

LOTO PLAN					1 of 2
DATE STARTED:					LOTO PROCESS STEPS:
LOTO AP NAME:					1. Draft LOTO Plan – LOTO AP has identified all energy sources, selected the appropriate energy isolation devices, determined the appropriate method to verify energy isolation, and documented in the LOTO Plan. A contractor or Supplemental Staff may create this draft.
SECOND AP NAME:					2. Approve LOTO Plan – LOTO Plan has been reviewed and approved by a second AP to verify it is appropriate to accomplish the LOTO requirements of the work.
AREA OR SYSTEM OWNER(S):					3. System Owner – Owner has reviewed and approved LOTO Plan
LOCATION					4. Apply LOTO – LOTO has been applied following LOTO Plan including shutting down equipment, isolating equipment, applying LOTO devices, and controlling stored energy.
GC REPRESENTATIVE					
					5. Verify LOTO Application – LOTO application has been verified by the LOTO AP using the identified method. Contractors adding LOTO to the system must observe the verification.
LINE BREAK REQ'D? (If Yes, list on Page 2)	YES		NO		6. Perform Work and Determine Readiness to Remove LOTO – work is complete and ready for LOTO removal.
EQUIPMENT/SYSTEM BEING WORKED ON AND LOCATION:					7. Remove LOTO and Verify Ready for Usage – LOTO AP has checked equipment and area to ensure nonessential items have been removed, components are operationally intact, staff have been safely positioned or removed from the area, and equipment controls are in neutral or safe state. LOTO AP has removed LOTO devices and returned to initial state.
LIST ALL SUB CONTRACTOR(S):					8. Return System or Area to Use by Owner – LOTO AP has notified Area or System Owner work has been completed, LOTO devices have been removed and system or equipment has been returned. Area or System Owner has acknowledged acceptance.
DESCRIPTION OF WORK:					

1. LOTO JOB PLAN COMPLETE	2. LOTO JOB PLAN APPROVED	3. AREA / SYSTEM TURNED OVER FOR LOTO	4. & 5. LOTO APPLICATION COMPLETE & VERIFIED
LOTO AP SIGNATURE _____ DATE _____	AREA/SYSTEM OWNER OR RE SIGNATURE DATE _____	AREA / SYSTEM OWNER SIGNATURE _____ DATE _____	LOTO AP SIGNATURE _____ DATE _____

6a. WORK COMPLETE & READY FOR LOTO REMOVAL	6b. WORK COMPLETE & READY FOR LOTO REMOVAL	7. LOTO REMOVAL COMPLETE, VERIFIED & READY FOR USAGE	8. AREA / SYSTEM RETURNED & ACCEPTED BY OWNER
LOTO AP SIGNATURE _____ DATE _____	SECOND LOTO AP SIGNATURE _____ DATE _____	LOTO AP SIGNATURE _____ DATE _____	AREA / SYSTEM OWNER SIGNATURE _____ DATE _____

LOTO PLAN

1. DRAFT LOTO JOB PLAN BELOW

INITIAL AND DATE EACH STEP BELOW WHEN COMPLETED

	ENERGY SOURCE	TAG NUMBER	VERIFICATION METHOD (i.e. pressure gauge, attempt to start, etc.)	4. LOTO AP APPLY LOTO	5. LOTO AP VERIFY LOTO AND ENERGY RELEASE	5. CONTRACTOR APPLY LOTO / OBSERVE VERIFICATION	7. CONTRACTOR REMOVE LOTO	7. LOTO AP REMOVE LOTO
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

FOR LINE BREAKS, LIST GREEN TAG LOCATIONS: N/A

IDENTIFY DRAWINGS: E-RM-8-EP-10947 Rev. G

