

ENERGY CONTROL PROCEDURE

PROCEDURE INFORMATION				
Department:		Date Developed:		Developed By:
Machine/System:	Machine/System Location:			
Purpose				

1. Notify Affected Employees about the purpose of service and maintenance of this equipment and inform them to not remove or bypass the lockout process or attempt to start the machine.
2. Follow the manufacturer's shutdown procedure.
3. Isolate, lockout, and verify each energy source listed in the following table.

ENERGY SOURCE		ISOLATION		LOCKOUT	VERIFY
Type	Magnitude	Device	Location	Device	Method

4. Isolate, lockout, release, and verify each stored energy source listed in the following table.

ENERGY SOURCE		ISOLATION		LOCKOUT	RELEASE STORED ENERGY	VERIFY
Type	Magnitude	Device	Location	Device	Control Method	Method

5. If lockout cannot be performed or deenergization cannot be verified, notify your supervisor before continuing service or maintenance work.
6. Conduct service and maintenance work.
7. Once work is completed, notify Affected Employees, remove lockout devices, and follow manufacturer's startup procedures.

PERSONS AUTHORIZED TO USE PROCEDURE (NAME AND PHONE NUMBER)	