### Purpose:
This procedure establishes minimum requirements for the lockout / tagout of the specific equipment/process named above whenever maintenance or service work is performed. The procedure is used to ensure that the equipment or process is at a zero energy state, isolated from all potential hazardous energy sources, and locked out before employees perform any service and maintenance.

#### Lockout Application Process
1. Notify affected personnel by one of the methods listed below
2. Properly shut down machine.
3. Isolate all energy sources.
4. Apply lockout devices, locks, & tags.
5. Verify total de-energization of all energy sources.

#### Lock/Tagout Procedure

<table>
<thead>
<tr>
<th>SHUT DOWN SEQUENCE #</th>
<th>ENERGY SOURCE and MAGNITUDE (Applicable to this machine or equipment)</th>
<th>LOCATION (of Energy Source)</th>
<th>LOCKOUT / TAGOUT PROCEDURE STEPS</th>
<th>VERIFYING STEPS</th>
</tr>
</thead>
</table>

#### Additional Notes:

- 1. Ensure all tools and items have been removed.
- 2. Confirm that all employees are safely positioned or removed from the area.
- 3. Verify that equipment controls are in the "Neutral" or "Off" position.
- 4. Remove Lockout/tagout device—**Only Authorized employee who applied lock/tag may remove it from energy isolation device.**
- 5. Reenergize the machine or equipment.
- 6. Notify affected employees that servicing is completed and machine or equipment is ready for use.

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**Lockout / Tagout Removal Process**

1. Notify affected personnel by one of the methods listed below
2. Confirm that all employees are safely positioned or removed from the area.
3. Verify that equipment controls are in the "Neutral" or "Off" position.
4. Remove Lockout/tagout device—**Only Authorized employee who applied lock/tag may remove it from energy isolation device.**
5. Reenergize the machine or equipment.
6. Notify affected employees that servicing is completed and machine or equipment is ready for use.