**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**