PSU LOTO Program Issue Date: March 10, 2006

Revision 1

Appendix B Penn State University Equipment-Specific LOTO Procedure Development Form

SECTION I: GENERA	LINFORMATION		
ate Prepared:		Preparer Information	
Campus:		Name:	
Nork Unit:		Job Title:	
Building Name:			
Equipment Covered by	Procedure:		
and an af Faulian and			
ocation of Equipment	:		
SECTION II: SEQUEN	CE OF LOTO STEPS		
Step 1: Identify All En			
Energy Source		of Isolation Device	Control Method
	7,000		
Step 2: Notify Others	(List all personnel w	ho must be notified prior	r to equipment shutdown).
<u> Step 3</u> : Shutdown Eq	uipment (List norma	l stopping procedures fo	or equipment)

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Step 4: Isolate Equipment (List procedures for disconnecting each energy source)
Step 5: Lockout/Tagout the Equipment (Control methods are to be noted in "Step 1" of form)
- Attach lock(s) and tag(s) to each energy isolation device.
- Ensure all tags indicate name of lock holder and date applied.
Step 6: Release or Block Stored Energy (List procedures for dissipating stored energy)
Step 7: Verify Isolation (List procedures for attempting restart or otherwise ensuring effectiveness of LOTO)
Step 8: Perform Required Servicing
- Cop o
- During completion of work, avoid taking any action that could potentially reactivate the equipment.
g p ,
Step 9: Release from Lockout/Tagout
<u></u>
- Remove all tools from the work area.
- Replace all equipment guards.
- Notify all affected & other employees of impending energization.
- Remove all locks, tags, and lockout devices.
- Ensure area is clear prior to restart.