

SIMPLE LOCKOUT CHECKLIST FOR **SUBCONTRACTORS**

Step	Person	SLAC	Contractor	Action
1	<input type="checkbox"/> Authorized Worker or supervisor	✓		Contact the equipment custodian to establish: <ul style="list-style-type: none"> • permission to work on equipment and • additional contacts, if any, for work coordination
2	<input type="checkbox"/> Authorized Worker	✓		Notify affected workers prior to shut down: <ul style="list-style-type: none"> • Notify all affected workers that a lockout/tagout is about to take place, the reason for it, and the specific affected machinery or equipment • Clear the area of people and any nonessential objects
3	<input type="checkbox"/> Authorized Worker	✓		Identify and locate the energy source and energy isolating device.
4	<input type="checkbox"/> Authorized Worker or equipment operator	✓		Shut the machine or equipment down using the normal shutdown procedure.
5	<input type="checkbox"/> Authorized Worker or equipment operator or Qualified Electrical Worker	✓ (a)		Operate the disconnect switch, circuit breaker, valve, or other energy isolating device to isolate the machine or equipment from its energy source. For electrical equipment with viewing window, verify all blades are fully open. Switchgear-type breakers should be open and racked out.
6	<input type="checkbox"/> Authorized Worker	✓ (b) (d)	✓ (b)	SLAC worker, apply personal LOTO or administrative lock and tag to the energy isolating device, as described in note (d). Subcontractor workers: apply personal LOTO lock and tag.
7	<input type="checkbox"/> Authorized Worker	✓	✓ (e)	Verify zero energy: <ul style="list-style-type: none"> • Attempt to start the equipment using normal operating controls to check that the energy source has been successfully disconnected. • Return the operating control(s) to the NEUTRAL or OFF position before proceeding with work.
8	<input type="checkbox"/> Qualified Electrical Worker	✓ (a) (d)	✓ (a) (e)	Performs ZVV if work will be performed within the arc flash or shock hazard protection boundary. Follow Control of Hazardous Energy: Zero Voltage Verification Procedure
9	<input type="checkbox"/> Qualified Electrical Worker	✓ (d)		The SLAC qualified electrical worker replace red personal LOTO lock and tag with a non-red administrative lock and tag.
10	<input type="checkbox"/> Authorized Worker		✓ (c)	Proceeds with servicing or maintenance work.

Notes: a) Wear appropriate PPE per the arc flash label for switching and ZVV.

b) Each Authorized Worker shall apply their own personal LOTO lock. Never rely on another worker's lock.

c) The worker in charge shall control access to electrical eqpt. per the boundaries on the arc flash label.

d) For lockouts that require ZVV (step 9) the SLAC qualified electrical worker should apply a red LOTO lock. The red LOTO lock should be replaced with a non-red administrative lock after completion of ZVV (step 10). For lockouts that don't require ZVV the SLAC worker should apply a non-red administrative lock and tag at this time.

e) Subcontractor may witness SLAC perform stored energy release, zero energy verification, and ZVV. Subcontractor may also perform ZVV to satisfy their own company's lockout/tagout procedure.