**LOTO Process Flow**

1. **Requestor contacts supervisor responsible for the project to begin LOTO process.**

2. **Supervisor communicates need for LOTO to department responsible for equipment.**

3. **Supervisor locates LOTO procedure located on the s:/ drive unless a procedure needs to be developed.**

4. **Authorized employee notifies all affected employees of equipment shut down and isolation.**

5. **Requestor, supervisor, authorized employee, and affected employees walk down all energy isolation points to verify proper lockout. Witnesses verification of zero energy or non-operation and each release of stored/residual energy.**

6. **Authorized Employee Locates each energy isolation device listed in the LOTO procedure and applies locks/devices.**

7. **Authorized Employee signs the LOTO Authorization form verifying LOTO of equipment and number of locks used. Notifies supervisor that equipment is locked out.**

8. **Supervisor Signs the LOTO Authorization form turning over the equipment to requestor or supervisor of department performing the work.**

9. **Supervisor Notifies Requestor or Requestor’s Designated Representative that equipment is ready for servicing and maintenance.**

*For interdepartmental LOTO work, the supervisor who initiates the LOTO authorization form will be designated as the requestor.*