# Example: documenting a specific energy-control procedure

**Note to employers: Use this example as a model for documenting specific energy control procedures for machines and equipment at your workplace.**

**Department:** Machine shop

**Equipment:** Suction Blast Cabinet w/ Dust Extraction System

**Equipment manufacturer and serial number:** Dust Extraction Systems, INC. #xxxxxxx

**Contact person:** Supervisor

**Authorized employee(s):** Electricians

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| **Purpose:** This procedure establishes minimum requirements for the lockout of the suction blast cabinet whenever maintenance or service work is performed. The procedure is used to ensure that the machine is stopped, isolated from all potential hazardous energy sources, and locked out before employees perform any servicing or maintenance. | | | | |
| **Notify all affected employees before this lockout procedure is used.** | | | | |
| **Hazardous energy** | | **Lockout steps** | Verification steps | **Return to service steps** |
| **Type** | **Magnitude** | * Press the **STOP** button to de-energize the machine. * Place the main service disconnect in the **OFF** position. * Lockout the service disconnect using an interlocking hasp and padlock | * Switch the **ON/OFF** control to the **ON** position. Observe that the machine is not operational. * Return the **ON/OFF** control to the **OFF** position.   or   * Test for no voltage, phase-to-phase and phase-to-ground. | * Ensure machine components are back in place. * Check the area to ensure tools and nonessential items have been removed. * Verify all employees are not in the hazard area. * Remove the padlock and hasp from the main isolator disconnect and return to the **ON** position. |
| Electrical | 415 volts |
| Pneumatic | 100 PSI | * Rotate the main air valve to the **CLOSED** position. * Lockout the valve using a ball-valve lockout, interlocking hasp, and padlock. | * Observe that the flow of air ceases. * Bleed off residual air pressure. | * Remove the ball valve lockout, interlocking hasp and padlock. * Rotate the air valve to the **OPEN** position. |
| **Notify all affected employees that the maintenance is complete and the machine is available for use.** | | | | |