

APPENDIX A: Lockout/Tagout Procedure Determination Form (Optional)

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|------------------------|--|--------------------|--|
| Equipment Name: | | Date: | |
| Asset Tag #: | | Department: | |
| Location: | | | |

WVU need not document the required LOTO procedure for a specific piece of equipment or process, when **all** of the following elements exist:

(✓) All boxes must be checked in order to utilize the exception!

| | |
|--|---|
| | 1. The equipment or process has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees; |
| | 2. The equipment or process has a single energy source which can be readily identified and isolated; |
| | 3. The isolation and locking out of that energy source will completely de-energize and deactivate the equipment or process; |
| | 4. The equipment or process is isolated from that energy source and locked out during servicing and maintenance; |
| | 5. A single lockout device will achieve a locked-out condition; |
| | 6. The lockout device is under the exclusive control of the authorized employee performing servicing or maintenance; |
| | 7. The servicing or maintenance does not create hazards for other employees; |
| | 8. WVU, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of equipment or process during servicing or maintenance. |

I, along with the authorized employee, have confirmed that the equipment listed above meets the exception to document a LOTO procedure for the equipment listed above.

SUPERVISOR

Name (printed) _____ Signature _____ Date _____

AUTHORIZED EMPLOYEE

Name (printed) _____ Signature _____ Date _____