

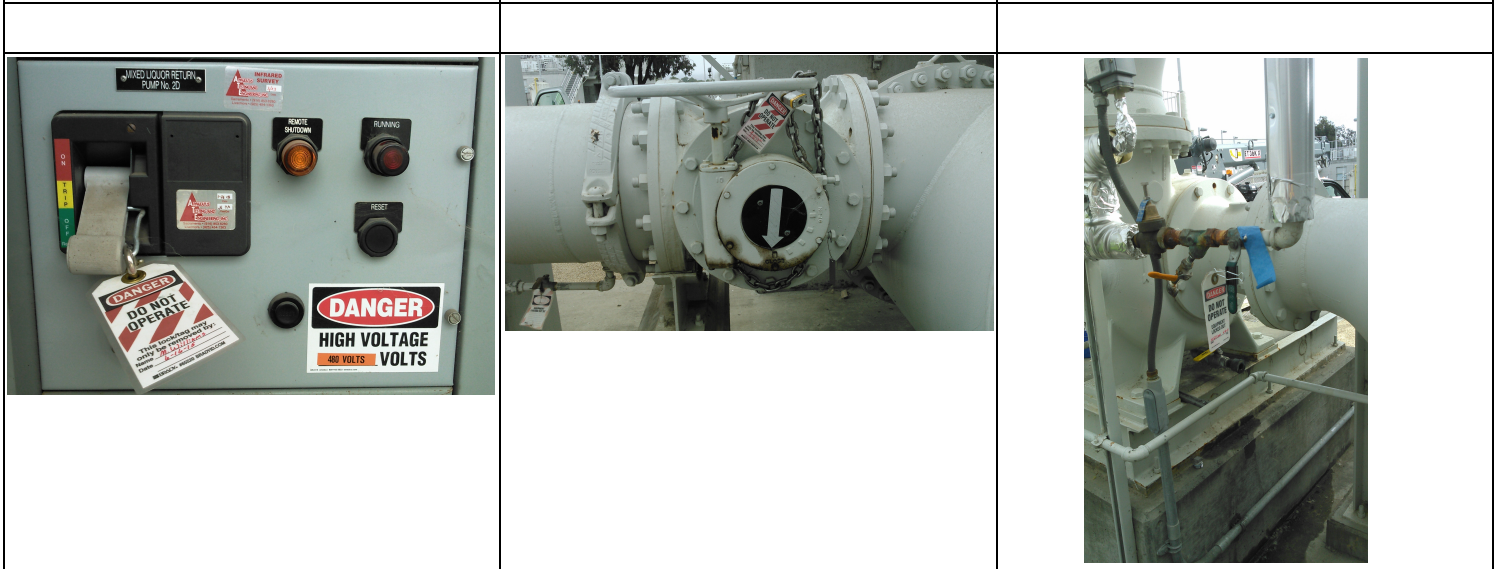
# LOTO STANDARD OPERATING PROCEDURE

## SOP - LOTO -

<b>LOTO Description:</b>	<b>LOCATION (area):</b>	<b>ORIGINAL?</b> m/d/yyyy	<b>DATE:</b>	<b>WRITTEN BY:</b>
<b>PURPOSE:</b> To protect authorized employees against unexpected or unplanned activation of equipment or energy while servicing equipment.		<b>REVISED?</b> m/d/yyyy	<b>DATE:</b>	<b>TITLE:</b>
<b>SCOPE:</b> Utilize this procedure for all scheduled PM shutdowns, any maintenance task That requires you to place your body in harm's way of the equipment, or if you have to leave the area while the equipment is in service.		<b>DEPARTMENT(S):</b>  Operations Maintenance Laboratory Administration		<b>SUPERVISOR:</b>
<b>LOCKOUT POINTS</b>	<b>ENFORCEMENT:</b> Failure to properly follow lockout-tagout procedure may result in corrective action.	<b>SUPVSR APPROVAL &amp; DATE:</b>		
		<b>SAFETY APPROVAL &amp; DATE</b>		

### Lockout Application Process

1. Notify effected personnel.   2. Properly shut down machine.   3. Isolate all energy sources.   4. Apply lockout devices, locks, & tags.
5. Verify total de-energization of all sources.



Energy Source	Location of Energy	Method of LOTO	LOTO Device(s)
1.			
2.			
3.			
4.			
5.			
6.			

### SHUTDOWN, LOCK, TAG, & TEST SEQUENCE

#	STEP	DESCRIPTION
1	<i>Required PPE</i>	
2	<i>Notify Employees</i>	
3	<i>Review Lockout Procedure</i>	
4	<i>Perform Machine Stop</i>	
5	<i>Isolate Energy</i>	
6	<i>Lockout Energy</i>	
7	<i>Dissipate Energy</i>	
8	<i>Attempt Restart</i>	

### Lockout Removal Process

1. Ensure all tools and items have been removed. 2. Confirm that all employees are safely located. 3. Verify that controls are in neutral. 4. Remove lockout devices and reenergize machine. 5. Notify affected employees that servicing is complete. 6. Verify total de-energization of all sources.

### RESTORE TO SERVICE SEQUENCE

#	STEP	DESCRIPTION
1	<i>Check Machine</i>	
2	<i>Check Area</i>	
3	<i>Verify Machine</i>	
4	<i>Remove Lockout</i>	
5	<i>Notify Employees</i>	