




## LOCKOUT-TAGOUT PROCEDURE

Developed by:  
Cardinal Compliance Consultants  
5353 Secor Road  
Toledo, OH 43623  
P: 419-882-9224

Description:			Procedure #:	
Facility:	Location:	Rev:	Date:	Origin:

	<b>Isolation Points to be Locked and Tagged</b>	<b>NOTES:</b>

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**ALWAYS PERFORM A MACHINE STOP BEFORE LOCKING OUT DISCONNECTS**

ID	Source	Device	Location	Method	Check

**OPENING A GUARD DOES NOT CONSTITUTE A LOCKOUT**

Any machine modifications must be shown in the procedure. Contact the safety department to update the procedure.

**PROCEDURAL LOCKOUT STEPS ON REVERSE SIDE**



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### SHUTDOWN SEQUENCE

1	<b>Notify</b>	Notify all affected employees that the machine or equipment will be shut down and locked out.
2	<b>Machine Stop</b>	
3	<b>Isolate</b>	
4	<b>Lock-Out</b>	Apply appropriate lockout devices, locks and properly filled out tags to isolation points.
5	<b>Verify Devices</b>	Attempt to remove lock or device from lock-out point to verify effectiveness.
6	<b>Dissipate Energy</b>	Dissipate or restrain stored or residual energy.
7	<b>Attempt Restart</b>	Ensure no personnel exposure, then, if applicable, attempt to restart machine or equipment.

### Restore to Service Sequence

1	<b>Inspect</b>	Remove any non-essential items from machine and re-install any safeguards.
2	<b>Check Area</b>	Check the area to ensure all employees have been safely positioned or removed from the area.
3	<b>Verify</b>	Verify machine controls are in neutral or "off" position.
4	<b>Remove Locks</b>	Remove lockout devices, locks, and tags.
5	<b>Energize</b>	Energize machine.
6	<b>Set Parameters</b>	Set machine or equipment to standard operating parameters.
7	<b>Notify</b>	Notify affected employees that maintenance is complete, and isolations have been removed.

**Only Authorized Personnel are to use Lockout-Tagout!**

ADDITIONAL NOTES:

#### Lockout Procedure Approval Data:

The signatures below indicate that the lockout procedure covered on this sheet has been prepared for and approved by

\_\_\_\_\_

Completed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_