



**STEP 9: PRIMARY AUTHORIZED PERSON (WAC 296-803-50010):**  
 The PAP assures the LOTO is effective in creating a zero-energy state, all Affected Persons are notified and this procedure is complete.

PAP Signature	Date	Time

Check here if Group LOTO is not applicable to this LOTO and **skip STEP 10.**

**STEP 10: GROUP LOTO-AUTHORIZED PERSON(S) (WAC 296-803-20050, 296-803-50055):**  
 All authorized persons, including contractors, working on the de-energized equipment are required to apply personal locks and tag to the group LOTO.

Authorized Person(s) Name	Dept/Shop	Lockbox #? Hasp?	Lock applied: Initials on	Lock applied: Date	Lock applied: Time	Lock removed: Initials	Lock removed: Date	Lock removed: Time

Check here if there is no change to Primary Authorized Person responsibility and **skip STEP 11.**

**STEP 11: TRANSFER OF PAP AND LOTO RESPONSIBILITY (when applicable) (WAC 296-803-50045):**  
 There must always be a PAP that maintains responsibility for the continuous LOTO protection. If shift or personnel changes occur, record the transfer information.

New Primary Authorized Person Assuming Responsibility	Dept/Shop	Date	Time	Initials	Verification of LOTO?	
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No
					<input type="checkbox"/> Yes	<input type="checkbox"/> No

**STEP 12A: RELEASE FROM LOTO AND RETURN TO SERVICE (WAC 296-803-50035):**  
 Remove LOTO devices and restore the machine or equipment to service after the service or maintenance is completed.

- Work area, machine or equipment is clear of employees and tools have been removed. Complete Step 11A: Removal of LOTO by Step 8.
- Machines are fully reassembled and guards and other safety devices have been reinstalled.
- Verify that all controls are in their neutral or off position
- Notify affected employees that the servicing or maintenance is complete and the machine is ready to use

**STEP 12B: COMPLETION OF LOTO PROCEDURE (WAC 296-803-500035):**  
 Primary Authorized Person confirms that the LOTO work has been completed, all the locks, tags and devices have been removed, EIDs are returned to pre-LOTO positions, all Affected Employees have been notified of the completion, and equipment is restored.

Final PAP's name (printed):	Final PAP's Signature	Date:	Time:

**STEP 13: LOTO REVIEWER (WAC 296-803-70005):**  
 A periodic review must be performed at least annually to ensure employees know and can apply energy control procedures and correct any deviations or inadequacies identified. If this procedure is used less frequently than once a year, a reviewer is required.

Reviewer name (printed):	Reviewer Signature	Date:	Time:

**COMMENTS**