


# Lockout/Tagout (LOTO) Checklist

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## Pre-Shift Planning & Hazard Assessment

Initial steps to identify hazards and plan the LOTO procedure.

### Date of Assessment

### Time of Assessment Start



### **Brief Description of Task/Job to be Performed**

Write something...

### **Potential Hazards Identified (Initial Assessment)**

Write something...

### **Hazards Related to Previous Incidents/Near Misses?**

- Yes
- No
- Unknown

### **Previous Control Measures (if any) & Their Effectiveness**

Write something...

### **Risk Level (Based on Initial Assessment)**

- Low
- Medium
- High

### Name of Person Performing Hazard Assessment

Write something...

### Signature of Person Performing Hazard Assessment

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## Identify Energy Sources

Listing all potential energy sources that need to be controlled.

### What types of energy are present?

- Electrical
- Pneumatic
- Hydraulic
- Mechanical (e.g., rotating shafts)
- Thermal (e.g., steam, hot oil)
- Chemical (e.g., pressurized vessels)
- Gravitational (e.g., elevated loads)
- None

### Describe any unusual or non-standard energy sources.

Write something...

### Voltage of electrical supply (if applicable)

Enter a number...

### Pressure of pneumatic/hydraulic systems (if applicable)

Enter a number...

### Identify the primary energy source requiring isolation.

- Electrical
- Pneumatic
- Hydraulic
- Mechanical
- Thermal
- Chemical

### Additional Notes about Energy Sources (e.g., secondary hazards)

Write something...

## Isolation & Shutdown Procedures

Steps for isolating and shutting down equipment.

### Detailed Step-by-Step Shutdown Procedure

Write something...

### Equipment ID Number

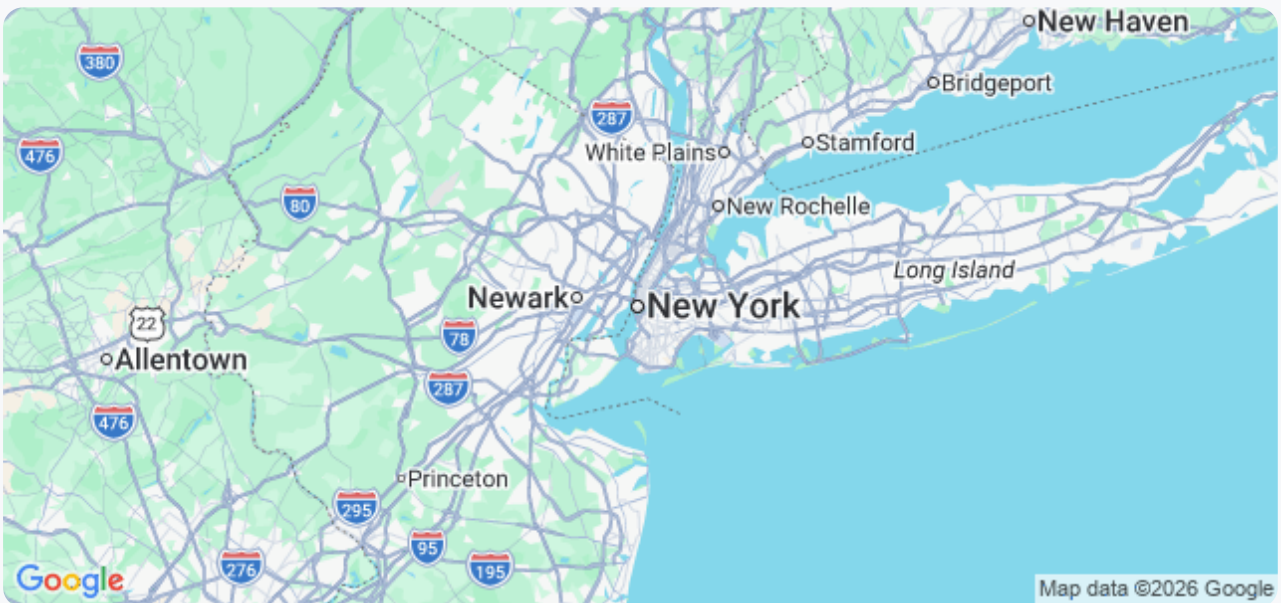
Enter a number...

### Shutdown Sequence (e.g., Normal Stop, Emergency Stop)

- Normal Stop
- Emergency Stop
- Controlled Shutdown

### Location of Primary Isolation Point

 [Set My Current Location](#)



### Date of Procedure Review/Update (Last Reviewed)

Enter date...

### Time of Shutdown Initiation

Enter time...

### Any Unusual Considerations for Shutdown?

Write something...

## Lockout/Tagout Application

Applying locks and tags to energy isolation points.

### Lock Type Used (e.g., Keyed, Combination)

- Keyed Lock
- Combination Lock
- Other (Specify in LONG\_TEXT)

### Lock ID Number

Enter a number...

### Tag Type Used

- Standard Tag
- Custom Tag
- Blank Tag (To be filled)

### Tag ID Number

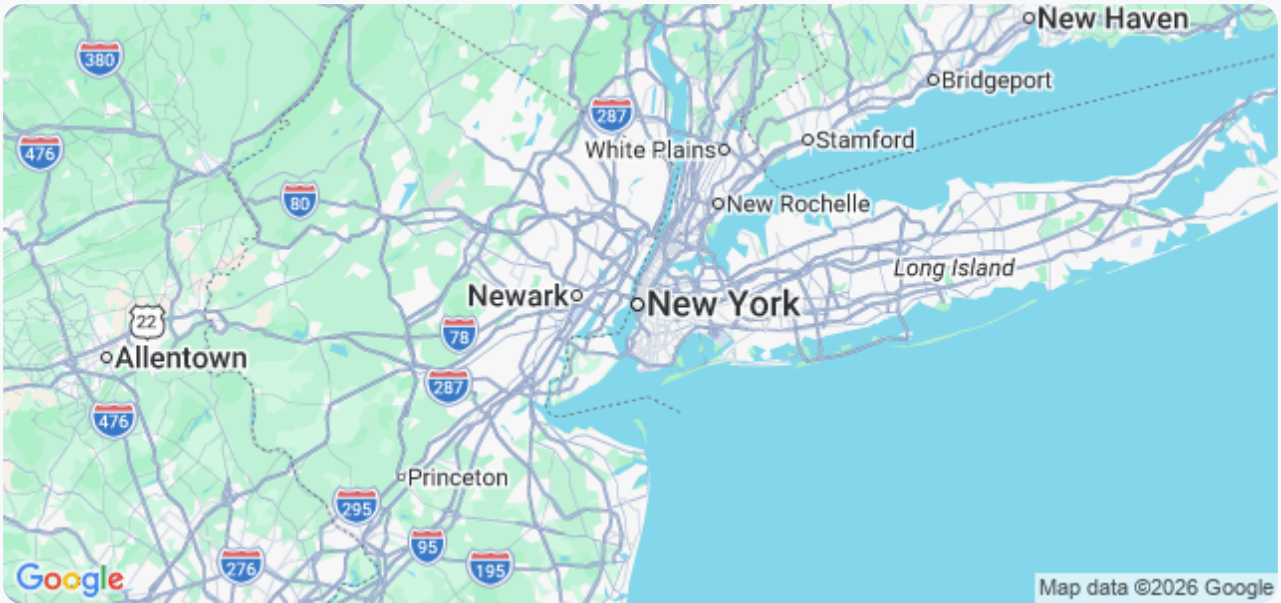
Enter a number...

### Tag Information

Write something...

## Lock/Tag Location (Specific Point of Isolation)

 Set My Current Location



## Authorized Personnel Applying LOTO

- Single Authorized Person
- Multiple Authorized Persons
- Group Lockout Procedure

## Authorized Personnel Signature (Lock Application)

# Verification of Isolation

Confirming that equipment is completely de-energized and safe to work on.

## Voltage Reading (Phase-to-Phase)

Enter a number...

### **Voltage Reading (Phase-to-Neutral)**

Enter a number...

### **Current Reading (Amps)**

Enter a number...

### **Confirm Zero Energy State?**

Yes

No

### **Describe Verification Steps Taken**

Write something...

### **Sound Check (Confirm no equipment noise)**

Yes

No

### **Movement Check (Confirm no unintended movement)**

Yes

No

### Verification Date

Enter date...

### Verification Time

Enter time...

## Work Performance & Observation

Ensuring work is performed safely and observing for any potential issues.

### Describe the work being performed on the equipment.

Write something...

### Number of personnel working on the equipment.

Enter a number...

### Are there any unusual noises or movements observed?

Yes

No

**If yes, describe the unusual noises or movements.**

Write something...

**Were any tools or equipment accidentally moved or dropped during the work?**

Yes

No

**If yes, describe the incident and corrective actions taken.**

Write something...

**Is anyone experiencing discomfort or noticing anything concerning?**

Yes

No

**If yes, describe the discomfort or concern.**

Write something...

# Removal of LOTO & Equipment Restart

Process for removing locks and tags and safely restarting equipment.

## Date of LOTO Removal

## Time of LOTO Removal

## Reason for LOTO Removal

- Completion of Work
- Shift Change
- Equipment Malfunction
- Other (Specify)

## If 'Other' selected, please explain reason for removal

## Was a visual inspection performed?

- Yes
- No

### Equipment Voltage/Pressure after Verification

Enter a number...

### Confirmation of Clear Communication with Affected Personnel

Yes

No

### Authorized Personnel Signature (Removal)

### Name (Printed) of Authorized Personnel

Write something...

## Documentation & Sign-off

Recording the LOTO procedure and confirming completion.

### Date of LOTO Procedure

Enter date...

**Time of LOTO Implementation**

Enter time...

**Equipment/Machine ID**

Enter a number...

**Brief Description of Work Performed**

Write something...

**LOTO Procedure Followed (Reference)**

- Standard Procedure A
- Standard Procedure B
- Custom Procedure - Specify in Notes

**Additional Notes/Observations**

Write something...

**Authorized Lockout Person Signature**

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**Affected Employee Acknowledgement**

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