

LOCKOUT/TAGOUT PROCEDURE INSPECTION FORM

Date/Time of Inspection _____ Inspector of Procedure _____

Equipment Name/Identification _____

Procedure Number _____ Revision Number / Date _____

Authorized Employee(s) Demonstrating the Procedure _____

	YES	NO	N/A	SUBJECT	COMMENTS
I. Written Equipment-Specific LOTO Procedure:					
1.				Written energy control procedure(s) available-Where?	
2.				Procedure identifies persons to be notified	
3.				Procedure identifies specific preparation steps	
4.				Procedure identifies all steps of how to shut the equipment down	
5.				Procedure correctly identifies and quantifies all hazardous energies to be controlled.	
6.				Procedure correctly identifies energy isolation points and methods for all hazardous energies to be controlled.	
7.				Procedure identifies any special LOTO devices to use for all hazardous energies to be controlled.	
8.				Procedure identifies how to release stored energy and prevent reaccumulation of all hazardous energies to be controlled.	
9.				Procedure provides instructions to attempt restart of equipment to check effectiveness of LOTO	
10.				Procedure correctly identifies how to verify that all hazardous energies are controlled.	
11.				Procedure identifies how to release from LOTO.	
12.				Is periodic inspection performed by authorized employee other than the ones using procedure?	
13.				If inspection reveals inadequacies are corrective actions taken ?	

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II. Authorized Employee Knowledge:					
1.				Can demonstrate knowledge about the LOTO program, purpose and employee responsibilities.	
2.				Can demonstrate knowledge about the appropriate lock and tag devices to use for all hazardous energies to be controlled.	
3.				Can demonstrate knowledge about the placement location of all energy-isolating devices.	
4.				Can demonstrate knowledge about any (or all) hazards and secondary or residual energy.	
5.				Can demonstrate knowledge about the energy-isolation verification procedures.	
6.				Can demonstrate knowledge about the necessary procedures if the equipment does not have a lockable energy-isolating device.	
7.				Has received the required classroom and hands-on equipment specific training.	
III. LOTO Devices					
1.				Appropriate LOTO devices available for each type of hazardous energy to be controlled.	
2.				Appropriate support equipment/devices (grounding rods, measurement tools, etc) available for each type of hazardous energy to be controlled.	
3.				Adequate number of approved locks/tags available.	
4.				Approved locks used only for LOTO and no other purpose.	
5.				Are LOTO devices singularly identified & standardized?	
6.				Are LOTO devices substantial & capable of withstanding the environment for time of expected exposure? Will message on tag remain legible?	
7.				Are tagout device attachment strength \geq 50 lbs?	

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8.				Are tags attachment of non-reusable type?	
9				Do tags indicate the identity of employee applying?	
10.				Are tags labeled properly (do not operate, start, etc)	
IV. LOTO Practices:					
1.				Written energy control procedure(s) followed.	
2.				Locks were placed and labeled using personal locks.	
3.				Tags were placed and labeled.	
4.				All stored energy was released and prevented from reaccumulation.	
5.				Control of all hazardous energies was verified by all authorized users.	
6.				Procedures for release from LOTO were followed.	
7.				Each Authorized Employee involved in the procedure was able to describe their LOTO responsibilities.	
8.				Are affected persons notified? By whom?	
9.				Are affected persons trained?	
V. Effectiveness:					
1.				Discrepancies found in procedure(s):	
2.				Discrepancies found in knowledge:	
3.				Discrepancies found in practices:	
4.				Other Notes:	