

Group Lock Out Scheme and Documentation North Carolina Central University

NOTE: This guidance document will be reviewed to be updated at least annually by the EHS Director or their designee (Primary Authorized Employee) to provide a basis for associated training and procedures for the Lockout/Tagout Regulation campus-wide. The EHS Director will seek comments from supervisors and managers who are authorized employees who oversees or leads a group of servicing and/or maintenance employees (Principal Authorized Employees). Participants are documented on Table 1.

Figure of Group LOTO

MULTIPLE ENERGY SOURCE LO/TO EXAMPLE

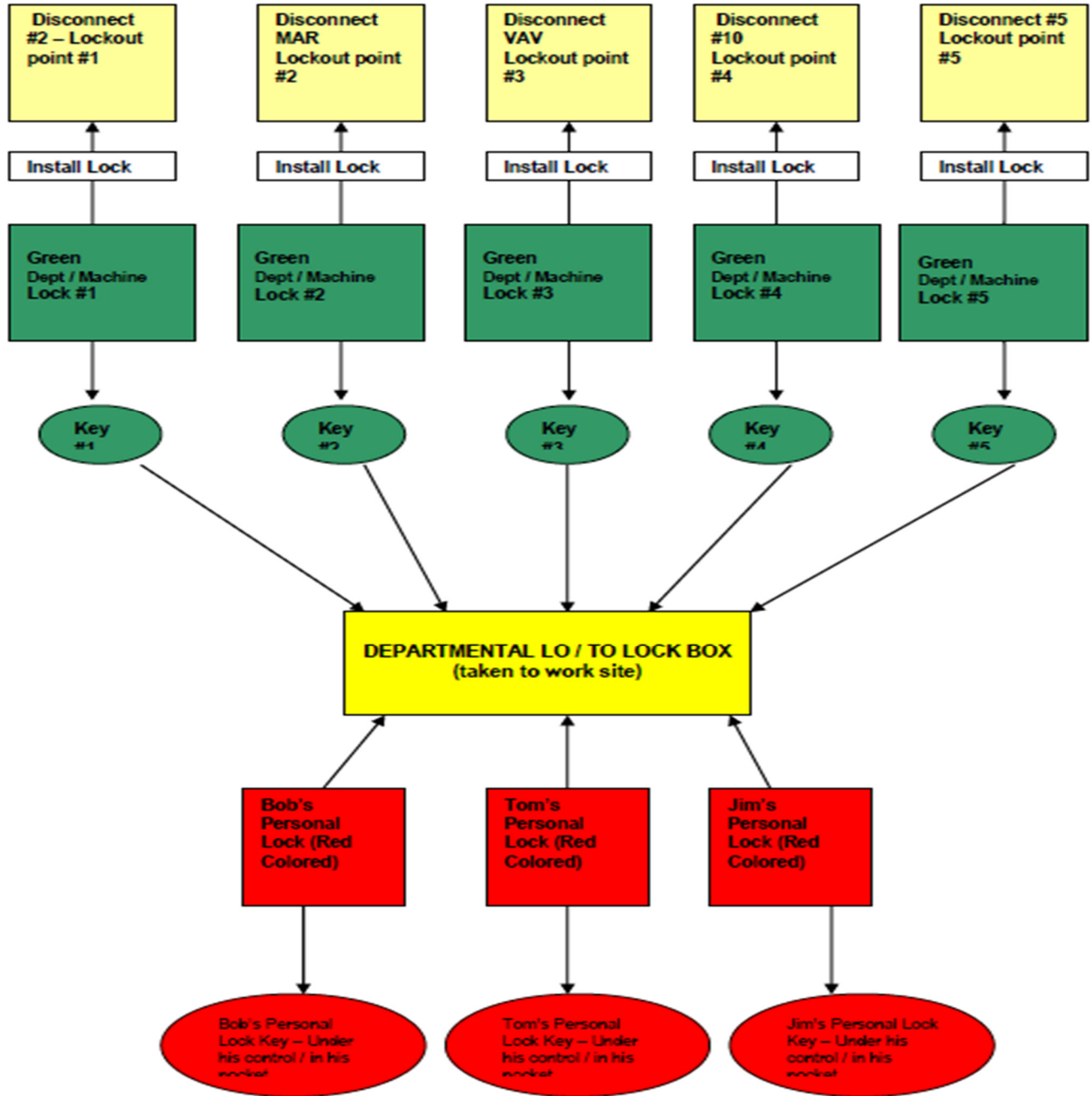


Table 1 – Documentation for Group Lockout

Group Coordinator: _____ Location: _____
 Equipment/Machine: _____ Date: _____

Log No.	Equipment and location to be Locked	Lock No.	Locked Date/Time	Locked by Printed Name*	Unlocked Date/Time	Signature of Lock Remover
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

*Where not available on NCCU records, e.g., non-NCCU employees, maintain the following information:

Log No.	Company Name, Job Title	Mobile/Cell Phone No.	Home Address