# Lockout/tagout inspection form

***Note to employers: Use this form to document an inspection of a written lockout or tagout procedure.***

Department:       Equipment type and serial number:

Inspection conducted by:

Equipment location:

Inspection date:

|  |  |  |
| --- | --- | --- |
| List authorized employees using this procedure. Has the employee been trained in the procedure? | | |
| Employee name: | Yes  No | |
| Employee name: | Yes  No | |
| Employee name: | Yes  No | |
| Employee name: | Yes  No | |
| Do *authorized* employees know the location of the written procedure? | | Yes  No |
| Do *authorized* employees have access to the procedure? | | Yes  No |
| Are *affected* employees notified when the procedure is being used? | | Yes  No |
| Have *affected* employees been trained to recognize when the procedure is being used and instructed not to remove lockout/tagout devices or start de-energized equipment? | | Yes  No |
| Can energy-isolating devices be locked out?  Note: When you replace, renovate, or modify machines and equipment, ensure that the energy-isolating devices will accept lockout devices. New equipment and equipment renovated or modified after January 2, 1990, must be capable of being locked out. | | Yes  No |
| Did each *authorized* employee lock out all energy sources? | | Yes  No |
| Does this procedure involve group lockout/tagout? | | Yes  No |
| Did the *authorized* employees verify that the equipment was de-energized? | | Yes  No |
| Did the *authorized* employees follow the lockout/tagout procedure? | | Yes  No |
| Does the lockout/tagout procedure adequately protect employees? | | Yes  No |
| If not, list and describe the deficiencies requiring corrective action. | | |
| **If this is a lockout procedure**, did the inspector review with all *authorized* and affected employees their responsibilities under the procedure? Note: A review can be accomplished by meeting with employees individually or in a group. | | Yes  No  Not applicable |
| **If this is a tagout procedure**, did the inspector review with all *authorized* and affected employees their responsibilities under the procedure? Note: A review can be accomplished by meeting with employees individually or in a group. | | Yes  No  Not applicable |