

Lockout/Tagout Prequalifying Questions



The following questions allow us to prequalify and appropriately quote written LOTO Procedures through our Safety Support Team. The support we offer for written LOTO Procedures provides an in-house solution for our customers. Our services provide:

- **Low-cost end user solutions**
- **Simplified processes that allow you to remain within budget**
- **Quality safety support on-site from Certified Safety Professionals**
- **Procedures that go beyond what a standard program may accommodate**
- **Customized templates that fit your exact needs**

Discovery Questions

The # of procedures needed.

- Is this exact or estimated? _____

The # of lockout points per asset.

- Single lockout point asset?
- Are there many that may be duplicate procedures for several assets?
- Multiple power sources per asset?
- Multiple energy source types (electrical, mechanical, pneumatic, hydraulic, chemical, thermal, or other)?

Is there an identification system for your equipment already in place?

- Numbering or labeling system to identify where each piece of equipment is located?
- OR would our team also be responsible for creating an identification process as we walk through? (document or spreadsheet)

How do you plan to implement procedures?

- Do you intend to receive procedures and attach them yourself?
- Do you prefer our company come back and place procedures on equipment for you?
- Laminated or non-laminated?
- How should they be attached? (i.e. plastic, metal, stickers, etc.; are there restrictions on materials allowed in those areas?)
- What kind of environment are they going to be placed in?
- Wet? Chemical hazards? High powered washers? Etc. (describe facility)

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Complexity of how we will reach equipment? _____

- Is fall protection required for any assets? (i.e., scissor lifts, large equipment, multi-story processes, etc.).
- Any extreme conditions where equipment is found? (i.e. extreme heat, extreme cold, acidic environments, etc.).
- Any specific PPE requirements to be on-site in production?

Would someone be available to walk through and describe current LOTO procedures?

- Dedicated Maintenance/Electrical/Engineering/Plant Manager or individual who can walk our team through the facility during the fact gathering.
- Individual would need to describe the asset procedure to shut down. Our team would transpose that process, include required information, images, LOTO equipment required, and complete the full procedure write-up back at office.

More complex questions.

- Are there any assets that require alternate procedures?
 - i.e., advances in machine guarding (i.e., e-stops, light curtains) sometimes require an alternate procedure to be written and/or for routine maintenance tasks.
- Do you have any confined spaces? Do you have written procedures for them?