

LOCK REMOVAL FORM

Owner of Lock:	Date:
Color of Lock:	Equipment Locked out:
Work Order #:	

To remove a lock, the following must be completed:

1. Discuss with Issuing Authority (Operator), Maintenance, and Area Supervision the need to remove the lock. All must be in agreement before the lock is removed.
2. Check if lock owner is in the plant. If yes, then have the owner remove their lock. If not, attempt to contact the owner. If receive OK from owner to remove the lock, then remove the lock and complete this form. If unable to contact the lock owner, proceed to step 3.
3. Notify craft foreman. Foreman must inform worker of lock removal before they start work the following shift.
4. Remove lock with witness. Complete form. Obtain signatures and return to safety within 48 hours.

Is Person in Plant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Time:
If No, then Call Person at Home (mandatory)	Time:
Was contact made with the person? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, then Notify Craft Foreman to inform worker of lock removal (mandatory)	Time:

Comments: _____

Person who removed lock:	Witness to lock removal:
<i>Print name and initial</i>	<i>Print name and initial</i>
<i>Company</i>	<i>Company</i>
<i>Date</i>	<i>Date</i>

Print Name and Initial:

Operations Supervisor		Date	
Maintenance Area Foreman		Date	
Craft Foreman		Date	
Safety dept.		Date	

Return completed form to safety department within 48 hours of lock removal.
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