

The Lockout/Tagout Standard requires that the department exchange energy control procedures with contractors who service and/or maintain university equipment/machines that require lockout/tagout. This form is used to notify both parties that they must comply with the restrictions and prohibitions of those procedures. It should be completed by the departmental contact person in conjunction with the contractor's representative. The exchange of information must occur before service/maintenance activities begin. If university employees will also be working on this equipment or in surrounding areas, attach this to the Energy Control Procedures form.

**I. Identification of Contractor:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Project Name/Equipment: \_\_\_\_\_

**II.  Check here to indicate that energy control procedures for the equipment/machine have been exchanged.**

Comments:

**III. After comparing the two Lockout/Tagout Programs, note any additional restrictions or prohibitions below:**

**IV. Affected personnel (listed below) shall understand and comply with these differences.**

Printed Name	Signature

**V. Acknowledged acceptance of the provisions of this form:**

Contractor Representative: \_\_\_\_\_  
(Signature) (Date)

University Departmental Contact: \_\_\_\_\_  
(Signature) (Date)

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.