LOCKOUT/TAGOUT LOG

Document all lockout operations — Complete BEFORE applying locks

⚠ **SAMPLE TEMPLATE:** This is a sample log format for reference only. Always follow your company's specific policies, procedures, and documentation requirements.

Facility/Site: _____ **Log Page #:** _____ **Date Range:** _____

Date	Time Start	Employee Name Badge # / Contact	Equipment ID Asset Tag	Lock Location(s) Isolation Points	Work Description Purpose	Expected Duration	Authorization Supervisor / System Owner	Time Complete	Initials Out

Log Entry Requirements

- **Complete BEFORE applying any lock**
- Use specific equipment identifiers (asset tags, not "the battery")
- List ALL isolation points where locks are applied
- Include contact information (phone/radio)
- **BESS:** System owner approval is mandatory — document name, method, and time
- Update duration if work extends beyond estimate
- Document completion time when removing locks
- Late entries must be noted as such with actual date/time