

This form is used to identify LOTO procedures involved when servicing/maintaining the equipment/machine listed below.

Equipment Machine Name: _____ **Location:** _____

Authorized Employees: _____

Affected Employees: _____

Service/Maintenance Activities Requiring Locking/Tagout: _____

Procedure (Check): Lockout Tagout

Energy Type (Check): Steam Natural Gas Moving Parts Chemicals Electric Power
 Water Pneumatic Compressed Air Hydraulic Other: _____

Lockout Device (Check): Switch Valve Block Chain Hasp Other: _____

Energy Release Method (Check): Ground Dissipate Drain Restrain Other: _____

Lockout/Tagout Checklist

- | | | | |
|---|--------------------------|--|--------------------------|
| 1. Complete an Energy Control Procedures Form | <input type="checkbox"/> | 7. Reduce equipment to a zero energy state | <input type="checkbox"/> |
| 2. Identify all Energy Sources | <input type="checkbox"/> | 8. Verify equipment isolation | <input type="checkbox"/> |
| 3. Notify all Affected Employees | <input type="checkbox"/> | 9. Perform task | <input type="checkbox"/> |
| 4. Shut down the equipment | <input type="checkbox"/> | 10. Remove lockout/tagout device, notify employees | <input type="checkbox"/> |
| 5. Isolate equipment | <input type="checkbox"/> | 11. Return equipment to service | <input type="checkbox"/> |
| 6. Apply lockout/tagout devices | <input type="checkbox"/> | | |

Lockout/Tagout Record

Hazard	Action Required	Lock #	Name	Locks/Tags On	Locks/Tags Off

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.