

LOCKOUT/TAGOUT VERIFICATION CHECKLIST

Complete all items before beginning work — Initial each item as completed

Date: _____ Worker Name: _____

Equipment/System: _____ Lock Number(s): _____

Work Description: _____

1 NOTIFICATION

- Identified all affected employees who work on or near the equipment
- Notified affected employees that LOTO will be performed
- Explained which equipment will be locked out and estimated duration
- BESS** Grid operator/control room notified (if applicable)

2 PREPARATION

- Reviewed equipment documentation and/or single-line diagrams
- Identified ALL energy sources (electrical, mechanical, stored, thermal)
- Located all energy isolating devices that must be secured
- Gathered personal lock(s), tag(s), voltage meter, and required PPE
- BESS** Identified both DC-side and AC-side isolation points

3 SHUTDOWN

- Used normal operating controls to shut down equipment
- Followed manufacturer shutdown procedures (if specified)
- Allowed equipment to reach stable, de-energized state
- BESS** Coordinated shutdown with BMS/control system
- BESS** Obtained System Owner approval before proceeding

4 ISOLATION

- Physically operated each energy isolating device to "safe" (open/off) position
- Visually verified each isolation device is in the correct position
- Followed proper isolation sequence (if multiple isolation points)
- BESS** Understand that isolation does NOT de-energize battery cells

5 LOCKOUT/TAGOUT

- Applied MY personal lock to each energy isolating device
- Attached MY tag with name, date, and reason for lockout
- Tested that each lock prevents operation of isolation device
- Used group lockout hasp if multiple workers require protection
- Documented all lock locations in LOTO log

6 STORED ENERGY & VERIFICATION

- Identified all sources of stored/residual energy
- Released, disconnected, or restrained all stored energy safely
- Tested for absence of voltage using properly rated meter
- Verified zero-energy state at MY work location (not just at disconnect)
- Tested meter on known live source before and after verification
- BESS** Verified at work point—understand batteries retain voltage

✓ PRE-WORK AUTHORIZATION

I have completed all steps above and verified zero-energy state. Work may proceed.

Worker Signature:

Time:

System Owner/Supervisor Approval (if required):

Time:
