final step	Perform servicing and maintenance on equipment.				
IF THE SYSTEM CANNOT BE LOCKED OUT OR IF SYSTEM FAILS VERIFICATION, CONTACT YOUR SUPERVISOR.					

Startup Procedure	
1	
2	
3	
4	
5	
6	
Final step	Notify affected employees that the servicing or maintenance is complete and the equipment is ready for use.