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

<table>
<thead>
<tr>
<th>Equipment Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Tag #:</td>
<td>Department:</td>
</tr>
</tbody>
</table>

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  _________