



Subject: Control of Hazardous Energy-Lockout and Tagout

Effective date:

Last Revision:

(Include list of last revisions in appendix.)

Periodic Inspection Certification

Date of Inspection: _____

Inspector: _____

Signature: _____

Machine or Equipment on which LockOut/TagOut procedures were performed:

Team member(s) performing the LockOut/TagOut procedures:

Team member name (please print)

Team member signature

Were all the LockOut/TagOut procedures performed correctly? (circle one) Yes No

Comments on improper LockOut/TagOut procedures being used (example: list of improper procedures being used which require retraining for the team member or modification of the procedures):



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Lockout—Tagout Employee Verification Document

Date:	Task Not Applicable	Task Completed Satisfactorily	Task Completed Unsatisfactorily
ENERGY SOURCES			
Identify various types of energy sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify appropriate energy control devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates proper procedure for applying energy control devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge of the equipment specific lockout procedures for the equipment listed below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCK & IDENTITY TAG			
Employee has personally assigned lock(s) and tag(s). Employee's Name is written on tag and is readable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCK REMOVAL			
Demonstrate the procedure for lock & tag removal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASK EMPLOYEE THE FOLLOWING QUESTIONS & CIRCLE THEIR RESPONSE			
1. The term lockout is best defined as the placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed. TRUE FALSE			
2. AN AFFECTED EMPLOYEE IS ONE WHO: A. WORKS ON EQUIPMENT THAT IS SUBJECT TO LOCKOUT. B. WORKS IN AN AREA WHERE LOCKOUTS ARE USED. C. IS THE PERSON WHO LOCKS OUT THE EQUIPMENT. D. BOTH A AND B.			
3. AN AUTHORIZED EMPLOYEE IS ONE WHO: A. WORKS ON EQUIPMENT THAT IS SUBJECT TO LOCKOUT. B. ACTUALLY LOCKS OUT EQUIPMENT. C. SERVICES MACHINERY THAT IS SUBJECT TO LOCKOUT. D. BOTH B AND C.			
4. TAGS ARE NOT TO BE USED IN PLACE OF LOCKS BECAUSE: A. THEY MAY EVOKE A FALSE SENSE OF SECURITY. B. THEY DO NOT PROVIDE THE PHYSICAL RESTRAINT OF A LOCK. C. THEY ARE ONLY WARNING DEVICES. D. ALL OF THE ABOVE.			
5. WHEN LOCKING OUT, YOU ONLY HAVE TO LOCKOUT THE MAIN ELECTRICAL SYSTEM. TRUE FALSE			
6. AFTER LOCKING OUT ALL ENERGY SOURCES, YOU MUST TRY TO RESTART THE EQUIPMENT. TRUE FALSE			
7. YOU MUST NOTIFY ALL AFFECTED EMPLOYEES PRIOR TO SHUTTING OFF AND LOCKING OUT EQUIPMENT. TRUE FALSE			
8. IT IS ACCEPTABLE TO USE JUST ONE LOCK FOR SEVERAL EMPLOYEES WORKING ON THE SAME PIECE OF EQUIPMENT. TRUE FALSE			
9. IT IS ACCEPTABLE TO REMOVE SOMEONE ELSE'S LOCK. TRUE FALSE			
Employee needs to have refresher lockout training (classroom & hands on) <input type="checkbox"/> NO <input type="checkbox"/> YES			
Department (area)/Shift:			
Line Number:			
Equipment Name:			
Employee:			
	Print Name		Signature
Supervisor:			
	Print Name		Signature

