LOCKOUT-TAGOUT PROCEDURE SHEET

**INSTRUCTIONS**: Please fill out the LOTO equipment information below. Be as **specific as possible**. Do not leave any blanks. If something doesn't apply, write "N/A". Including attached photos is helpful.

### Description of Equipment:  |  FAMIS Equipment #:  
---|---

### Building:  |  Area (Room, Corner, etc.):  
---|---

### LOCKS & TAGS NEEDED  |  Other Safety Issues (Confined Space, Fall Protection, etc.):  
---|---

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**SPECIFIC LOTO SYSTEM PROCEDURES**

**INSTRUCTIONS**: Please fill out the chart below with **specific LOTO steps** in order of how they should be performed. An example has been provided in the 1st line. Please see the "Notes" section on page 2 with additional examples. Attach additional sheets if needed. Please contact Neil Jackson (598-1826) with any questions.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Source</th>
<th>Device</th>
<th>Location</th>
<th>Method</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Electrical 480V</td>
<td>Padlock</td>
<td>Isolation point located beside.</td>
<td>Shutdown at VFD. CP-1 Move E-1 disconnect to off. Lock out.</td>
<td>Attempt restart at CP-1.</td>
</tr>
</tbody>
</table>

Authorized Employee Writing Procedure:  

Authorized Employee Verifying Procedure:  

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***PLEASE SEND A COPY TO NEIL JACKSON, TCO, 284 EAST AVE.***