**Appendix 3**

**Record of LOTO Performed**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School/Department: | |  | | | | | | |
| Location: | |  | | | | | | |
| Date: | |  | | | | | | |
| **Record for Briefing to Affected Persons** | | | | | | | | |
| No. | Names of Affected Person | | | | | | Signature | |
|  |  | | | | | |  | |
|  |  | | | | | |  | |
|  |  | | | | | |  | |
| **Briefing to Affected Persons Conducted by** | | | | | | | | |
| Name of Authorized Person | | | |  | | | | |
| Signature of Authorized Person | | | |  | | | | |
| Contact Numbers of Authorized Person | | | | (O) (HP) | | | | |
| **Record for Energy Source of the Equipment** | | | | | | | | |
| No. | Equipment | Type of Energy Source  (E.g electrical, hydraulic, pneumatic, etc) | | | Lockout System Required | | Tagout System Required | Remarks |
|  |  |  | | |  | |  |  |
|  |  |  | | |  | |  |  |
|  |  |  | | |  | |  |  |
| **Record of Lockout - Tagout Procedure** | | | | | | | | |
| No. | Equipment | LOTO Date: |  | | | | | Signature of Authorized Person |
| Start Time | End Time | | | Restored Time | |
|  |  |  |  | | |  | |  |
|  |  |  |  | | |  | |  |
|  |  |  |  | | |  | |  |

**To be displayed prominently together with the TAGOUT label and filed after the procedure is completed**