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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. |