- [ ] Step 1: Grab the correct lock for your machine to perform LOTO with.





De-energize equipment

- [ ] Ensure the power is turned OFF on the machine.





☐ Along the back side of the machine you will see ONE or MORE labeled power boxes. READ LABELS TO ENSURE YOURE POWERING DOWN THE CORRECT EQUIPMENT. *You can also choose to LOTO the main power on the back of the machine.





☐ Pulling the lever down completely de-energizes the equipment and allows you to place the LOTO lock and secure.





☐ The LOTO key specific to that lock is your responsibility and you are not to give that key to anyone under any circumstances. If the machine were needing to be removed from the LOTO it would have to be done by the key owner of that lock.

☐ Do not continue with any maintenance until the secondary check has been performed by your supervisor.