



GENERAL INFORMATION	
Name of Equipment	Identification Number
Date Developed:	
NOTIFY AFFECTED EMPLOYEES	
Verbally notify all affected employees that the machine or equipment will be shut down and locked/tagged out for servicing or maintenance.	
SHUTDOWN THE MACHINE/EQUIPMENT	
List the normal stopping procedure including the type and location of operating controls.	
ISOLATE THE MACHINE/EQUIPMENT FROM ALL ENERGY SOURCES	
List all types, locations, and operation of "energy isolating devices" for this piece of equipment.	
APPLY LOCKOUT/TAGOUT DEVICES	
List what lockout/tagout device will be used on each isolating device (e.g., ball and valve lockout, chains with locks).	
DISSIPATE OR RESTRAIN ALL STORED OR RESIDUAL ENERGY	
List all stored energy and the methods to be used to dissipate, restrain, or release.	

VERIFY/TEST THAT THE MACHINE/EQUIPMENT HAS BEEN ISOLATED

List ways to attempt a restart of the machine/equipment (e.g., press start buttons, open valves).

REMOVAL/RESTORE FROM LOCKOUT/TAGOUT

- Clear all nonessential tools/personnel and verify that all machine/equipment components are operationally intact.
- Verify that the controls are in neutral.
- Remove lockout/tagout devices.
- Replace all safety guards.
- Notify affected employees that machine/equipment is ready for use.
- Reenergize machine/equipment.