



Machine-Specific Lockout/Tagout (LOTO) Procedure

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).