

Lockout/Tagout (LOTO) Checklist

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

Potential Hazards Identified (Initial Assessment)

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

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

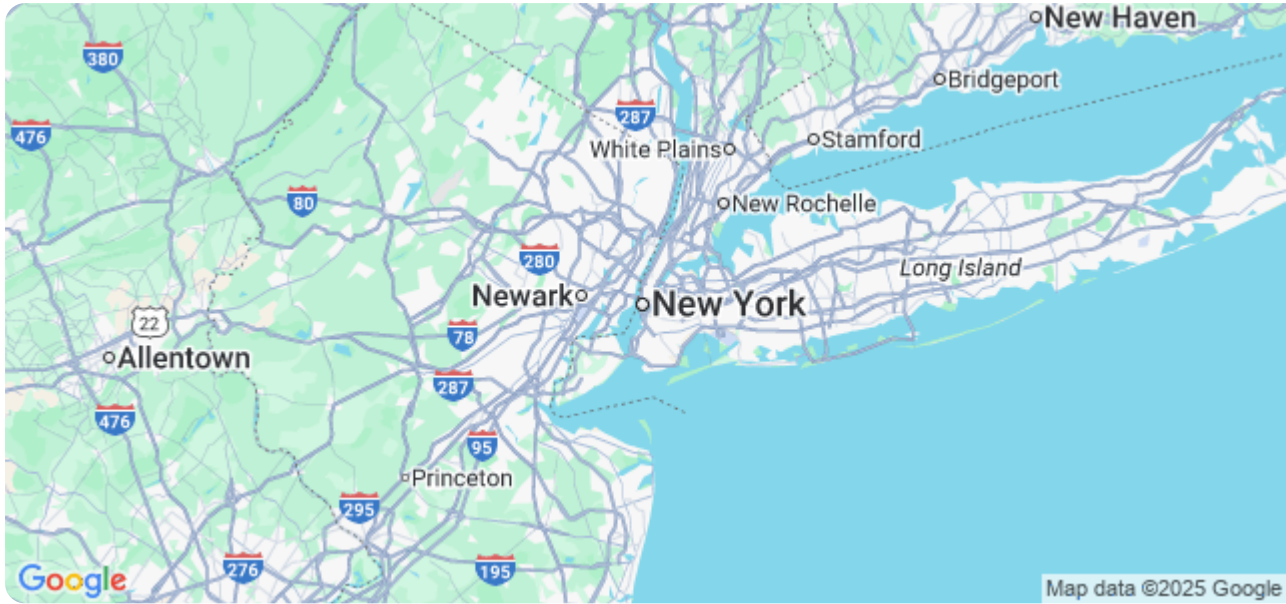
Enter a number...

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

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

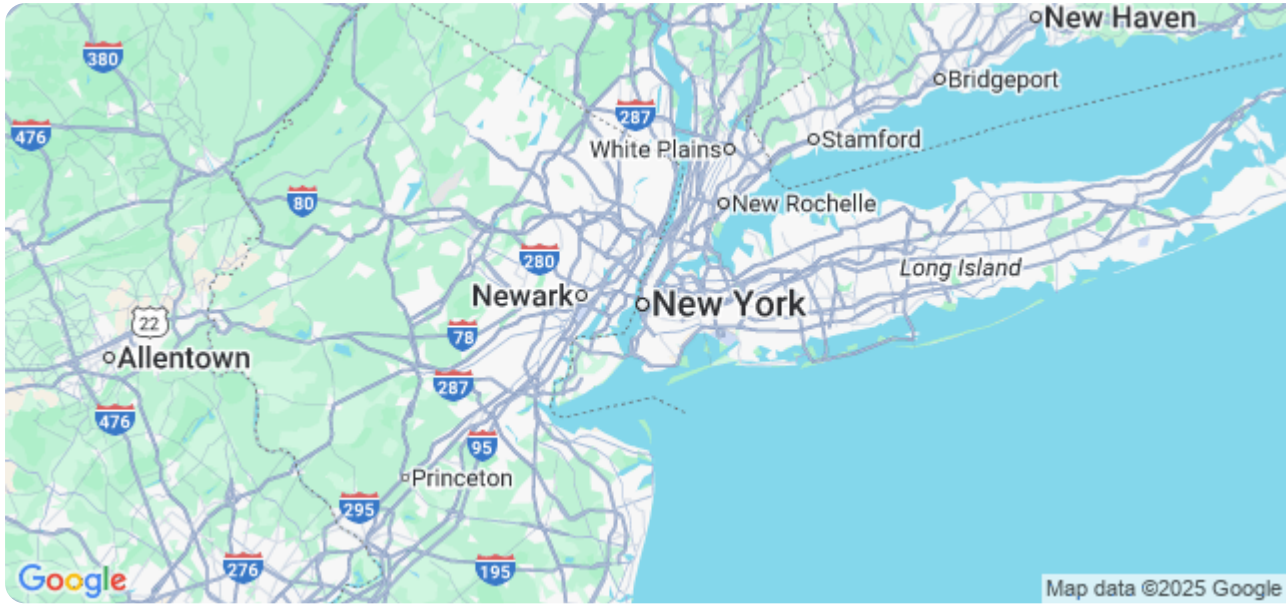
Enter a number...

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

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

Enter date...

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

Write something...

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

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

Affected Employee Acknowledgement
