

PERIODIC INSPECTION FORM
Lockout/Tagout

Date _____ Inspector's Name _____

Employee's Name _____ Job Title _____

Location _____

Machine or Process Involved _____

Lockout/Tagout Procedures & Processes

<i>Steps (observe or have employee demonstrate each step below):</i>	
1. Notify affected employees (if applicable)	<input type="checkbox"/>
2. Prepare equipment/machine for shutdown (determine all potential energy sources, assess for backup energy or other process that must be stopped, identify lockout points)	<input type="checkbox"/>
3. Shutdown equipment/machine	<input type="checkbox"/>
4. Isolate all energy sources (isolate electrical energy sources, lower raised loads, release spring-loaded devices, block movable parts, restrain wind/pressure driven objects, allow heat to dissipate, bleed/depressurize steam, air, water, gas and hydraulic lines, blind/block pipeline)	<input type="checkbox"/>
5. Apply lockout/tagout devices (lockout all energy isolating devices/points, tag placed on lockout device contains required information, group lockout is used-if more than one employee is involved)	<input type="checkbox"/>
6. Verify that machine/equipment is completely de-energized (challenge locks, try to start machine/equipment, test exposed circuits for de-energization using voltage detector)	<input type="checkbox"/>
7. Returns all operation controls to the "neutral or "off" position	<input type="checkbox"/>
8. Properly restore machine/equipment to normal operation after servicing	<input type="checkbox"/>

The following has been reviewed with the employee (check box after reviewing):

- 1.) The Lockout/Tagout Procedures
- 2.) Any deficiencies observed
- 3.) The employee's responsibilities under the Lockout/Tagout Program

Inspector's comments:

Inspector's Signature _____

Date _____

Employee's Signature _____

Date _____