Energy Control Coordinator (ECC) Form

Control of Hazardous Energy | FCX-HS04

This form must stay with the job for the duration of the job and can only be removed during ECC transfer or after the job is complete. Replace only the ***Individual Lockout Roster*** after each shift.

ECC NAME	PRIMARY SYSTEM
ECC CONTACT INFO	START DATE END DATE
ECC SUPERVISOR	LOCK BOX IDENTFIER
REASON FOR LOTOTO	

*** * * * * * WARNING: If the equipment is NOT listed here, it is <u>not locked out!</u> * * * * * ***

EQUIPMENT					
List all Equipment Secured by the ECC device(s) including ID numbers	Isolated & Verified (ECC Initials)	Name of the Qualified Individual who ISOLATED the energy source(s)	Date Lock APPLIED	Name of the Qualified Individual who RELEASED/DISSIPATED the energy source(s)	Date Lock REMOVED
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ECC TRANSFER (IF APPLICABLE. SEE PAGE 2 FOR DETAILS)						
ECC Name	Shift	Date		ECC Name	Shift	Date
1.		/ /		6.		/ /
2.		/ /		7.		/ /
3.		/ /		8.		/ /
4.		/ /		9.		/ /
5.		/ /		10.		/ /

ECC LOCKOUT RESPONSIBILITIES	
When utilizing an ECC/lock box each step below must be completed and initialed by the original ECC during the equipment lockout process. Initial below.	
	Does the ECC understand the scope of work to be completed?
	Have all of the hazardous energy sources, related to the work being conducted, been identified and isolated or controlled according to proper procedures?
	Has a lock and ECC tag been placed on all the energy isolation points and is there a legible name printed on each one?
	Has all stored/residual energy been released?
	Has the Qualified Individual/ECC verified the effectiveness of controls (Try Out) on the equipment and ensured all stored energy is released?
	Have ALL the energy isolation keys been placed in the lock box?
	Has the ECC placed a lock and tag indicating their name and labeled as ECC on the lock box?

INDIVIDUAL LOCKOUT RESPONSIBILITIES

Only after the above steps have been completed shall any individual attempt to join the LOTOTO. This includes the ECC's personal lock if the ECC is going to perform work. An individual must apply their personal lock and tag to the group lockout device and read and understand the ECC form. Make contact with the ECC or project supervisor/lead before placing locks. Before signing read the form to ensure that the equipment you are working on is identified.

ECC TRANSFER (IF APPLICABLE)
ECC Transfer signature area is on page 1.
The incoming ECC will place their name on the ECC Transfer only after Outgoing and Incoming ECC have verbally confirm details of the work and lockout, and conduct a walk-down of the lockout devices in use if necessary.
Incoming ECC will assume responsibility for the lockout process once they take possession of the key and put their correct information on the form. The Outgoing ECC will remove their personal lock from the group lockout device before leaving the area.
The ECC form will be kept at the lock box unless ECC is actively being transferred. No new Authorized Individuals will join the LOTOTO in process until the ECC transfer is complete and form has been returned.
Work can continue by Authorized Individuals who have already signed the Individual Lockout Roster while ECC transfer is in process.

ECC RETURN TO SERVICE RESPONSIBILITIES	
When utilizing an ECC each step below must be completed and initialed by the current ECC during the equipment release process. Initial below.	
	Prior to returning to service, inspect the area for persons, tools and equipment that must be removed. Ensure all guards and safety devices have been installed and equipment is operationally intact.
	All personal lock(s) have been removed from the lockbox.
	Operations and Affected Individuals have been notified by the ECC that the equipment is to be released for service.
	The ECC locks removed and Qualified Individuals have restored energy to the equipment.

INDIVIDUAL LOCKOUT ROSTER

WARNING: If the equipment is NOT listed on the first page of the ECC Form, it is <u>not locked out!</u>

Printed Name	Date	Time Personal Lock APPLIED	Signature (upon lock REMOVAL)	Time Personal Lock REMOVED
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	/ /	: am/pm		: am/pm
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INDIVIDUAL LOCKOUT ROSTER CONTINUANCE SHEET				
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