



MIT ENERGY CONTROL PROCEDURE (ECP)

DESCRIPTION:			
DLC:		Building-Room:	
Equipment/Tool Description:		Asset or ID #:	
PI or Lab Group:		ECP review date:	

PURPOSE:
<p>This ECP establishes the minimum requirements necessary to protect MIT Staff from injury caused by the unexpected energization, start up, or release of stored energy during service or maintenance. Use this procedure to make sure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any MIT Staff begin work.</p>

AUTHORIZATION:
List MIT Staff authorized to lock and tag out the machine or equipment using this procedure:

SCOPE:	Work Order:	
Provide a description below of the scope of work for this service:	(if applicable)	

NORMAL SHUTDOWN:	
Shutdown the machine or equipment by normal stopping procedures (Such as depressing a stop button, opening switches, or closing valves). List the types and locations of machine or equipment operating controls:	
Shutdown Method:	Location:

NOTIFY:	
Notify all affected employees that the machine or tool is to be shut down for service or maintenance	
Name/Job Title:	Notification Method:

ISOLATE and LOCKOUT: Isolate energy sources using appropriate isolating devices. Lock and tag out the energy isolating devices with assigned individual locks and tags.

WARNING: The following are the known lockout steps. They should be completed sequentially. If additional steps are discovered, inform your supervisor, perform additional LOTO as needed, and modify this procedure accordingly.

1

Energy Source and Magnitude

Type of Energy Source:

Magnitude:

Energy Isolating Device (EID) Location:

Isolation device/Procedure:

Control Method: Lock/Tag Info (*Initial and Date*)

Method to Relieve Residual/Stored Energy:

Verification Method:

Restored By: (*initial and Date*)

2

Energy Source and Magnitude

Type of Energy Source:

Magnitude:

Energy Isolating Device Location:

Isolation device/Procedure:

Control Method: Lock/Tag Info (*Initial and Date*)

Method to Relieve Residual/Stored Energy:

Verification Method:

Restored By: (*initial and Date*)

3	Energy Source and Magnitude
	Type of Energy Source: <input style="width: 100%;" type="text"/>
	Magnitude: <input style="width: 100%;" type="text"/>
	Energy Isolating Device Location:
	<input style="width: 100%; height: 20px;" type="text"/>
	Isolation device/Procedure:
	<input style="width: 100%; height: 30px;" type="text"/>
	Control Method: Lock/Tag Info (<i>Initial and Date</i>)
<input style="width: 100%; height: 30px;" type="text"/>	
Method to Relieve Residual/Stored Energy:	
<input style="width: 100%; height: 30px;" type="text"/>	
Verification Method:	
<input style="width: 100%; height: 30px;" type="text"/>	
Restored By: (<i>initial and Date</i>)	
<input style="width: 100%; height: 20px;" type="text"/>	

4	Energy Source and Magnitude
	Type of Energy Source: <input style="width: 100%;" type="text"/>
	Magnitude: <input style="width: 100%;" type="text"/>
	Energy Isolating Device Location:
	<input style="width: 100%; height: 20px;" type="text"/>
	Isolation device/Procedure:
	<input style="width: 100%; height: 30px;" type="text"/>
	Control Method: Lock/Tag Info (<i>Initial and Date</i>)
<input style="width: 100%; height: 30px;" type="text"/>	
Method to Relieve Residual/Stored Energy:	
<input style="width: 100%; height: 30px;" type="text"/>	
Verification Method:	
<input style="width: 100%; height: 30px;" type="text"/>	
Restored By: (<i>initial and Date</i>)	
<input style="width: 100%; height: 20px;" type="text"/>	

GROUP LOTO:
 Determine which method to use if more than one person will be involved in the LOTO procedure

<p style="color: red; text-align: center;">Will more than one person be involved in this procedure?</p> <p>If you select NO, group LOTO <u>will not</u> be used, skip to the next section</p> <p>If you select yes, a group LOTO <u>will</u> be used, describe you group LOTO method below.</p>	YES	NO
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Choose a group LOTO method:

A hasp will be used for this procedure

A lock box will be used for this procedure Lock Box Identification#:

Primary Authorized Person(PAP) Name:

Name:

During shift or personnel changes, make sure there is continuous LOTO protection and record the new PAP and date each time there is a

THE MACHINE OR EQUIPMENT IS NOW LOCKED OUT AND SERVICE OR MAINTENANCE CAN BE DONE

RESTORE:
 The following steps shall be followed when returning a piece of equipment or instrument to normal operating mode after maintenance or service has been completed

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|---------------|--|
| Step 1 | Verify - Check and remove all tools from the machinery or equipment and confirm that all guards, pulleys, and safety devices have been reinstalled and are secure. |
| Step 2 | Remove all Locks and ID tags. |
| Step 3 | Notify affected staff that the service or maintenance is complete and you are about to restore energy to the equipment |
| Step 4 | Operate the energy-isolating devices to restore energy to the machinery or equipment. |

If a specific restoration process is needed, enter it below: