|  |  |  |
| --- | --- | --- |
| DLC |  | |
| DLC Head |  | |
| EHS Coordinator |  | |
| LOTO Coordinator (if applicable) |  | |
| Facility Manager (if applicable) |  | |
| EHS Lead Contact |  | |
| EHS OCSP Contact |  | |
| Does your DLC have DLC owned equipment that requires LOTO procedures? | | YES / NO |
| * If YES on equipment fill out Section A | | |
| Does your DLC have Authorized personnel that lockout equipment to conduct servicing and maintenance activities? | | YES / NO |
| * If YES on personnel fill out Section B | | |

**Date of Annual review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Note: This form is an aid to DLCs in the management of their Control of Hazardous Energy Programs. The section below should be updated annually with any new personnel and changes in the DLC equipment regarding LOTO. Sections A and B are completed depending on DLC LOTO needs and should also be updated annually.

**SECTION A**

Fill out the chart below listing each servicing or maintenance activity for a piece of DLC owned equipment that requires LOTO procedures. (Chart expands)

Use Appendix A below to assist with ECP Reviews

**EACH ECP SHALL BE EASILY ACCESSIBLE AND REVIEWED ON AN ANNUAL BASIS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Type of Equipment | PI Group | Location | Equipment ID or Serial # | Type of Servicing or Maintenance Activity | ECP Y/N  (NA if Simple LOTO) | Last Review Date |
|  |  |  |  |  |  |  |  |
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APPENDIX A

**Exception to the requirement of a written LOTO Procedure:**

|  |
| --- |
| 1. Does the equipment to be worked on, have any potential for stored, residual or re-accumulation of stored energy after being shut down, which can harm the employee(s)? **Satisfactory answer must be NO** |
| 1. Is there only a single source of energy, readily identifiable and can be isolated? **Satisfactory answer must be YES** |
| 1. The LOTO will completely isolate and shut down the equipment? **Satisfactory answer must be YES** |
| 1. The equipment is shut down and secured with a LOTO device and lock? **Satisfactory answer must be YES** |
| 1. Does just one LOTO device and lock secure all hazardous energy? **Satisfactory answer must be YES** |
| 1. Does the employee have exclusive control over the LOTO device and lock? **Satisfactory answer must be YES** |
| 1. Will other employees be impacted or in harm’s way when equipment is LOTO for service and repairs? **Satisfactory answer must be NO** |
| 1. Has the department incurred any incidents with activation or re-energizing of equipment that has been locked out for repairs?   **Satisfactory answer must be NO** |

**NOTE –** Questions must be answered satisfactorily; any discrepancieswill require LOTO Procedures to be developed and documented.

EHS has developed a [**Fillable ECP Template**](https://ehs.mit.edu/wp-content/uploads/MIT_LOTO_ECP_template.pdf) to assist with your energy control procedure development.

**SECTION B**

Fill out chart below listing each authorized person within your DLC that conducts servicing and maintenance activities by locking out equipment. (Chart expands)

Use Appendix B below to assist with Authorized Person Audits

**EACH AUTHORIZED PERSON SHALL BE AUDITED ON AN ANNUAL BASIS FOR EACH ECP THEY USE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Authorized Personnel | KERBEROS | Date EHS00420 Taken | Type of Equipment from Chart A | Inspection Form (Y/N) | Last Audit Date |
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APPENDIX B

Every Authorized Person in your DLC needs to participate in a Periodic Inspection

The inspections need to be conducted by another Authorized Employee

* This can be either the EHS Coordinator or another Authorized Person within your DLC

For the purposes of ECP review, more than one Authorized Person can review the findings on an annual inspection.

EHS has developed an [**Annual Inspection Form**](https://ehs.mit.edu/wp-content/uploads/MIT_LOTO_Annual_Inspection_Form.doc)to use while you are conducting annual inspections on Authorized Personnel and ECPs.