

# LOTO INSTRUCTIONS

DATE: .....

THIS LOTO PROCEDURE CAN BE CONDUCTED USING THE FOLLOWING DEVICES:

- TABLET (ANDROID & IOS)
- SMARTPHONE (ANDROID & IOS)
- AR GLASSES (MICROSOFT HOLOLENS 2, EPSON, REALWEAR AND VUZIX GLASSES)

EQUIPMENT ID:

DOCUMENT N°:

CONDUCTED BY:

SITE:

PREPARATION AND WARNING PHASE		✓ DONE
Notify Employees	Notify all affected employees what machine/equipment will be shutdown and locked out.	
Review Procedures	Ensure each person performing LOTO understands the type and magnitude of the energy present, the associated hazards and the proper methods of control.	

GENERAL STEPS TO LOCK OUT THE EQUIPMENT		✓ DONE
Shutdown	If the machine or equipment is operating, shut it down by the normal stopping procedure.	
Disconnect / Isolate Energy Source	Disconnect/de-activate the energy isolating devices(s) so the machine or equipment is isolated from the energy source(s).	
Lockout Controls	Lockout and tag out the energy isolating device(s) as indicated in the specific instructions.	
Release Energy	Release and/or dissipate any stored or residual energy as indicated in the specific instructions.	
Try out	Attempted to re-start machinery or re-energize equipment through normal means. Returned switch to OFF position.	
	Verify the energy source has been isolated as indicated in specific instructions.	

RE-ENERGIZE THE EQUIPMENT		✓ DONE
Inspect Equipment	Check the equipment to ensure the components are operational.	
Check Area	Check the immediate area to ensure all employees have been safely positioned, and tools and any nonessential items have been removed.	
Check Controls	Verify that operating controls are off (not on).	
Re-energize	Remove the lockout device(s) and activate the energy isolating device(s) to re-energize the equipment.	
Notify Employees	Notify affected employees the servicing or maintenance is completed and the equipment is ready for use.	
Startup Equipment	Startup equipment and monitor for several operating cycles to ensure it is functioning properly.	

## SPECIFIC LOTO INSTRUCTIONS

LOCKOUT POINTS	LOCKOUT POINTS LOCATION
Picture of lockout points	Picture of lockout points location

### OTHER LOCKOUT INSTRUCTIONS

**SIGNATURE:** .....