**Lockout/Tagout (LOTO) Form Template**

| Lockout/Tagout Procedure Form | Date: |
| --- | --- |
| Equipment Name/ID: |  |
| Location of Equipment: |  |
| Authorized Personnel Name(s): |  |
| Purpose of Lockout/Tagout: |  |

Steps Performed

|  |  |  |  |
| --- | --- | --- | --- |
| **Step No.** | **Step Description** | **Initials of Authorized Personnel** | **Time Completed** |
| 1 | Notify affected employees about the LOTO. |  |  |
| 2 | Shut down the equipment properly. |  |  |
| 3 | Isolate the energy source(s) (e.g., electrical, hydraulic). |  |  |
| 4 | Apply locks and tags securely. |  |  |
| 5 | Verify that all energy sources are de-energized. |  |  |

Equipment Deactivation Verification

|  |  |  |  |
| --- | --- | --- | --- |
| **Energy Source Type** | **Verification Method** | **Verified By** | **Time Verified** |
| Electrical | Voltage Tester |  |  |
| Hydraulic | Pressure Gauge |  |  |

Lockout/Tagout Removal Steps

|  |  |  |  |
| --- | --- | --- | --- |
| **Step No.** | **Step Description** | **Initials of Authorized Personnel** | **Time Completed** |
| 1 | Inspect to ensure all work is completed. |  |  |
| 2 | Remove locks and tags from the equipment. |  |  |
| 3 | Notify all affected employees. |  |  |
| 4 | Restore power and test equipment. |  |  |