



# Mining Lockout Tagout (LOTO) Checklist

## Pre-LOTO Planning & Preparation

Ensuring thorough planning and necessary preparations are completed before initiating lockout/tagout procedures.

### Scheduled LOTO Date

### Reason for LOTO

### Affected Area/Zone

- ☐ Underground
- ☐ Surface
- ☐ Processing Plant

### Equipment ID

### Potential Hazards Identified

Write something...

### LOTO Supervisor

### LOTO Supervisor Signature

## Equipment Identification & Isolation

Accurate identification of equipment to be locked out and verification of isolation points.

### Equipment Name/Description

Write something...

### Equipment ID/Asset Tag

Write something...

### Serial Number (if applicable)

Enter a number...

### Energy Source Type(s)

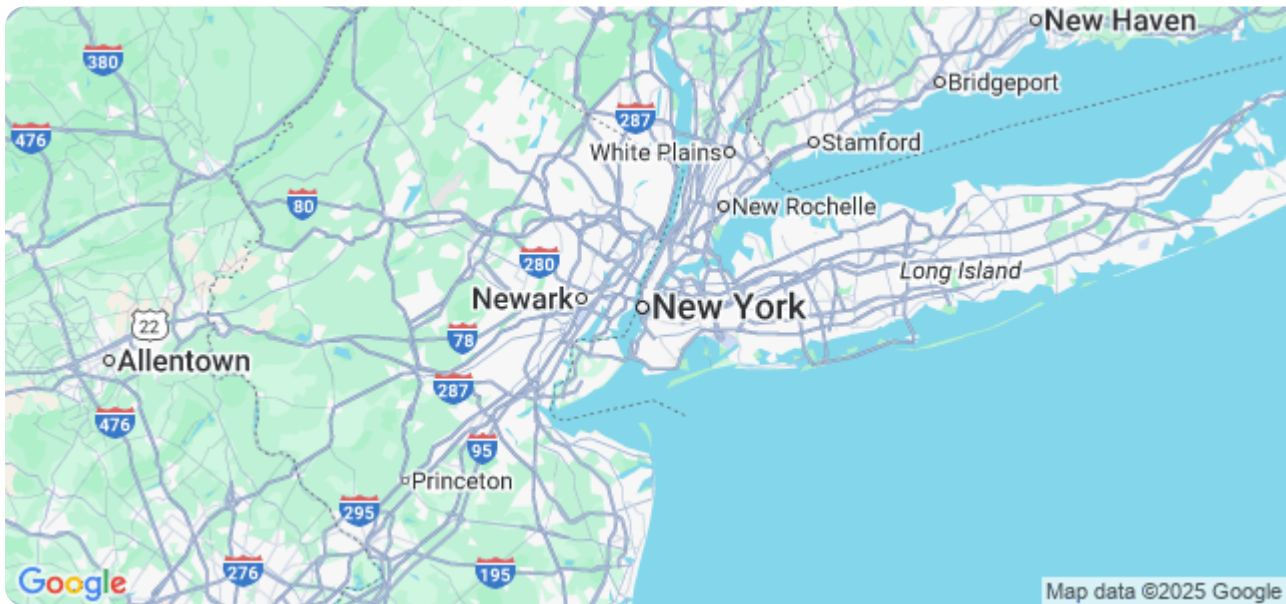
- ☐ Electrical
- ☐ Hydraulic
- ☐ Pneumatic
- ☐ Mechanical
- ☐ Chemical
- ☐ Thermal

### Specific Isolation Points (e.g., valve numbers, breaker IDs)

Write something...

### Isolation Point Location (GPS Coordinates or description)

[📍 Set My Current Location](#)



### Equipment Diagram/Drawing (if available)

[📁 Upload File](#)

# Energy Source Isolation

Detailed steps for isolating all relevant energy sources (electrical, mechanical, hydraulic, pneumatic, chemical, thermal).

## Energy Source Type

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

## Detailed Isolation Procedure Description

Write something...

## Circuit Breaker Number (if applicable)

Enter a number...

## Date of Last Isolation Check


Enter date...

## Time of Isolation

### Isolation Point Verified?

- ☐ Yes
- ☐ No

### Photo of Isolation Point (optional)

 Upload File

## Lock and Tag Application

Proper application of locks and tags with unique identifiers for each authorized employee.

### Lock Type Used

- ☐ Key Lock
- ☐ Combination Lock
- ☐ Other

### Tag Type Used

- ☐ Standard Tag
- ☐ Durable Tag
- ☐ Custom Tag

### Lock Identifier (Unique Code)

Write something...

### Tag Identifier (Unique Code)

Write something...

### Locking Employee Signature

### Tag Number (If Applicable)

### Lock Placement Verified?

☐ Yes☐ No

### Notes/Comments (if applicable)

## Verification of Isolation

Testing and verifying that equipment is completely de-energized and cannot be inadvertently started.

### Voltage Reading (Volts)

### Pressure Reading (PSI)

**Mechanical Brake Status**

- ☐ Engaged
- ☐ Disengaged
- ☐ Unverified

**Hydraulic Cylinder Status**

- ☐ Retracted
- ☐ Extended
- ☐ Unverified

**Additional Verification Notes**

Write something...

**Verifier Signature**

**Communication & Authorization**

Confirming communication and authorization among personnel involved in the LOTO process.

**Authorized Personnel Communication Method**

- ☐ Verbal Confirmation
- ☐ Written Notification
- ☐ Radio Communication

### Communication Log - Brief Summary

Write something...

### Employee ID of Authorizing Personnel

Enter a number...

### Date of Authorization

Enter date...

### Time of Authorization

### Signature of Authorizing Personnel

## LOTO Removal & Re-Energization

Controlled and authorized removal of locks and tags, followed by equipment re-energization and testing.

### Re-Energization Date

Enter date...

### Re-Energization Time



### Re-Energization Authorized By (Role)

- ☐ Supervisor
- ☐ Lead Operator
- ☐ Maintenance Technician

### Re-Energization Authorization Signature

### Voltage/Pressure Test Result (Post Re-Energization)

### Test Result Pass/Fail

- ☐ Pass
- ☐ Fail

### If Fail, describe issue

## Documentation & Record Keeping

Maintaining accurate records of LOTO procedures, personnel involved, and equipment serviced.

### LOTO Procedure Date

### Equipment Identifier

Enter a number...

### Authorized Personnel Initials

Write something...

### Lock/Tag Number

Write something...

### Notes/Observations

Write something...

### Lockout Personnel Signature

### LOTO Status

- ☐ Completed
- ☐ Revised
- ☐ Cancelled