



**Duke University - Facilities Management Department
Safe Work Practice Policies**

LOCKOUT-TAGOUT (LOTO) PROGRAM

Applicable to: All FMD Organizations

Date Effective: 2/27/2010

Issue No.: 1

Revision: 0

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Attachment H - LOTO Process Checklist

- ___ 1. Task Assigned with LOTO required.
- ___ 2. Written LOTO procedure required?
 - a. NO – **All** statements in Section G.1.a **must** apply.
 - b. YES – See if written procedure already exists
- ___ 3. Does written LOTO procedure already exist?
 - a. NO – Work with supervisor and/or engineering to write procedure.
 - b. YES – Review procedure with all employees involved in work. If clarification needed, direct questions to supervisor and/or engineering.
- ___ 4. Has written LOTO procedure been Inspected in the past 12 months?
 - a. NO – Notify supervisor that an Inspection needs to be performed with a supervisor or another Authorized Employee.
 - b. YES – Periodic Inspection not required.
- ___ 5. List equipment/system to be LOTO onto LOTO Equipment Log located in shop or control room.
- ___ 6. Make sure all needed LOTO equipment is available.
- ___ 7. Notify all Affected Employees.
- ___ 8. At job site, Sign On to Employee Control/Transfer form.
- ___ 9. With proper PPE, perform LOTO.
 - a. Everyone involved must use their personal-issued LOTO lock.
 - b. Lock box(es) are to be used if number of energy control points and/or number employees require it.
 - c. If Periodic Inspection required, then Inspector should only observe procedure and complete Periodic Inspection form.
- ___ 10. Test LOTO effectiveness by trying to start equipment, checking for voltage, pressure, etc.
- ___ 11. Once work is complete, check to ensure all tools are removed and equipment is ready for start up.
- ___ 12. Notify all Affected Employees.
- ___ 13. Remove final LOTO.
- ___ 14. At job site, Sign Off on Employee Control/Transfer form.
- ___ 15. Log off equipment/system on LOTO Equipment Log located in shop or control room.
- ___ 16. Turn in any written LOTO procedures with employees listed, Employee Control/Transfer forms or Periodic Inspection forms to supervisor.

Revision History

Revision	Description	Effective Date
		<mm/dd/yy>