

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? Yes No

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.

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.

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

If this is a lockout procedure, did the inspector review with all *authorized* and 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