



Lockout/Tagout Energy Control Schedule

Equipment / Process: Location:

Date Prepared: Prepared By: Foreman / Lead:

Work Scope:

LOTO Type: Single employee Multiple employees Group lockout Shift change Client coordinated

Field Rule: List each exact isolation point separately. Do not combine multiple breakers, valves, or stored-energy points on one line.
Each authorized employee must apply their own lock, or personal lock to the group lock box, before work begins.

Step	Energy Type	Exact Isolation Point	Normal	Isolated	Device Required	Lock #	Verified
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Examples: Breaker MCC-2 / Panel A / Circuit 14; air valve V-101; hydraulic bleed H-1; conveyor section blocked/cribbed; blind flange installed.



Valve / Line / Blind Control Log

Valve / Line ID	System	Valve Type	Before	Locked Pos.	Device / Blind	Bleed / Drain Point	Zero Energy

Valve reminder: closed does not always mean safe. Bleed, drain, vent, blank, or block the system when trapped pressure or product can remain downstream.

Group Lockout / Multiple Lock Control

Group Lock Box Used: Yes No Lock Box #: Primary Authorized Employee:

Keys Secured in Lock Box: Yes No Each Employee Applied Personal Lock: Yes No

Employee Name	Company	Personal Lock #	Time On	Time Off	Signature

Group LOTO Rule: No employee may work under group LOTO unless their personal lock is applied to the lock box or approved group device.
Shift Change Rule: Incoming lock must be applied before outgoing lock is removed, unless a documented transfer method is approved.



Stored Energy Release Checklist

- Electrical capacitors discharged
- Pneumatic pressure bled to zero
- Hydraulic pressure relieved
- Springs blocked or released
- Raised parts lowered, blocked, pinned, or cribbed
- Rotating parts stopped and verified at rest
- Thermal energy cooled or isolated
- Chemical lines drained, flushed, or blanked
- Gravity hazards mechanically restrained
- Residual pressure verified at gauge, bleed, or test point

Stored Energy Release Method / Notes:

Try-Start / Zero Energy Verification

- Start button / local control tested
- Remote/HMI start tested where applicable
- Voltage test completed where required
- Pressure gauge confirmed zero
- Initials:
- Initials:
- Initials:
- Initials:
- Bleed/drain opened and verified
- Mechanical movement blocked or restrained
- Area cleared before test-start
- Controls returned to neutral/OFF after try-start
- Initials:
- Initials:
- Initials:
- Initials:

Verification Notes:

Special Hazard / Condition	Required Control Method

LOTO Removal / Return to Service

- Work complete
- Tools/materials removed
- Guards reinstalled
- Employees notified
- Area cleared
- Controls neutral/OFF
- Each employee removed own lock
- Final walkdown complete

Final Authorized Employee:

Date / Time Released: