<table>
<thead>
<tr>
<th>Lockout:</th>
<th>Date</th>
<th>Time</th>
</tr>
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**Procedure:**

1. **PREPARE** for shutdown—notify all affected employees. Locate all energy sources (look for hidden energy sources).

2. **SHUT DOWN** machine by the normal method.

3. **ISOLATE** machine or equipment energy sources.

4. **LOCKOUT/TAGOUT**—place locks on switches in the “off” position. Place appropriate tags with locks.

5. **ENERGY RELEASE**—release all potentially stored hazardous energy (electric, springs, air, gas, steam). Get equipment to zero energy state.

6. **TEST**—attempt to restart machine by pressing the “on” or “start” button to make sure it does not start.