



Lockout/Tagout (LOTO) Checklist

This Template was installed 0 times.

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)

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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

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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

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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.

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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...

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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

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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

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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

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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

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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

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Equipment
(PPE)
Compliance
Checklist**

**A3
Problem
Solving
Report
Checklist**

**Ergonomic
Assessment
Checklist**

**First
Article
Inspection
(FAI)
Checklist**

**Maintenance
Pre-Startup
Safety
Review
(PSSR)**

**FMEA
(Failure
Mode And
Effects
Analysis)
Checklist**

**Calibration
Checklist**

WE CAN DO IT TOGETHER

NEED HELP WITH CHECKLISTS?

Have a question? We're here to help. Please submit your inquiry, and we'll respond promptly.

SEND YOUR REQUEST

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