ForumElectrical.Com

LockOut/TagOut (LOTO) Inspection Form

Employers: Use this form to document the inspection of a written lockout (or) tagout procedure.

Department Equipment Type & Serial Number

Inspection Conducted By

Equipment Location

Inspection Date

Use this method in order to list authorized employees. Is the person trained in this procedure?

Employee Name	🗌 Yes 🗌 No		
Employee Name	🗌 Yes 🗌 No		
Employee Name	🗌 Yes 🗌 No		
Employee Name	🗌 Yes 🗌 No		
Are authorized personnel aware of the location of the documented procedure?			
Are authorized workers able to access	🗌 Yes 🗌 No		
Are affected personnel informed when	🗌 Yes 🗌 No		
Have the affected employees been trained to recognize when Yes No the process is being utilized and advised not to remove (LOTO) lockout/tagout devices (or) start de-energized equipment?			
Can devices used to isolate energy be locked out?			
Did every authorized employee lock out of all energy sources?			
Is this a group lockout/tagout procedure?		🗌 Yes 🗌 No	
Did the authorized personnel ensure t equipment/devices was de-energized?	🗌 Yes 🗌 No		
Did the permitted employees comply w procedure?	🗌 Yes 🗌 No		

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? Are lock-out mechanisms used? (Multi-lock hasps) Are standard tags used?	 ☐ Yes ☐ No ☐ 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 bled?	☐ 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	