

LOTO CHECKLIST (Use When LOTO Job Plan is not Available)			
Location:			
Equipment Type:			
Equipment: ID			
Energy Sources:	Electrical	Pneumatic	Other (list)
Contact #:		Date:	
<ul style="list-style-type: none"> • Consult the equipment manual before proceeding with repair or maintenance. • Obtain the necessary lockout/tagout devices from the shop and sign out in log. • VERIFY AND ISOLATE ALL ENERGY SOURCES OF THE EQUIPMENT 			
Isolate the Equipment			Y/N
1. Notify affected employees of planned work.			
2. Document steps taken to isolate equipment			
3. Apply locks and tags.			
Energy System Isolation			
1. Notify affected employees of planned work.			
2. If repair is needed to the electrical system, disconnect whatever energy sources are used with the equipment.			
3. Apply locks and tags.			
4. Test the system for voltage or other excess energy			
5. Document steps taken to isolate energy			
Perform Needed Repairs/Maintenance			
Describe repairs/maintenance			
<ul style="list-style-type: none"> • Once equipment is repaired, remove all tools in the immediate area of the repair. • Carefully remove lockout devices and re-energize the equipment. • Communicate the re-energization to all affected employees. • Return lockout/tagout devices to shop. 			
Authorized employee(s):			
Affected employee(s):			
Supervisor:		Date:	