

PERIODIC INSPECTION FORM
Lockout/Tagout

Date _____ Inspector's Name _____

Employee's Name _____ Job Title _____

Location _____

Machine or Process Involved _____

Lockout/Tagout Procedures & Processes

Steps (<i>observe or have employee demonstrate each step below</i>):	
1. Notify affected employees (if applicable)	
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)	
3. Shutdown equipment/machine	
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)	
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)	
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)	
7. Returns all operation controls to the "neutral or "off" position	
8. Properly restore machine/equipment to normal operation after servicing	

The following has been reviewed with the employee