Manufacturing Lockout/Tagout Checklist

Safety & Compliance

DATE	AUTHORISED EMPLOYEE	MACHINE / EQUIPMENT	EQUIPMENT ID / LOCATION	REASON FOR LOCKOUT	EXPECTED DURATION
____ / ____ / _____					

PREPARATION

- [ ] Energy sources identified
  Electrical, hydraulic, pneumatic, mechanical, thermal, chemical, gravity
- [ ] Correct LOTO procedure obtained
- [ ] Affected employees notified
- [ ] Lock, tag, blocking devices ready

SHUTDOWN & ENERGY ISOLATION

- [ ] Machine shut down normally
- [ ] All operators clear of danger zone
- [ ] Electrical disconnects opened
- [ ] Pneumatic lines bled, valves closed
- [ ] Hydraulic pressure relieved
- [ ] Mechanical energy restrained
- [ ] Thermal energy dissipated
- [ ] Chemical supply lines closed/blanked

LOCK & TAG APPLICATION

- [ ] Personal lock on each isolation device
- [ ] Tag attached — name, date, reason
- [ ] Multi-lock hasp used (group lockout)
- [ ] Lockbox used for keys (if required)

STORED ENERGY VERIFICATION

	DONE	N/A
Capacitors discharged	○	○
Springs released or blocked	○	○
Elevated parts lowered or blocked	○	○

	DONE	N/A
Residual pressure released	○	○
Hot surfaces cooled to safe temp	○	○
Zero-energy start test performed *Attempt normal start to confirm all energy isolated*	○	○

RESTORATION AFTER MAINTENANCE

- [ ] Tools and materials removed
- [ ] Guards and safety devices reinstalled
- [ ] Area cleared — all at safe distance
- [ ] Each worker removed own lock/tag
- [ ] Isolation devices re-engaged
- [ ] Machine tested for normal operation
- [ ] Affected employees notified of restart

SIGN-OFF

Lockout start time _____

Lockout end time _____

Authorised employee signature _____

Supervisor signature _____

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