



LOTO METHOD OF PROCEDURES (MOP) FORM

Site Location or Account Name:

Specific Location of Job/Task:

Description of Job/Task:

Date MOP Prepared:

Companies Involved:

Approved By:

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Step No.	Sequence of Basic Job Steps	Potential Hazards	Recommended Controls (Engineering, Administrative, PPE)
1.	Confirm with all stakeholders the circuit to be LOTO'd	Wrong circuit being de-energized causing a safety concern or loss of production	Confirm on the description of this MOP, with appropriate approval signatures, of the correct circuit(s) being de-energized
2.	Disconnect main circuit feed (i.e. breaker, disconnect, etc)	Arc flash	Gown up in 12cal arc flash gear
3.	Confirm zero voltage	Wrong circuit is disconnected or mislabelled identifier	1. Still suited in the arc flash gear 2. Using a voltmeter, confirm functionality with separate voltage generator 3. Check line to line, line to neutral, line to ground to confirm zero voltage
4.	Install LOTO device	Inadvertent de-energizing of circuit and fatal consequences	LOTO device is to be labelled with person's name, contact number. LOTO key is to remain with person at all times
5.	For multiple parties working on a circuit a group LOTO box will be used	Circuit may be energized while other members are working	A single LOTO will be used on the disconnecting means, the key to this lock will be placed inside a group LOTO box. Each



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			member and future members will place their personal lock on this box.
6.	Perform work on de-energized system	Sharp edges, loud noises, heavy lifting	Wear all appropriate PPE for the task at hand and use partner for lifting objects over 50lbs
7.	Remove personal LOTO	Removing someone else's LOTO could result in fatal consequences	Forcefully removing someone else's LOTO can only be performed with the verbal consent of the lock owner with verification of person's location
8.	Energize circuit	Arc flash	Gown up in 12cal arc flash gear
9.	Test for correct voltage	Arc flash	Still in arc flash gear. Using a voltmeter, confirm functionality with separate voltage generator. Test line to line, line to neutral, line to ground.
10.			
11.			
12.			



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13.			
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22.			
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Step No.	Sequence of Basic Job Steps	Potential Hazards	Recommended Controls (Engineering, Administrative, PPE)
31.			
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40.			
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49.			
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