SUNBELT CONTROLS

Appendix 16-B
Lock Removal Procedure Form

Equipment/Machine/Process: _____
Lock Number: _____
Authorized Employee Name: _____
Location: _____

Consistent with ACCO Engineered Systems Policy Section 16 – Energy Control – Lockout, only the direct Supervisor of an Authorized Employee shall remove a 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 each item that applies and sign prior to Energy Control Device Removal
❒ It is absolutely necessary that the equipment/machine process be re-engaged before the Authorized Employee can return to personally remove the lock.
❒ Every attempt has been made to locate the Authorized Employee so they can remove their Energy Control Device (Lock).
❒ 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.
❒ The Energy Control Device (Lock) will be removed by the Authorized Employee's direct supervisor or a direct designee only.
❒ The Authorized employee acknowledges the lock removal.

_____ _____
Authorized Employee **Date**
(whose lock was removed)

_____ _____
Direct Supervisor or (direct) Designee **Date**