LOCKOUT/TAGOUT ASSESSMENT

NAME OF COMPANY: ABC Print Manufacturing

DEPARTMENT NAME: Press Room

EXAMPLE

NAME OF EQUIPMENT: XYZ 2-Color Offset Press DATE COMPLETED: September 15th, 2011

AUTHORIZED EMPLOYEE POSITION	AFFECTED EMPLOYEE POSITION	OTHER POSITION
1. John Jones (ACME Maint.)	1. James Smith (Press Operator)	1. ABC Sales Reps
2. USA Service Techs	2. Jose Diaz (Press Operator)	2. ABC Supervisors
3. ABC In-Plant Maint. MGR	3.	3. ABC Receptionist

ASSESSMENT OF ENERGY SOURCE		LOCATION OF ISOLATION M	TION MEANS OF LO/TO	
ELECTRICAL	<u>E</u>	1. Red ON/OFF Button on press power panel	Lock (and Hasp)	
PNEUMATIC (AIR)	P	2. Press Power-Cord	Cord Cannister/lock	
HYDRAULIC	H	3. Service Disconnect East Wall Pressroom	Lock/Hasp	
GRAVITY	G	4. Main Electrical Panel PP1 switch #27/29	Switch Cover, Lock/Hasp	
OTHER	O (Only if it cannot be	locked) 5. Main Electrical Panel PP1 switch #27/29	Tag Only	

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PROCEDURES REQUIRING LO/TO

DIAGRAM OF EQUIPMENT

Panel PP1

Switch #27/29

- 1. Extensive Disassembly -N-
- 2. Guard Removal
- 3. Repairing Electrical Circuits
- 4. Roller Removal requiring 2-people
- 5. Gear Replacement

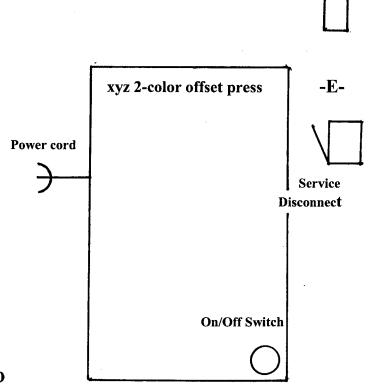
LO/TO PROCEDURES

- 1. Notify everyone that LO/TO is to be done
- * notify Affected/Others Listed above
- 2. Shut down equipment (turn to off)
- 3. Turn off electricity
- 4. Attach Locks and/or Tags in areas indicated by diagram.
- 5. Attempt to turn on (to ensure energy Isolation)
- 6. Begin Work

RESTORE OPERATIONS

- 1. Remove Tools
- 2. Inform affected/other employees that LO/TO to be Removed.
- 3. Ensure everything is still in "OFF" position.
- 4. Authorized Employee to remove LO/TO devices.
- 5. Test equipment...if good notify everyone that LO/TO

is complete.



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