

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.



AT Auto Conveyor
<https://atautoconveyor.com>
info@atautoconveyor.com
508-360-1611
CEO: Anthony Thorpe