



Lockout/Tagout Procedures Checklist

Hazard Identification & Risk Assessment

Initial steps to identify potential energy sources and assess the associated risks before lockout/tagout begins.

Describe the specific agricultural equipment/system to be serviced.

Write something...

Identify Potential Energy Sources (check all that apply):

- ☐ Electrical (e.g., 220V, 480V)
- ☐ Hydraulic Pressure
- ☐ Pneumatic Pressure
- ☐ Mechanical (e.g., Flywheels, Gears)
- ☐ Gravitational Potential (e.g., Conveyors)
- ☐ Stored Chemical Energy (e.g., Propane, Fertilizer)
- ☐ Other (Specify in LONG_TEXT)

If 'Other' energy source was selected, please specify:

Write something...

Maximum Hydraulic Pressure (PSI):

Enter a number...

Maximum Pneumatic Pressure (PSI):

Enter a number...

Voltage (Volts):

Enter a number...

Describe any unusual or non-obvious hazards associated with this equipment.

Write something...

Risk Level Assessment (Based on severity and likelihood):

- ☐ Low
- ☐ Moderate
- ☐ High

Document any control measures implemented to reduce risk (e.g., physical barriers, guards).

Write something...

Location of Equipment being assessed

 [Set My Current Location](#)



Equipment Specific Procedures

Detailed instructions for specific agricultural machinery and equipment, as hazards vary greatly.

Procedure for Tractor PTO Lockout

Write something...

Procedure for Combine Harvester Engine Shutdown & Lockout

Write something...

Procedure for Sprayer Pump Lockout & Tagout

Write something...

Procedure for Irrigation Pump Lockout (Diesel or Electric)

Write something...

Procedure for Grain Dryer Lockout/Tagout

Write something...

Engine RPM before Shutdown (for verification)

Enter a number...

Hydraulic System Isolation Method

- ☐ Valve Closure
- ☐ Line Bleed
- ☐ Other (Specify)

Lockout/Tagout Device Application

Ensuring proper application and verification of lockout/tagout devices on all energy isolating means.

Energy Isolating Device Type(s) Used:

- ☐ Disconnect Switch
- ☐ Circuit Breaker
- ☐ Valve (Hydraulic/Pneumatic)
- ☐ Valve (Electrical Control)
- ☐ Gear/Clutch
- ☐ Other - Specify in LONG_TEXT

Specific Details Regarding Lockout/Tagout Device Application (e.g., specific lock type, valve position):

Write something...

Number of Lockout Devices Applied:

Enter a number...

Lockout Device Placement:

- ☐ Directly on Energy Isolating Device
- ☐ On Hasp/Lockbox
- ☐ Other - Specify in LONG_TEXT

Describe how the lockout device is secured and prevents unintentional release:

Write something...

Which of the following are applied to the energy isolating device?

- ☐ Lock
- ☐ Tag
- ☐ Hasps
- ☐ Bleed-down procedures applied

Tag Condition:

- ☐ New
- ☐ Used (Reusable)
- ☐ Damaged - Replace

Any unique considerations for this specific lockout?

Write something...

Verification of Isolation

Procedures for confirming that energy sources are effectively controlled before work begins.

Describe the method used to verify zero energy state (e.g., voltage testing, visual inspection, pressure gauge readings).

Write something...

Voltage reading after lockout (if applicable).

Enter a number...

Pressure reading after lockout (if applicable - PSI, kPa, etc.).

Enter a number...

Was the machine/equipment moved or started during verification?

☐ Yes

☐ No

Which verification steps were performed?

☐ Visual Inspection of Isolation Points

☐ Voltage Testing

☐ Pressure Gauge Reading

☐ Sound Test (e.g., listening for residual power)

☐ Other (Specify)

If 'Other' was selected in previous element, please specify the verification method.

Write something...

Time of Isolation Verification

Was isolation successful?

☐ Yes

☐ No

If isolation was not successful, describe the corrective action taken.

Write something...

Signature of Verifier

Employee Training & Authorization

Documentation of employee training, authorization, and competency related to LOTO procedures.

Initial Training Date

Enter date...

Refresher Training Date

Enter date...

Training Hours Completed

Enter a number...

Training Topics Covered (Select all that apply)

- ☐ General LOTO Principles
- ☐ Equipment-Specific Procedures
- ☐ Group LOTO
- ☐ Contractor LOTO
- ☐ Hazard Identification
- ☐ Lockout Device Application

Authorized Employee Status

- ☐ Authorized
- ☐ Not Authorized

Trainer Name and Credentials

Write something...

Training Certificate/Documentation (Optional)

 Upload File

Employee Signature

Supervisor Signature

Periodic Inspection & Maintenance of LOTO Equipment

Ensuring lockout/tagout devices and procedures remain effective and compliant.

Last Inspection Date

Enter date...

Inspection Performed By (Role)

- ☐ Authorized Employee
- ☐ Safety Personnel
- ☐ Maintenance Personnel

Number of Lockout Devices Inspected

Enter a number...

Lockout Devices Condition (Select all that apply)

- ☐ Intact
- ☐ Damaged
- ☐ Missing
- ☐ Corroded
- ☐ Functioning Properly
- ☐ Not Functioning Properly

Notes on Lockout Device Condition/Repairs Needed

Write something...

Tag Condition

- ☐ Intact
- ☐ Faded
- ☐ Missing
- ☐ Damaged

Number of Tags Verified

Enter a number...

Next Inspection Due Date

Enter date...

Inspector Signature

Write something...

Group Lockout/Tagout Procedures

Specific guidelines for situations involving multiple employees working on the same equipment.

Reason for Group Lockout/Tagout

Write something...

Authorized Personnel Involved (Select All That Apply)

- ☐ Mechanic
- ☐ Electrician
- ☐ Operator
- ☐ Maintenance Supervisor
- ☐ Other (Specify Below)

If 'Other' Selected Above, Please Specify:

Write something...

Number of Locks/Tags Applied

Enter a number...

Lockout Device Type (Primary)

- ☐ Padlock
- ☐ Ball Valve Lockout
- ☐ Hasps
- ☐ Circuit Breaker Lockout
- ☐ Other (Specify Below)

If 'Other' Selected Above, Please Specify:

Write something...

Date of Group Lockout

Enter date...

Time of Group Lockout Initiation

Signature of Initial Lockout Person (Person 1)

Signature of Second Lockout Person (Person 2)

Contractor Lockout/Tagout Procedures

Procedures for ensuring contractors are properly integrated into the LOTO program.

Contractor LOTO Orientation Completion

- ☐ Completed
- ☐ Not Completed

Contractor Review of Site-Specific LOTO Procedures

Write something...

Contractor Employee Number Involved in LOTO

Enter a number...

Contractor Authorization to Perform LOTO

- ☐ Authorized
- ☐ Not Authorized

Description of Communication Plan Between Site Personnel and Contractor Regarding LOTO

Write something...

Contractor LOTO Permit (if applicable)

 Upload File

Contractor Provided LOTO Devices Used?

☐ Yes

☐ No

Shift Change Procedures

Guidelines for transferring LOTO responsibilities and ensuring continuity between shifts.

Incoming Shift Start Time:

Outgoing Shift End Time:

Brief Summary of Current Lockout/Tagout Status (Outgoing Shift):

Write something...

Specific Equipment Currently Locked Out/Tagged Out:

Write something...

Energy Sources Currently Isolated (Select all that apply):

- ☐ Electrical
- ☐ Hydraulic
- ☐ Pneumatic
- ☐ Mechanical
- ☐ Gravity
- ☐ Thermal

Lockout/Tagout Status Verified By Incoming Shift Personnel?

- ☐ Yes
- ☐ No

Name of Incoming Shift Personnel Verifying Lockout/Tagout:

Write something...

Signature of Incoming Shift Personnel Verifying Lockout/Tagout: