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ENERGY SOURCE DETERMINATION WORKSHEET

INSTRUCTIONS: This worksheet shall be used when documented procedures have not been established for the piece of equipment to be serviced/maintained. In order to determine all energy sources for each piece of equipment, **ALL** questions must be answered. Mark "YES," "NO," or fill in the blank. If a question does not apply, write N/A. After service/maintenance is performed, retain this worksheet and use it as a reference the next time service/maintenance is performed on the equipment. All employees performing service/maintenance to the equipment shall complete the worksheet together. Please print clearly.

SECTION 1 – Equipment Identification

EQUIPMENT NAME:	LOCATION:
MODEL #:	SERIAL OR ID#:

SECTION 2 – Employee Identification

Employee In-Charge:	
Authorized Employees:	Affected Employees:
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)

SECTION 3 – Energy Identification

ENERGY SOURCE	YES/ NO	COMMENTS
1) Electric Power?		If YES, list the Motor Control Center (MCC) or power panel and breaker number: A. Power Panel: _____ B. Breaker#:
a. Lockout device for electric power?		
b. Battery power?		If YES, list location:
2) Engine driven?		If YES, list switch or key location:
a. Lockout device for engine?		If NO, list method of preventing operation (i.e. remove spark plug, battery terminal, etc.):
3) Spring Loaded?		
a. Is there a method of preventing spring activation?		If NO, how can spring tension be safely released or secured?
4) Counter weight(s)?		
a. Can counter weights be prevented from moving?		
b. Can counter weights be locked out?		If NO, how can they be secured?
5) Flywheel?		
a. Does flywheel have a method of preventing movement?		
b. Can flywheel be locked?		If NO, how can it be secured?

6) Hydraulic power?		If YES, identify location of main control/shutoff:
a. Can control or shutoff for hydraulic be locked in OFF position?		If NO, location of closest manual shutoff valve
b. Does manual shutoff valve have lockout device?		If NO, what is needed to lock valve closed?
c. Is there a bleed or drain valve to reduce pressure to zero?		If NO, what will be required to bleed off pressure?
7) Pneumatic energy?		If YES, location of main control/shut off valve
a. Can control/shutoff valve be locked in "OFF" position?		If NO, location of closest manual shutoff valve
b. Does manual shutoff valve have lockout device?		If NO, what is needed to lock valve closed?
c. Is there a bleed or drain valve to reduce pressure to zero?		If NO, what will be required to bleed off pressure?
8) Chemical system?		If YES, list the location of the main control/shutoff valve:
a. Can control/shutoff valve be locked ?		If NO, location of manual shutoff
b. Does manual shutoff valve have lockout device?		If NO, what is needed to lock valve closed?
c. Is there a bleed or drain valve to safely reduce system pressure and drain system of chemicals?		If NO, how can system be drained and neutralized? What PPE will be needed for this procedure?
9) Thermal energy?		If YES, location of closest manual shutoff valve
a. Can control/shutoff valve be locked in OFF or closed position?		If NO, location of closest manual shutoff valve.
b. Does manual shutoff valve have lockout device?		If NO, what is needed to lock valve closed?
c. Is there a bleed or drain valve to safely reduce system pressure and temperature and drain system?		If NO, how can system pressure and temperature be reduced and drained? What PPE or equipment is needed?
Are there any special precautions not mentioned in this table?		If YES, list them (i.e. fire hazards, chemical reactions, required cool down periods, etc.)

Notes: _____
