

Lockout/Tagout Periodic Inspection Form

Instructions: Use this form to conduct a periodic inspection (annual) of a lockout/tagout procedure. The inspector must observe an authorized employee perform each step of the procedure. If any corrective actions to the procedure are required, an authorized employee must correct the procedure. The inspector must communicate and discuss the procedure with all other authorized employees who did not implement the procedure during the inspection. This form must be approved by a department supervisor and kept on file with the most current procedure.

General Information			
Building or Location		Intended Use	
Manufacturer and Equipment Name		Asset Number(s)/ Equipment ID(s)	
Name of Inspector		Signature and Date	
Authorized Employee		Signature and Date	
Name of Supervisor		Signature and Date	

Inspection Review Questions		Yes	No
1	Does the authorized employee understand how/where to access the lockout/tagout procedure?	<input type="checkbox"/>	<input type="checkbox"/>
2	Was the equipment or system properly shutdown at each hazardous energy source?	<input type="checkbox"/>	<input type="checkbox"/>
3	Did the authorized employee apply locks, devices, and tags to each energy isolation device?	<input type="checkbox"/>	<input type="checkbox"/>
4	Did the authorized employee apply warning tags to each energy isolation device identifying their name, department or shop, and contact information?	<input type="checkbox"/>	<input type="checkbox"/>
5	Was a warning tag used in place of a lock? If so, was it obvious to anyone in the area that the equipment or system must not be started up?	<input type="checkbox"/>	<input type="checkbox"/>
6	Did the authorized employee properly dissipated or control hazardous energy?	<input type="checkbox"/>	<input type="checkbox"/>
7	Are the verification methods effective and complete prior to starting servicing and maintenance (i.e., attempt restart, drain/bleed, check gauges, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
8	Was the startup procedure effective and completed properly at the completion of servicing and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
9	Did the authorized employee understand their responsibilities under the procedure?	<input type="checkbox"/>	<input type="checkbox"/>
10	Were all steps in the procedure effective to safely shutdown and lockout/tagout hazardous energy to the equipment or system?	<input type="checkbox"/>	<input type="checkbox"/>

Results		Yes	No
	The lockout/tagout procedure is adequate and provides the necessary protection with no corrective actions needed. If no, please list the required corrective actions below.	<input type="checkbox"/>	<input type="checkbox"/>

