

<b>FACILITIES SERVICES STANDARD PRACTICE</b>	
<b>TITLE:</b> <b>Complex Lockout/Tagout Form</b>	<b>INSTRUCTION NUMBER:</b> <b>33-4016.6</b>

**COMPLEX LOCKOUT/TAGOUT (LOTO) PROCEDURE**

LOTO ESTABLISHED

LOTO CLEARED

\_\_\_\_\_  
 Responsible Individual signature / date / time

\_\_\_\_\_  
 Responsible Individual signature / date / time

**1. SCOPE OF WORK**

**2. ENERGY ISOLATION CHECKLIST**

**Electrical**

(Group Lockout Set: \_\_)

#	Equip Description	Location	Isolation Point	Group or Individual	Voltage	AF Energy (cal/cm <sup>2</sup> )	PPE (12 or 40)	Established (initials)	Cleared (Initials)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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***Non-Electrical (If applicable)***

#	Equipment Descriptor	Isolation Point	Isolation Type	Energy Source	Pressure / Thermal / Chemical	PPE	Isolation Position	Established (Initials)	Cleared (Initials)

***Energy Dissipation Devices (if applicable)***

#	Equipment Descriptor	Dissipation Point	Stored Energy Type	Magnitude	PPE	Device	Established (Initials)	Cleared (Initials)

### 3. LOTO SEQUENCE

**3a.**

*When locking out the equipment, follow the LOTO Implementation Steps for each isolation point.*

*When restoring the equipment, follow the LOTO Clearance Steps to clear each isolation point.*

LOTO Implementation Steps		LOTO Clearance Steps	
1.	Preparation: review all hazards and controls and perform a full employee briefing	1.	Verify all work is complete and guards are in place, or stop all work and install suitable barricades and/or attendants, as required
2.	Notify affected personnel, verify that it is safe to shut down the equipment	2.	Notify affected personnel, verify that it is safe to start up the equipment
3.	Perform normal equipment shutdown	3.	Remove devices for stored energy if previously applied (PPE, blocks, etc.)
4.	Apply LOTO device, Lock and Tag	4.	Remove LOTO device, Lock and tag
5.	Release stored energy if necessary, apply additional safety devices if required (Personal Protective Grounds, blocks, etc.)	5.	Restore Power to the equipment
6.	Attempt to restart the equipment	6.	Notify Person In Charge once all isolations have been cleared
7.	Verify Zero Energy State		
8.	Notify Person In Charge once all LOTO isolations have been completed		

PREPARED BY: GLA  
APPROVED BY: WEB

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**3b:**  
**This LOTO Procedure requires the following LOTO Sequence:**

**Qualified personnel establishing the LOTO:**

"I have implemented the LOTO according to this LOTO PROCEDURE and I have properly verified zero energy state."

\_\_\_\_\_  
Print Name    Signature

\_\_\_\_\_ ECU Responsible Individual  
Date

\_\_\_\_\_  
Print Name    Signature

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

\_\_\_\_\_  
Print Name    Signature

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