



## Appendix 16-B Lock Removal Procedure Form

Equipment/Machine/Process: \_\_\_\_\_  
Lock Number: \_\_\_\_\_  
Authorized Employee Name: \_\_\_\_\_  
Location: \_\_\_\_\_

Consistent with Sunbelt Controls Policy Section 16 – Energy Control – Lockout, only the direct Supervisor of an Authorized Employee shall remove an Energy Control Device (Lock) after all efforts have been made to assure the area in question is clear, the Authorized Employee is not available to remove the lock themselves and this Procedure has been completed.

Check <u>each</u> item that applies and sign prior to Energy Control Device Removal
<div data-bbox="180 732 1443 1144" data-label="List-Group"><ul style="list-style-type: none"><li><input type="checkbox"/> It is absolutely necessary that the equipment/machine process be re-engaged before the Authorized Employee can return to personally remove the lock.</li><li><input type="checkbox"/> Every attempt has been made to locate the Authorized Employee so they can remove their Energy Control Device (Lock).</li><li><input type="checkbox"/> The direct supervisor of the Authorized Employee or a direct designee has personally reviewed the equipment/machine/process to assure the area is clear of people, tools or obstructions.</li><li><input type="checkbox"/> The Energy Control Device (Lock) will be removed by the Authorized Employee's direct supervisor or a direct designee <u>only</u>.</li><li><input type="checkbox"/> The Authorized employee acknowledges the lock removal.</li></ul></div>

\_\_\_\_\_  
**Authorized Employee**  
(whose lock was removed)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Direct Supervisor or (direct) Designee**

\_\_\_\_\_  
**Date**