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| **Annual Roles and Responsibilities for Authorized Workers** |

Name:       Org.:

Procedure(s):

The following are the minimum annual requirements for LTO220:

Review of roles and responsibilities:

Complete required training

Follow general requirements and procedures

**Note:** If tagout procedures are used, review the additional responsibilities for tagouts found in the Tool for Performing Periodic Review of LOTO Procedures.

Apply or remove only your own locks and tags

Keep keys to personal LOTO locks under your personal control at all times

Review tool for removal of lock by other than owner

Review how LOTO is transferred to other shifts (if applicable)

Review how LOTO devices are identified

Review LOTO steps (specific to procedure)

Notify affected workers

Shut down equipment by normal means

Isolate all energy sources

Apply locks and tags to each isolation point

Verify energy isolation

Perform work

Release from LOTO (specific to procedure)

Clear tools, equipment, and personnel from the area

Remove locks and tags

Notify affected workers

Re-energize equipment and verify proper operation

Reapply LOTO as necessary for testing or positioning

Additional information pertaining to procedure:

Signature of LOTO-Authorized worker conducting training:

Name:       Org.:       Date: Click or tap to enter a date.