This procedure and its steps are to be conducted only by a Lockout Authorized Employee.

1. **Notify Affected Parties**
   - Notification must include the purpose of the work, to not remove or bypass locks/tags/lockout devices, and to not attempt to start the machinery or equipment.

2. **Identify Energy Sources**
   - If an ECP already exists for the service or maintenance procedure, follow the ECP.
   - If more than one energy source, type (e.g. hydraulic, pneumatic, electrical), or form (e.g. active, stored) exists, generate an ECP.
   - If machinery or equipment has only electricity with plug connection, no stored energies, and the disconnected plug is maintained under the exclusive control of the Lockout Authorized Employee, the service or maintenance activities may be conducted while those conditions are maintained.

3. **Shutdown Equipment/System**
   - Follow the manufacturer’s shutdown procedure.

4. **Isolate Energy Sources**
   - Isolate the energy source (e.g. disconnect switch, circuit breaker, block).
   - If the energy source cannot be isolated or if the energy isolation device is not lockable, contact EHSS for support.

5. **Apply Lockout Devices, Locks, and Tags**
   - Attach the lockout device, lock, and tag (or similar identification system) to the energy isolation device.

6. **Verify**
   - Verify isolation (e.g. attempt to start machine, check gauge).
   - If the equipment or system is still energized, begin again with step 1.
   - If the Lockout Authorized Employee cannot verify deenergization on the second attempt, contact supervisor or EHSS for support.

7. **Perform Maintenance/Service**
   - Conduct service or maintenance operations.

8. **Remove Lockout**
   - Remove materials, tools, and equipment from vicinity.
   - Notify affected employees of lockout removal and pending startup (remove affected persons from area as necessary).
   - Lockout Authorized Employee(s) may remove their lockout devices and locks.

9. **Energize Equipment/System**
   - Reenergize energy sources
   - Startup equipment following manufacturer’s procedure