

# NEI Electric Lockout / Tagout System Form

NEI Electric MN     NEI Electric WI-SCF     NEI Electric WI-EC

\* Job #: \_\_\_\_\_ \* Job Name: \_\_\_\_\_  
(Required) (Required)

\* Job Description: \_\_\_\_\_  
(Required)

1. Company Name where Job is at: (location of equipment): \_\_\_\_\_
2. \* Employees authorized to lockout or tagout: \_\_\_\_\_
3. Document LOTO on log at jobsite. Log to be filled out at morning huddles.
4. Identify lock # on log.
5. \* List Equipment: \_\_\_\_\_  
\_\_\_\_\_
6. Review one-line drawing to make sure all energy sources have been disconnected.
7. Review with all employees what is going on and get buy-in from everyone working on the project.
8. Notify and review with facilities staff the task.
9. Write a MOP with step by step instructions.
10. Type(s) & Magnitude(s) of energy and hazards: \_\_\_\_\_
11. \_\_\_\_\_ Electrical - Volts \_\_\_\_\_ Amps \_\_\_\_\_ Other (specify) \_\_\_\_\_
12. Labels for branch circuits disconnect from breaker if LOTO can't be installed.
13. *(If this permit is covering multiple employees, list each individual employee participating in this LOTO, and have each individual print and sign their names at the bottom of this form.) Use back if more space is needed.*
14. Employees affected and how notified: \_\_\_\_\_
15. Type(s) & Location of energy isolating means: \_\_\_\_\_
16. Type(s) of Stored Energy - methods used to dissipate or restrain: \_\_\_\_\_
17. Methods(s) of lockout/tagout selected/additional safety measures: \_\_\_\_\_
18. Equipment Checked to insure disconnection: \_\_\_\_\_
19. Employees authorized for group lockout/tagout: \_\_\_\_\_

## Additional Comments:

For any questions, or clarifications for completing this form, please call Dave Kieffer, 651-775-1722 or Greg Orton, 715-553-0434

\_\_\_\_\_  
\*Print Name

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
\* Date