LOTO Plan # / Permit set No:	**LOTO PLAN** **Lock Out / Tag Out**	Page of

LOTO Plan Prepared by:

Description of work:

LOTO Performed by:

Company Details: _____ **Person's Name:**_____

Instructions

1 Review Site Procedure for the Isolation of Equipment (Lock Out / Tag Out)
2 Note lock out points in left column (attach P&ID or equipment drawing indicating isolation points)
3 Install Plant Locks at points outlined in left column
4 Record lock number(s) beside corresponding lockout point,
5 Complete "Installed by" and "Date Installed"
6 Checker to sign to confirm all isolations, locks and tags installed, and stored energy discharged
7 Attach copies of LOTO PLAN to permit.
8 When locks are removed, complete "Removed by" and "Date Removed" columns.
9 Checker to sign to confirm all isolations, locks and tags removed and to confirm system integrity.
10 File completed copy of LOTO PLAN with completed Work Permit

#	**Identification of Valve, Electrical Disconnect, or other energy source to be Locked Out and tagged out**	**Site lock Number:**	**Installed by:**	**Installed date:**	**Removed by:**	**Removed date:**

<u>Checker</u> to complete:

All locks and tags have been installed: _____ _____ **Date**: _____
(Name) (Signature)

All locks and tags have been removed: _____ _____ **Date**: _____
(Name) (Signature)