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| **Lockout/Tagout (LOTO) Checklist** | | | |
| **Steps to Apply LOTO** | | | |
| **Step** | | **Action** | |
| **1.** |  | Prepare for shutdown.  Notify [affected workers](http://www-irn.sandia.gov/corpdata/esh-manuals/mn471001/glossary.htm#affected_worker).  Review procedures.  Identify all energy sources.  Ensure all isolating devices will accept lockout/tagout devices.  Gather necessary tools, equipment.  Identify any supporting equipment or systems that must also be shutdown. | |
| **2.** |  | Shutdown equipment by normal methods  **Note:** Use an orderly shutdown to avoid additional hazards. | |
| **3.** |  | Isolate or block all energy sources for the equipment. | |
| **4.** |  | Apply [lockout](http://www-irn.sandia.gov/corpdata/esh-manuals/mn471001/glossary.htm#lockout) locks and tags. | |
|  | Affix devices, tags, and locks to each energy-isolating device in a safe or off configuration. | |
| **5.** |  | Release all stored energy. | |
|  | Release, restrain, block, disconnect, or otherwise render residual or stored energy safe. |
|  | Use energy drains (drain pressurized lines, free-wheeling shafts, active ground) whenever possible. |
|  | If energy can re-accumulate during shutdown, continually verify a safe energy level until lockout/tagout is removed. |
| **6.** |  | Physically verify energy isolation by operating controls or measuring the energy state (use a meter to verify zero energy per NFPA 70E Article 120, operate the startup controls).  **Note:**  If the worksite has been left unattended, repeat Step 6 and verify the integrity of locks and tags (against tampering) before continuing work. | |
| **7.** |  | Perform Work | |
| **Steps to remove LOTO** | | | |
| **1.** |  | Inspect the work area to ensure that nonessential items have been removed and the work has been completed. | |
| **2.** |  | Ensure that the work area is clear of personnel. | |
| **3.** |  | Remove LOTO devices | |
| **4.** |  | Inform affected employees that the work has been completed and that locks and tags have been removed. | |
| **5.** |  | Restore Equipment to service. | |