

# GROUP LOCKOUT

<b>Procedure No:</b>		<b>Date Issued:</b>	
<b>Department:</b>		<b>Date of Last Review:</b>	
<b>Equipment:</b>			
<b>Sub-units:</b>			
<b>Designated Lead Authorized Employee:</b>			

Where unexpected energization (startup) of the equipment or the release of stored energy could occur and possibly result in injury, these requirements shall be applied to ensure that the equipment is stopped, isolated from all potentially hazardous energy sources, and locked out and tagged before beginning service or maintenance. **If this procedure has not been reviewed in the past 365 days it will be considered non-conforming and shall not be used until reviewed.**

- 1) Material required for lockout
  - a)
  - b)

- 2) Employees covered under this group lockout (*to be completed prior to job*):

Authorized Employee Name	Authorized Employee Name

- 3) Shutdown sequence:
  - a)
  - b)

- 4) Isolating sequence (*including elimination of stored or residual energy, which device to use for each step in the sequence, and who is the owner of that device*):

**a) Sequence Step:**

How to eliminate energy	Device to Use	Owner (enter at job)

**b) Sequence Step:**

How to eliminate energy	Device to Use	Owner (enter at job)


**c) Sequence Step:**

<b>How to eliminate energy</b>	<b>Device to User</b>	<b>Owner (enter at job)</b>

- 5) Testing isolating sequence:
  - a)
  - b)
- 6) Perform required maintenance
- 7) Testing or repositioning equipment:
  - a)
- 8) Restoring equipment to service sequence:
 

*Note: only the employee who installed an isolating device may remove it.*

  - a)
  - b)

