



### APPENDIX B Specific Procedure Development Tool

<b>Part A: General Information</b>		<b>No.</b>
<b>Machine/Task Name:</b>	<b>Location:</b>	<b>Department/Shop:</b>
<b>Created by:</b>	<b>Title:</b>	<b>Date:</b>
<b>List Authorized Employee(s) Here:</b>		
<b>List Affected Employee(s) Here:</b>		

<b>Part B: Hazard Assessment</b>				
1. Circle energy type and potential hazards that apply. 2. Write in source(s) of hazardous energy. 3. Write in points where energy is controlled and locked out. 4. Write in which LOTO device is required. 5. Write in sources of stored energy that require release or restraint, if applicable.				
<b>Energy type and potential hazards</b>	<b>Source(s)</b>	<b>LOTO point(s)</b>	<b>LOTO device(s)</b>	<b>Stored energy</b>
<b>Electrical</b> Shock, burn, fire				
<b>Mechanical</b> Moving parts, crushing, entanglement				
<b>Chemical (liquid or gas)</b> Flammable, corrosive, toxic, reactive				
<b>Physical (heat and pressure)</b> Burns, explosions				
<b>Other (ultraviolet, electromagnetic, pneumatic, hydraulic)</b>				

# Control of Hazardous Energy (Lockout/Tagout)



### Part C: LOTO Procedure

1. Prepare for Shutdown
  - A. Identify Hazardous Energy
  - B. Communicate
2. Shutdown
3. Isolate Energy
4. Apply LOTO Device
5. Relieve Stored Energy
6. Verify LOTO
7. Complete Service/Maintenance/Repair
8. Inspect
9. Remove LOTO
10. Communicate
11. Reenergize

Attach a diagram or photo identifying lock and tag locations (optional):

### Part D: Approval

<b>Authorized Employee or Supervisor Name:</b>	<b>Title:</b>
<b>Authorized Employee or Supervisor Signature:</b>	<b>Date:</b>