



Environmental Health and Safety
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ENERGY CONTROL PROCEDURES Lockout/Tagout Program

This form is used to identify LOTO procedures involved when servicing and/or maintaining the equipment/machine listed below. Date: _____

Equipment/Machine Name: _____ Location: _____

Authorized Employees: _____

Affected Employees: _____

Service/Maintenance Activities Requiring Lockout/Tagout: _____

Energy Type	Magnitude of Energy	Energy Isolating Device	Energy Isolating Device Location	Lockout Device Required
Electrical				
Pneumatic				
Hydraulic				
Mechanical				
Thermal				
Stored Energy				
Chemical				
Other				

Lockout/Tagout Checklist			
1.	Complete an Energy Control Procedures form	<input type="checkbox"/>	
2.	Identify all Energy Sources	<input type="checkbox"/>	
3.	Notify all Affected Employees	<input type="checkbox"/>	
4.	Shut down the equipment	<input type="checkbox"/>	
5.	Isolate equipment	<input type="checkbox"/>	
6.	Apply lockout/tagout devices	<input type="checkbox"/>	
7.	Reduce equipment to a zero-energy state	<input type="checkbox"/>	
8.	Verify equipment isolation	<input type="checkbox"/>	
9.	Perform task	<input type="checkbox"/>	
10.	Remove lockout/tagout device, notify employees	<input type="checkbox"/>	
11.	Return equipment to service	<input type="checkbox"/>	

Lockout/Tagout Record

Hazard	Action Required	Lock #	Name	Locks/Tags On	Locks/Tags Off