

This machine-specific procedure provides step-by-step instructions for shutting down, isolating, locking out, and verifying the control of hazardous energy during servicing or maintenance. Designed for OSHA compliance, audits, and employee training.

Machine Name: \_\_\_\_\_

Asset/Equipment ID: \_\_\_\_\_

Location / Department: \_\_\_\_\_

Manufacturer /Model: \_\_\_\_\_

Primary Function: \_\_\_\_\_

Energy Sources Present:

Electrical  Mechanical  Hydraulic  Pneumatic  Thermal  Chemical  Gravity  Other: \_\_\_\_\_

### Authorized Employees

Name	Job Title	Authorization Date

### Normal Shutdown Procedure

Step 1: \_\_\_\_\_

Step 2: \_\_\_\_\_

Step 3: \_\_\_\_\_

### Energy Isolation Points

Energy Type	Isolation Device/Location	Device Type

## Lockout/Tagout Application

Lock Type:  Keyed  Combination  Group Lock Box  Other \_\_\_\_\_

Number of locks required: \_\_\_\_\_

Lockout Step 1: \_\_\_\_\_

Lockout Step 2: \_\_\_\_\_

## Stored/Residual Energy

Methods used:

Bleed Pressure  Discharge Capacitors  Block or Pin  Allow Cooling  Other: \_\_\_\_\_

Control Step 1: \_\_\_\_\_

Control Step 2: \_\_\_\_\_

## Verification of Isolation (OSHA 1910.147 Required)

Verification Method:  Try-start  Meter/Test  Visual  Other: \_\_\_\_\_

Result:  Zero energy state confirmed

Verification notes: \_\_\_\_\_

## Servicing/Maintenance Description

Description of work performed: \_\_\_\_\_

## Return to Service

Tools Removed  Guards Reinstalled  Employees notified  Locks removed by authorized employees

Energy Restored

## Documentation & Signatures

Role	Printed Name	Signature	Date
Authorized Employee			
Supervisor			
Safety/EHS			

This procedure aligns with OSHA 29 CFR 1910.147 – Control of Hazardous Energy (Lockout/Tagout).