

UC Berkeley Energy Isolation Program – Lock out / Tag out

Equipment Inventory and Energy Isolation Procedures Tracking / Audit Log

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, CalOSHA 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 or drawings and equipment manuals. This survey may be conducted by an “Authorized Person” in a department, PP-CS, EH&S, or the Contractor who will be working on the equipment, and documented on Attachment 2, Steps 1 and 2. Procedures are developed by completing Attachment 2 Steps 3 and 4, 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 Authorized Person who completed the procedure. Note the date when the Attachment 2 procedure was audited by an Authorized Person and include initials of auditor. All procedures must be audited at least annually.

EQUIPMENT NAME	LOCATION	ENERGY SOURCES	MAGNITUDE	PROCEDURE DATE AND INITIALS	AUDIT DATE AND INITIALS
Example: Piston Air Compressor #3	Level 1, Machine Room Hildebrandt Hall	Electricity	3 Phase, 40 Amps, 480 Volts	4/15/10 JNG	4/05/11 GWB
		Compressed air	120 psi tank / piping		
		Heat	Manifold 220 degrees F		
		Rotating Equipment	50 lbs flywheel and belts		
Example: Vacuum Vane Pump #1	Level B2, Machine Room Stanley Hall	Electricity – Main	3 Phase, 30 Amps, 480 Volts	3/6/09 RBW	2/28/10 GWB
		Electricity – Control	1 Phase, 15 Amps, 120 Volts		
		Vacuum	24 Hg” tank / piping		
		Domestic Water	80 psi.		
		Rotating Equipment	Pump-motor coupler		
		Heat	Exhaust Pipe 190 degrees F		

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(over)