

# Control of Hazardous Energy (Lockout/Tagout) – Form 1: LO/TO Equipment Evaluation and Energy-Control Procedure

**EQUIPMENT EVALUATION** *(Use this side for documenting an equipment evaluation for machinery or equipment in your department)*

Department: \_\_\_\_\_

Equipment Description (Make/Model/SN/Other ID): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment Location (Campus/Bldg/Room): \_\_\_\_\_

\_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the activity excepted by Section IV.B.1 of the Plan?

Yes  No

*(If **Yes**, sign below and stop; If **No**, sign below and proceed to next page)*

Evaluator Name: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Control of Hazardous Energy (Lockout/Tagout) – Form 1: LO/TO Equipment Evaluation and Energy-Control Procedure

**ENERGY-CONTROL PROCEDURE** (Use this side for documenting a department energy-control procedure for the machinery or equipment listed on the front side of this form)

Is the activity described on this form excepted by Section IV.B.2 of the Plan? Yes  No   
(If **Yes**, sign below and stop; If **No**, address the topics below)

Intended Use of Procedure: \_\_\_\_\_  
\_\_\_\_\_

Hazardous Energy Type: \_\_\_\_\_ Magnitude: \_\_\_\_\_  
Energy Isolation Device Locations: \_\_\_\_\_

Method of Control (LO, TO, LO/TO): \_\_\_\_\_

*For the sections below, be sure to address issues of shift/personnel changes, group lockout, etc.*

Steps for Shutting-down, Isolating, Blocking & Securing Equipment: \_\_\_\_\_  
\_\_\_\_\_

Steps for Placement, Removal and Transfer of LO/TO Devices: \_\_\_\_\_  
\_\_\_\_\_

Responsibility for LO/TO Devices: \_\_\_\_\_  
\_\_\_\_\_

Requirements for Testing Machine or Equipment to Determine and Verify the Effectiveness of LO/TO Devices and Energy Control Measures: \_\_\_\_\_  
\_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

Energy-Control Procedure Last Review Date: \_\_\_\_\_

Name of Person Documenting Energy-Control Procedure: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_