

**LOCKOUT/TAGOUT (LOTO) PROCEDURES CHECKLIST SAMPLE**  
**ENERGY SOURCE DETERMINATION**  
[www.industrydocs.org/mainttasks.html](http://www.industrydocs.org/mainttasks.html)

DATE: \_\_\_\_\_ CONDUCTED BY: \_\_\_\_\_

Location: \_\_\_\_\_ Work Center: \_\_\_\_\_

Line: \_\_\_\_\_ Equipment No: \_\_\_\_\_

Tag No: \_\_\_\_\_ EQPT Desc: \_\_\_\_\_

Serial No: \_\_\_\_\_

Lockout/Tagout Procedure No. Assigned: \_\_\_\_\_

**1 Does this equipment have:**

a.) Electric power (including battery)? \_\_\_\_\_ (YES / NO)  
 If YES, Motor Control Center (MCC) or power panel and  
 breaker number \_\_\_\_\_

Does it have a lockout device? \_\_\_\_\_ (YES / NO)

Battery location: \_\_\_\_\_

b.) Mechanical power? \_\_\_\_\_ (YES / NO)

Mark each type of energy source that applies:

i.) Engine driven? \_\_\_\_\_ (YES / NO)

If YES, switch or key location: \_\_\_\_\_

Is lockout device installed? \_\_\_\_\_ (YES / NO)

If NO, method of preventing operation: \_\_\_\_\_

ii.) Spring loaded? \_\_\_\_\_ (YES / NO)

If YES, is there a method of preventing spring  
 activation? \_\_\_\_\_ (YES / NO)

If NO, how can spring tension be safely released  
 or Secured? \_\_\_\_\_

iii.) Counter weight(s)? \_\_\_\_\_ (YES / NO)

If YES, does it have a method of preventing  
 movement? \_\_\_\_\_ (YES / NO)

If YES, can it be locked? \_\_\_\_\_ (YES / NO)

If NO, how can it be secured? \_\_\_\_\_

iv.) Flywheel? \_\_\_\_\_ (YES / NO)

If YES, does it have a method of preventing  
 movement? \_\_\_\_\_ (YES / NO)

If NO, how can it be secured? \_\_\_\_\_

c.) Hydraulic power? \_\_\_\_\_ (YES / NO)

If YES, location of main control/shut OFF valve. \_\_\_\_\_

Only 1 of 4 pages displayed  
 in this sample - purchase required for complete set.  
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