

THIS CHECKLIST SHOULD BE USED TO ENSURE THAT THE ASPECTS DETAILED BELOW ARE CHECKED THOROUGHLY AND INCLUDED ON ALL RELEVANT PAPERWORK.

LOCK OUT TAG OUT Checklist

1. Identify isolation switch
2. Activate isolator
3. Lock out and tag out isolator (using a padlock if possible).
If you cannot padlock the switch off, look at other solutions:
 - a) *Can you lock the cupboard door making sure no-one can get to the switch and turn power back on?*
 - b) Can you lock the entry door to the room making sure **NO-ONE** can enter and turn power back on?
 - c) Can you post a sentry/banksman on the door to make sure no-one can access the switch?
 - d) Can you put a sign over the switch as a fallback measure as well as the above?
4. Check mechanical deactivation (i.e. the Lock out actually works)
5. Inform staff and check if there is a staff or shift change, so you can notify them too
6. Double check electrical isolation has been achieved (with an approved test device) before proceeding

Record the risks and your LOTO risk controls on the job clearance certificate

Committed to achieving an Incident and Injury Free working environment.

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