

Lockout and Isolation Record

An isolation record linking equipment, energy sources, isolation points, locks, verification evidence, handovers and authorised restoration of service.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records an approved isolation process. It is not an isolation instruction or permit to work, and a completed checklist does not prove equipment is safe to touch.

HSE guidance covers isolation of power and other supplies, prevention of unexpected restart, release of stored energy and support of parts that could move. Apply a competent, equipment-specific safe system of work.

2. Work and authority

Equipment and work boundary *

Work order and separate permit reference *

Approved isolation procedure and revision *

Responsible authorised person *

Affected people, systems and coordination

3. Isolation points

Energy source and isolation (copy this block for each one)

Energy source and stored energy *

Isolation point and identifier *

Lock or device ID and owner *

Applied by and date or time *

Verification method and actual evidence under procedure *

Verification status * (choose one)

☐ Verified under procedure ☐ Not verified

4. Handover and restoration

Shift or personnel transfer record

Identify the responsible people, isolation references and outstanding conditions at handover. This entry records the agreed process rather than replacing it.

Restoration status * (choose one)

- ☐ Isolation remains in place
☐ Restoration requested
☐ Restored under authorised procedure

People clear, tools removed, guards restored and affected people informed * (if applicable)

Authorised restoration reference, person and time * (if applicable)

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.