

Lockout/Tagout Procedure Checklist

General Information

Location	
Equipment	
Date	
Authorized Person	

Checklist

Step	Yes	No	Comments
Notify affected employees			
Identify all energy sources			
Shut down equipment			
Isolate all energy sources			
Apply lockout/tagout devices			
Release or restrain stored energy			
Verify isolation of equipment			
Perform maintenance or servicing			
Remove tools/equipment, reinstall guards			
Remove lockout/tagout devices			
Notify affected employees of restart			

Additional Comments

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