

# Lockout Tagout

Machine Type \_\_\_\_\_

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Model # \_\_\_\_\_

Power: \_\_\_\_\_ Phase, \_\_\_\_\_ Volts, \_\_\_\_\_ Amps \_\_\_\_\_

Serial # \_\_\_\_\_

Air: CFM \_\_\_\_\_



## Lockout-Tagout Guidelines

1. Place a tag on all padlocks. On the tag, each technician must put their own name and date.
2. If more than one person is working on the machine, each additional person places a lock and tag on each disconnect.

**Important:** Only each technician may remove their own lock and tag.

**Important:** When many people are working on the same machine you will need a multiple lockout device.

**Note:** Refer to the Operation/Service Manual for all Safety Precautions

## Evaluate and Inform

1. Evaluate the equipment to fully understand all energy sources (multiple electrical supplies, air supply and pressure, spring tension, weight shifts, etc.).
2. Inform all affected personnel of the eminent shutdown, and the duration of the shutdown.
3. Obtain locks, keys, and tags from your employer's lockout center.

## Lockout Tagout Power

1. Turn OFF machine. See your manual for power down and power up procedures.
2. Turn the disconnect switches on **ALL** electrical and frequency panels to the OFF position. Push the red tab to pop it out. Place a padlock through the hole. Place your tag on the padlock, as per the tagout guidelines.
3. When multiple people are working on the machine, each person needs to have a lock on the handle in the extra holes provided.

## Lockout Tagout Pneumatics

1. Turn OFF ALL air valves and place a padlock through the hole.  
**Note:** There may be more than one air valve location.

## Test Lockout

1. Ensure your tags are on the padlock, as per the tagout guidelines.
2. Once the locks and tags are in place and all personnel are clear, attempt to operate the machine to ensure equipment will not operate.
3. Maintenance or repairs may be started.

## Post Maintenance Steps

1. After maintenance is completed, the person performing the work must ensure all tools, spare parts, test equipment, etc., are completely removed and that all guards and safety devices are installed.
2. Before removing the locks and tags, the person who attached them shall inspect the equipment to ensure that the machine will not be put in an unsafe condition when re-energized.
3. The lock and tag can now be removed (only by the person(s) who placed them), and the machine can be re-energized.
4. The tags must be destroyed and the locks and keys returned to the lockout center

