UCMERCED
UNIVERSITY OF CALIFORNIA, MERCED

Energy Isolation – Lockout/Tagout Program – Equipment Inventory & EI-LOTO Audit/ Tracking Form

_____ Department List

Instructions: This form may be used by Departments / DSCs to inventory all their equipment requiring an Energy Isolation – LOTO procedure. Prior to conducting Energy Isolation activities on equipment, Cal/OSHA requires that an initial survey of all energy sources to the equipment must be conducted. This must be done by physical inspection, possibly in combination with a study of drawings and equipment manuals. This survey may be conducted by a "Qualified Person" in a department, Facilities Maintenance, EH&S, or a Contractor who will be working on the equipment, and documented on Attachment 2, Steps 1 - 3. Procedures are developed by completing Attachment 2 Steps 4 and 5, and then applying standard energy isolation process steps specific to equipment. To track equipment in the program, enter equipment inventory and energy supply data as shown. Note the date when the Attachment 2 procedure was completed and include initials of the Qualified Person who completed the procedure. Note date when the Attachment 2 procedure was audited by a Qualified Person and include initials of auditor. All procedures must be audited at least annually by law.

Equipment Name	**Location**	**Energy Sources**	**Magnitude**	**Procedure Date Initials**	**Audit Date Initials**
Example: *Piston Air Compressor #3*	*Level 1, Machine Room* *Hildebrandt Hall*	*Electricity* *Compressed air* *Heat* *Rotating Equipment*	*3 Phase, 50 Amps, 480 volts* *120 psi tank / piping* *Manifold 220 degrees F* *50 lbs flywheel and belts*	*4/15/10* *JNG*	*4/05/11* *GWB*
Example: *Vacuum Vane Pump #1*	*Level B2, Machine Room* *Stanley Hall*	*Electricity – Main* *Electricity – Control* *Vacuum* *Domestic Water* *Rotating Equipment* *Heat*	*3 Phase, 30 Amps, 480 volts* *1 Phase, 15 Amps, 120 volts* *24 Hg" tank / piping* *80 psi.* *Pump-motor coupler* *Exhaust Pipe 190 degrees F*	*3/6/09* *RBW*	*2/28/10* *GWB*

YEAR: _____ DSC NAME: _____ PAGE _____ OF _____

UCMERCED
UNIVERSITY OF CALIFORNIA, MERCED

Energy Isolation – Lockout/Tagout Program – Equipment Inventory & EI-LOTO Audit Tracking Form

Equipment Name	Location	Energy Sources	Magnitude	Procedure Date Initials	Audit Date Initials

YEAR: _____ DSC NAME: _____ PAGE _____ OF _____