



STOP if not clear how to do the work

Lock-Out/Tag-Out (LOTO) | Critical Checklist



When to use

Important: Attach to completed JSA

To isolate equipment/machinery/ from any energy sources

State the source (e.g. pressure/pneumatic, hydraulic, electrical, product piping)

- Complete one checklist for each energy source

Each worker must verify isolation, install their lock and sign checklist



| | | |
|----------------|----------------|-------|
| Work Order No: | Site Location: | Date: |
|----------------|----------------|-------|

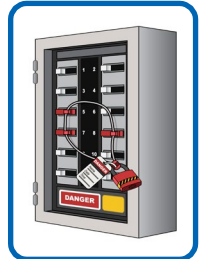
| | |
|-------------|--------------------------|
| Contractor: | Responsible/Lead Worker: |
|-------------|--------------------------|

Energy source/equipment to isolate (select one): Electrical Hydraulic Pneumatic/Pressure
 Mechanical Chemical Thermal Radiation Gravitational Other (specify): _____

BEFORE work begins | Isolate the equipment

Done

- 1. Inform all affected workers/site personnel that the energy source is to be turned off and locked out
- 2. Locate the energy source (e.g. circuit breaker or valve) and turn power off or de-energize the main energy source(s)
- 3. Authorized Worker is competent and trained in LOTO
- 4. Authorized Worker has attached their locks and tags to the energy source
- 5. Tags completed and attached as per local regulation/requirements
- 6. Only you (Authorized Worker) have the key
- 7. Test that equipment is isolated from the energy source



Sign/date confirming that isolation is complete. Complete new form for transfer of lock ownership

| Authorized Worker Name | All LOTO Steps Verified | Signature | Date/Time |
|------------------------|--------------------------|-----------|-----------|
| | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | | |

AFTER work is complete | Activate the equipment

Done

- 8. Inform all affected workers/site personnel that energy source is to be restored
- 9. Remove all locks and tags from the appropriate energy source
- 10. Test that affected equipment is operating



Only Authorized Worker can remove lock(s)

For forceful removal: All Workers must be notified, a procedure must be documented as per company policy & approved & verified by supervisor (& General Contractor if applicable) prior to lock removal

Responsible/Lead worker to print name, sign & date confirming work complete

| | |
|-------------------------------------|------------------|
| Work Complete | Date/Time: |
| Responsible/Lead Worker Name: _____ | Signature: _____ |

For LOTO transfer, authorized workers to complete transfer below and complete new LOTO Critical Checklist

| | | |
|----------------------------------|------------------|--|
| Transfer From Name: _____ | Signature: _____ | |
|----------------------------------|------------------|--|

| | | |
|--------------------------------|------------------|--|
| Transfer to Name: _____ | Signature: _____ | |
|--------------------------------|------------------|--|