

Lockout / Tagout (LOTO) Safety Checklist

■ Preparation for Shutdown	
■	Identify all energy sources for the machine or equipment.
■	Review machine-specific LOTO procedures.
■	Notify all affected employees of the upcoming shutdown.
■	Verify all materials and tools are ready for shutdown.
■ Machine Shutdown	
■	Turn machine OFF using established procedures.
■	Ensure all moving parts stop completely before proceeding.
■	Isolate equipment from all energy sources (electrical, hydraulic, pneumatic, mechanical, thermal).
■ Energy Isolation Verification	
■	Apply lockout devices to each energy source.
■	Apply tagout labels with employee name and date.
■	Residual energy released or restrained (bleeding lines, discharging capacitors, blocking movement).
■	Attempt start-up to verify isolation (machine must NOT power on).
■ Lockout Device Requirements	
■	Each employee uses their own personal lock.
■	Locks are unique, identifiable, and not duplicated.
■	Tags include name, date, and reason for lockout.
■	All lockout devices inspected regularly.
■ During Maintenance or Repair	
■	Only authorized employees perform work.
■	No one removes another employee's lock.
■	Tools and replacement parts used safely.
■	Area kept clean and free of hazards.
■ Restoring Equipment to Service	
■	Inspect machine to confirm all guards reinstalled.
■	Check area for tools, debris, or personnel.
■	Employees safely positioned away from equipment.
■	Remove locks and tags ONLY by the person who applied them.
■	Notify affected employees that equipment is restored.
■ Group Lockout Procedures	
■	Group lockbox used when multiple employees lockout equipment.

■	Each worker applies their own lock to group box.
■	Lead authorized employee oversees the procedure.
■	Log sheet completed for team-based lockout activities.



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