

LOTO PREPARATION

- 1.** Review the Company Written LOTO Plan.
- 2.** Identify all energy sources including stored energy.
- 3.** Locate all disconnecting means and identify procedures to release stored energy.
- 4.** Determine the means for verifying disconnection.
- 5.** Identify all workers who may be affected or exposed by the LOTO.
- 6.** Ensure that all employees are trained to the degree necessary to execute their responsibilities as related to the LOTO procedure.
- 7.** Identify the appropriate test instrument that will be used to verify absence of voltage.
- 8.** Develop procedures* for verifying operability of test instrument and determine appropriate procedure.
- 9.** Determine the need for temporary protective grounding.
- 10.** Develop the procedures for controlling energy.
- 11.** Coordinate electrical LOTO procedures with other means of hazardous energy control.

* NOTE: Field and test lab procedures.