LOTO COMPLIANCE HUB

Machine-Specific Energy Control Procedure

Equipment Name:	_____	Equipment ID/Number:	_____
Location:	_____	Department:	_____
Procedure Written By:	_____	Date Written:	_____
Approved By:	_____	Date Approved:	_____

Purpose and Scope

This procedure establishes the requirements for the safe isolation of energy sources during maintenance, servicing, or repair operations on the equipment listed above. All affected employees must comply with this procedure and receive training before performing work on this equipment.

Energy Sources and Isolation Methods

Energy Type	Location/Description	Isolation Device	Isolation Method	Verification Method
Electrical				
Pneumatic				
Hydraulic				
Mechanical				
Thermal				
Chemical				

Stored/Residual				

Reference: 29 CFR 1910.147 - The Control of Hazardous Energy (Lockout/Tagout)

Machine-Specific Energy Control Procedure (Continued)

1. Shutdown Sequence

_____ 1.1 Normal shutdown procedure: _____

_____ 1.2 Notify affected employees of impending equipment shutdown

_____ 1.3 Clear equipment of materials and personnel

_____ 1.4 Allow equipment to come to complete stop (if applicable)

_____ Additional steps:

_____ _____

_____ _____

2. Equipment Isolation

_____ 2.1 Deactivate all startup/operation controls

_____ 2.2 Locate all energy isolating devices (circuit breakers, ball valves, etc.)

_____ 2.3 Apply locks and tags to each energy isolating device

_____ 2.4 Lock personal lock to group lockbox/hasp or apply multiple locks as required

_____ 2.5 Verify all isolation devices are in OFF/CLOSED position

_____ Additional steps:

_____ _____

_____ _____

3. Lockout/Tagout Device Application

_____ 3.1 Attach LOTO tags to all energy isolating devices with worker name and date

_____ 3.2 Apply personal padlock(s) to prevent operation of isolating device

_____ 3.3 For group work: Use designated group lockbox with individual locks

_____ 3.4 Document all LOTO devices applied (list locations below):

Energy Source	Isolation Device Location	Lock/Tag Identification	Person Applying

4. Stored/Residual Energy Dissipation

_____ 4.1 Allow pressure to dissipate naturally or use pressure relief devices

_____ 4.2 Bleed down accumulators, capacitors, and springs where applicable

_____ 4.3 Verify all pressure gauges read zero or safe levels

_____ 4.4 Document residual energy verification:

_____ Method used: _____

_____ Verified by (print name): _____ Date/Time: _____

5. Verification of Isolation

_____ 5.1 Test/press start controls - Equipment should NOT operate

_____ 5.2 Manually attempt to move/operate moving parts - should be immobilized

_____ 5.3 Use test equipment (multimeter, pressure gauge) to confirm isolation

_____ 5.4 A second person must verify isolation independently

_____ VERIFICATION RESULT: Equipment is adequately isolated for safe work

_____ Verified by (print name): _____ Signature: _____ Date: _____

Machine-Specific Energy Control Procedure (Continued)

6. Restoration of Equipment

_____ 6.1 Perform final inspection - all work complete, tools removed, guards in place

_____ 6.2 Notify all affected employees that work is complete and equipment is being restored

_____ 6.3 Remove all LOTO devices and tags in reverse order of application

_____ 6.4 Restore energy sources to normal operating position

_____ 6.5 Test equipment operation per normal startup procedures

_____ 6.6 Document restoration (person, date/time): _____

Authorized Employees - Trained and Qualified to Perform Lockout/Tagout

Employee Name	Employee ID	Training Date	Signature

Affected Employees - Must Be Notified Before Work Begins

Employee Name	Department	Notification Method	Notification Date/Time

Periodic Inspection Log (Annual and As Needed)

Inspection Date	Inspector Name	Authorized Employee Reviewed	Findings/Comments	Corrective Action

Reference: 29 CFR 1910.147 - The Control of Hazardous Energy (Lockout/Tagout) | LOTO Compliance Hub | www.lotocompliance.com