




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:

	Isolation Points to be Locked and Tagged	NOTES:

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



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:

SHUTDOWN SEQUENCE

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

Restore to Service Sequence

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