

Is the lockout/tagout procedure effective in protecting employees?

Yes No

If not, list & detail the problems that require corrective action.

- 1.
- 2.
- 3.
- 4.
- 5.

If this is a lockout procedure, whether the inspector discuss the procedure's responsibilities with all authorized employees?

Yes No

Note: A review can be completed by meeting workers individually or as a group.

If this is a tagout procedure, whether the inspector go over all authorized and affected employees' responsibilities under the procedure?

Yes No

Note: A review can be completed by meeting workers individually or as a group.

LockOut/TagOut Devices

Is there a standard lock that can be identified individually?

Yes No

Are lock-out mechanisms used? (Multi-lock hasps)

Yes No

Are standard tags used?

Yes No

Was the employee's name, date, and activity description included?

Yes No

Employee Performing Inspection

Step 1: Before Starting to Service Equipment

Have the type and quantity of energy sources on the equipment been determined? Yes No N/A

Have the potential risks associated with the energy source under control been identified? Yes No N/A

Are the steps for controlling the energy source recognized? Yes No N/A

Have all affected personnel been informed about when the equipment will be turned down (Shutdown) for service? Yes No N/A

Step 2: Shut Down the Equipment

Have the company safety procedures been followed? Yes No N/A

Have the manufacturer's instructions been followed? Yes No N/A

Step 3: Isolate the Machinery (or) Equipment

Has the main breaker (or) control switch been turned off? Yes No N/A

Has the valves been closed? Yes No N/A

Have the process lines been disconnected? Yes No N/A

Step 4: Attach the Lock and Tag

Has the lock & tag been attached? Yes No N/A

Step 5: Control Stored Energy

Does the electrical capacitance completely bleed? Yes No N/A

Have the pressure and hydraulic lines in the work area been vented (or) isolated? Yes No N/A

Have the tanks been drained? Yes No N/A

Are switches (or) levers that might be pushed to the start position barred, clamped, or chained? Yes No N/A

Are hazardous, hot, cold, corrosive, (or) asphyxiating process ingredients removed from the lines? Yes No N/A

Step 6: Check that the Energy State is at Zero

Have the equipment's starter switches been tested? Yes No N/A

Have the pressure gauges been inspected to make sure the lines are depressurized? Yes No N/A

Are blocks and cribs secure? Yes No N/A

Have electrical circuits been tested to ensure that the voltage is at zero energy? Yes No N/A

Are blanks, utilized to block feed chemicals, safe and do not leak? Yes No N/A

Step 7: Yes, No, N/A - Review

If you answered yes (or N/A) to the preceding stages, you are following the proper processes. If not, please explain the corrective actions done.

Whether Energy Control Procedures Followed?

Note: Ask the Employee to explain the procedure.

Are energy control procedures being followed? Yes No

If **No**, follow these steps...

If **Yes**, follow these steps...

Is the Employee's explanation of the Procedure correct? Yes No

If **No**, Feedback: 1).
2).

Retention of Documents

Within the files of the Safety and Health Management System, this form must be stored, and it must also be made accessible for the purposes of auditing.

Lock Out/Tag Out Log Book

Lock Out/Tag Out Log Book					
Lock Out Date	Lock Out Time	Equipment Locked Out & Reason for Lock Out	Authorized Employee Name	Supervisor	Date & Time of Release

Next Inspection Date:

Inspected By	
Employee ID	
Date	
Signature	
Seal	