



**STOP** if not clear how to do the work

# Lock-Out/Tag-Out (LOTO) | Higher Risk Checklist



## When to use

**Important: Use with applicable JLAs, Job Clearance Forms**

To isolate equipment/machinery from energy sources (primarily electrical)

State the source (e.g. pressure, hydraulic) when source is other than electrical

Nozzle, hose, and/or breakaway replacement requires isolation / LOTO

Filter replacements require isolation / LOTO



Work Order Number:

Site Location:

Contractor:

Date:

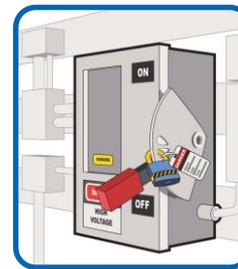
Description of work & equipment/source to isolate:

**What is the worst thing that can happen to me?**

## BEFORE work begins | Isolate the equipment

**Done**  (Complete only 1 checklist for similar tasks e.g. work on multiple pumps)

- 1. Inform all affected employees/site personnel that the energy source is to be turned off
- 2. Locate the energy source (e.g. circuit breaker or valve) and turn off/closed. De-energize / Release any pressure
- 3. Attach locks and tags to the energy source
- 4. Tags include Worker name, contact number and date
- 5. Only you (Worker) have the key
- 6. Test that equipment is disconnected from the energy source



**Complete 1 to 6 for each additional circuit:**  Circuit 2  Circuit 3  Circuit 4

**Print name, sign, date confirming that equipment is isolated. Complete new form for transfer of lock ownership**

Worker Name:

Date/Time:

Signature:

## MORE THAN ONE CREW is working on the same power supply

**Done**

- 7. On arrival new crew announces and discusses planned work with the crew(s) already using LOTO
- 8. Each crew attaches their own locks and tags to the energy source



## AFTER work is complete | Activate the equipment

**Done**

- 9. Inform all affected employees/site personnel that energy source is to be restored
- 10. Remove all locks and tags from the appropriate energy source
- 11. Test that affected equipment is operating



**Only Authorized Worker can remove lock(s) unless approved by ExxonMobil**

**Print name, sign and date confirming work complete or LOTO transfer completed with new form**

Worker Name:

Date/Time:

Signature:

For transfer, new Worker name:



Use of this form is subject to applicable local laws/regulations, does not replace the need to use good judgment nor applicable practices, and does not in any way amend or modify or supersede the terms or conditions of any contract by and between ExxonMobil (or its Affiliates) and contractor. (Revised September 1, 2019)

