

INDUSTRIAL LOCKOUT AND TAGOUT

Energy control procedure and record set for industrial sites

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This copy is for

[Company], [Site]

Run the name swap on the next page first. A controlled copy never carries a placeholder or another organization’s name.

WHAT THIS IS

An editable written energy control procedure for an industrial site: the rules for shutting down, isolating, locking, tagging, verifying and releasing machines, process equipment and piping, so that nobody servicing them is hurt by an unexpected start-up or a release of stored energy or material. It comes with the LOTO isolation record, a template for equipment-specific procedures, and the inspection and training certifications the procedure calls for. It is written to the federal general-industry rule for the control of hazardous energy, 29 CFR 1910.147, and it uses the same terms, record numbers and site parameter numbers as the permit to work, hot work and confined space entry procedures in this set. It is laid out so a site can put its own name on it, set its own values in one table, and issue it under its own document control.

WHO IT IS FOR

Plants, refineries, terminals, mills, utilities and other industrial sites where employees or contractors service and maintain machines, process equipment and piping, and the operations, maintenance and safety staff who own the energy control program.

WHAT IS IN THE FILE

Part	What it is	Use
Instruction sheet	How to deploy the file, the name-swap table, the license and the template history. These are NightWarder pages, not part of your procedure.	Read once
Procedure	Sections 1 to 18, with document control, approval block and revision log. Section 3 holds every site value in one table.	Adopt and issue
Forms LOTO-1 to LOTO-12	The LOTO isolation record, the group lockout roster, the equipment-specific procedure template, the equipment inventory, the exception worksheet, removal of an absent person’s device, outside personnel coordination, the periodic inspection and training certifications, the program review, and OPTIONAL registers for records and locks, plus a template page for site supplements. Each prints on its own.	Print per use
Example	A worked example: a filled-in isolation record, group lockout roster and equipment-specific procedure, marked EXAMPLE, set apart at the back.	Training only

WHAT THIS IS NOT

Not in force until the site fills in its values, writes its equipment-specific procedures, checks the result against the rules that apply to it, and signs the approval block.

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3. Site parameters

Every number and local choice in this procedure is set here, once. The text refers to these rows by number. [Program Owner] fills each cell in the Site value column before approval and checks them at each program review. A blank cell means the part of the procedure that depends on it cannot be used. The reference column shows where any regulatory figure comes from so it can be checked. A reference value is not a site value until it is written into the right-hand column.

Row numbers are shared with the site's other procedures in this set (permit to work, hot work, confined space entry, lockout and tagout, fall protection). A number missing here belongs to one of them. Rows the site adds for itself are numbered SP-90 to SP-99. Numbers below SP-90 belong to the set.

Table 3-1. Site parameters

A. Emergency

No.	Site decision	Reference (verify locally)	Site value
SP-01	How a fire, gas release or rescue is reported from the work location, including how rescue is summoned from a space: phone number, radio channel, words to use	The means of summoning rescue goes on every entry permit: 1910.146(f)(11). Fire watches must know how to sound the alarm: 1910.252(a)(2)(iii)(B).	[Emergency Number]

B. Procedures and records

No.	Site decision	Reference (verify locally)	Site value
SP-10	How isolation records are numbered after the fixed LOTO-year- prefix, such as LOTO-2099-099; where open records are posted; where blank and canceled records are kept; whether a register (Form LOTO-11) is kept	Site practice.	
SP-30	Permit matrix: which work needs a permit to work, a hot work permit, a confined space entry permit, a LOTO isolation record, a line break permit or another record, and what may go ahead under routine controls. Write where the matrix is kept.	Procedures are developed, documented and used for the control of potentially hazardous energy: 1910.147(c)(4)(i). On a covered process, safe work practices for lockout and tagout and for opening process equipment or piping apply to employees and contractor employees: 1910.119(f)(4). The rest is site practice, set once for every procedure at [Site]. The matrix decides which jobs need a LOTO isolation record; it never makes energy control optional (Section 7.1).	
SP-40	Energy control procedures: where the equipment-specific procedures (Form LOTO-3) and the equipment inventory (Form LOTO-4) are kept, who writes and approves them, and which equipment uses the exception in Section 5.4 (Form LOTO-5)	Procedures are developed, documented and used: 1910.147(c)(4)(i). What they contain: (c)(4)(ii)(A) to (D). A procedure need not be written down for a machine only when all eight conditions in the note to (c)(4)(i) exist.	

FORM LOTO-1 LOTO ISOLATION RECORD

Sheet 1 of 2

Record No.

Post this record at the equipment, or where SP-10 says, with every permit that relies on it. Fill every field. Mark N/A. Do not leave it blank.

A EQUIPMENT AND JOB (Sections 7.1 and 7.3)

Equipment or system: ID and name		Location: unit, area	
Job: what is to be done		Work order or request no.	
Energy control procedure: Form LOTO-3 no., revision		Or exception: Form LOTO-5 no.	
Record opened (date, time)		Primary authorized employee (print name)	
Coordinating authorized employee, where more than one crew or craft (print name)		Group lockbox or group device ID (Form LOTO-2)	
Isolation boundary: what is inside it			

B LINKED RECORDS. Write every number, or N/A. Never leave a cell blank. (Section 7.3)

PTW no.	HW no.	CSE no.	LOTO no.: this record	Line break no.	IMP no.	Other (ALT, RCL, contractor)

Required by SP-30: PTW ☐ Yes ☐ No · HW ☐ Yes ☐ No · CSE ☐ Yes ☐ No · Line break ☐ Yes ☐ No · IMP ☐ Yes ☐ No · Other ☐ Yes ☐ No. Write this record's number on each linked record and initial it there.

Hot work and entry depend on this record. This record depends on nothing, but no device comes off while any record that relies on it is open (Section 12.1).

C ENERGY SOURCES (Table 7-1, step 1; 1910.147(d)(1)). Know the type and magnitude of each energy, its hazards and how it is controlled before the equipment is turned off.

#	Energy or material: type	Magnitude: voltage, pressure, temperature, quantity, height	Hazard	Controlled by: Block F and Block G lines
1				
2				
3				
4				
5				
6				

☐ Every source matches the procedure. ☐ A source the procedure does not show was found: work stops (Section 7.4).

D BEFORE SHUTDOWN (Table 7-1, steps 1 and 2)

Check	Yes, No or N/A	Initials	Time
Procedure read and checked against the equipment in the field			
Every isolation point found and identified in the field			
Locks, tags, blinds and other devices on hand (SP-41)			
Linked records raised and their numbers written in Block B			
Affected employees told that the equipment is to be shut down and locked out			
Affected employees told: names, crew or area, and how			

E SHUTDOWN (Table 7-1, step 3; 1910.147(d)(2)). Turned off by the procedure established for the equipment, in an orderly way, so that stopping it adds no hazard.

Shutdown procedure used: no. or name			
State handed over: stopped, emptied, depressured, drained, purged, cooled, as applies			
Signature	Print name	Signature	Date, time
[Area Owner]: equipment shut down and handed over for isolation			

F ISOLATION POINTS AND DEVICES (Table 7-1, steps 4 and 5; Section 6; 1910.147(d)(3), (d)(4)). One line per point, in the order of the procedure. Each person applies and removes their own device. A single closed valve is not isolation.

#	Isolation point: ID and description	Energy or material	Position: closed, open, off, blinded, removed	Device: lock no., tag, blind no.	Applied by (print), time	Verified: initials, time	Removed by (print), time
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Double block and bleed used where blinding or disconnection is not feasible (Section 6.4): accepted by (print name, SP-41), time

More points go on a copy of this block, headed with this record's number.

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FORM LOTO-2 GROUP LOCKOUT ROSTER			Record No.		PTW no.	
Equipment		Date		Sheet no.		of

A THE GROUP DEVICE (Section 10.2; SP-43)

Group lockbox or group device ID	Keys in it: lock nos.	Checked against Block F: initials, time	Locked by the primary authorized employee: personal lock no., time
Primary authorized employee (print name)			Coordinating authorized employee, where named

B ROSTER (1910.147(f)(3)(ii)(D)). Each person puts their own personal lock on the group device when they begin work and removes it when they stop. Before signing on, each person is shown the isolation and its verification.

#	Name (print)	Employer, crew or craft	Personal lock no.	Shown the verification: initials	On	Off	On	Off
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

C EXPOSURE CHECKS (1910.147(f)(3)(ii)(B)). The primary authorized employee counts the locks on the group device against the roster when work starts, at each break and shift change, and before release (Section 10.2).

Time	Personal locks on the group device: nos.	People on the roster as on	Match: Yes or No	Primary initials

Any mismatch: stop, find the person, and put it right before anyone works or any device comes off.

D CREWS UNDER ONE LOCKOUT (1910.147(f)(3)(ii)(C)). Where more than one crew or craft works under this isolation. Otherwise N/A.

Crew or craft	Crew primary authorized employee	Crew lockbox or roster	Coordinating authorized employee: initials, time

EXAMPLE ONLY FORM LOTO-1 LOTO ISOLATION RECORD					Sheet 1 of 2,	Record No.	LOTO-2099-099
continued							
F ISOLATION POINTS AND DEVICES (Table 7-1, steps 4 and 5; Section 6; 1910.147(d)(3), (d)(4)). One line per point, in the order of the procedure. Each person applies and removes their own device. A single closed valve is not isolation.							
#	Isolation point: ID and description	Energy or material	Position: closed, open, off, blinded, removed	Device: lock no., tag, blind no.	Applied by (print), time	Verified: initials, time	Removed by (print), time
1	V-99-1, inlet block valve	Process, line N1	Closed	Lock L-101, tag	Operator Example 04:40	OE 04:58	Operator Example 14:36
2	V-99-2, gas outlet valve	Process, line N2	Closed	Lock L-102, tag	Operator Example 04:42	OE 04:58	Operator Example 14:37
3	V-99-3, liquid outlet valve	Process, line N3	Closed	Lock L-103, tag	Operator Example 04:44	OE 04:58	Operator Example 14:38
4	HT-99 heater breaker, MCC-2 (example)	Electrical, 480 V (example)	Off	Lock L-104, tag	Operator Example 04:46	OE 05:00	Operator Example 14:40
5	Spectacle blind B-1 at nozzle N1	Process, line N1	Blinded	Blind B-1, tag	Fitter Example 05:25	OE 06:10	Fitter Example 14:20
6	Spectacle blind B-2 at nozzle N2	Process, line N2	Blinded	Blind B-2, tag	Fitter Example 05:45	OE 06:10	Fitter Example 14:26
7	Spectacle blind B-3 at nozzle N3	Process, line N3	Blinded	Blind B-3, tag	Fitter Example 06:00	OE 06:10	Fitter Example 14:32
8	N/A						
9	N/A						
10	N/A						
Double block and bleed used where blinding or disconnection is not feasible (Section 6.4): accepted by (print name, SP-41), time						N/A	

The blinds went in behind locked valves V-99-1 to V-99-3, after the line segments were bled and the valve isolation was verified (Section 6.4). They are rated for the line class (example).