

ENERGY CONTROL (LOCKOUT/TAGOUT) ANNUAL EVALUATION

Municipality/Authority: _____ Date: _____

SECTION I: GENERAL INFORMATION (Required)

Specify equipment & location where the LOTO procedure is being used:

Authorized Employee(s):

Affected or Other Employee(s):

Is the inspector an "authorized employee"? Yes No
(Employees may not inspect their own procedures)

An annual inspection was conducted by the inspector below of the authorized employees performing the lockout/tag out work. This inspection included a review between the supervisor and each authorized employee of the employee's responsibilities relative to the energy control procedure being inspected.

SECTION II: LOCKOUT/TAGOUT PROCEDURE

		Y	N
1.	Were all "affected" and "other" employees verbally notified of the lockout?		
2.	Were operational controls turned to the "Off" position prior to lockout?		
3.	Were all energy sources turned to the "Off" or "Safe" position?		
4.	Were lockout devices and locks properly attached to each energy isolation device?		
5.	Were 1 tag and 1 lock used by each authorized individual on the job at each control point?		
6.	Were warning tags indicating the authorized employee's name and the date attached to each energy isolation device?		
7.	Was all stored energy properly controlled? (Pneumatic & hydraulic energy bled, suspended parts lowered, etc)		
8.	Was an attempt made to restart the equipment or otherwise ensure the effectiveness of the lockout prior to beginning the service work?		
9.	If a group lockout was required, did all authorized employees attach their own locks and tags to each energy isolation device?		
10.	Were all locks and devices properly removed after servicing?		
11.	Were all "affected" and "other" employees verbally notified when the lockout was complete?		
12.	Maintain the tag and this sheet for a minimum of one year.		

SECTION III: INSPECTION RESULTS AND SIGNATURES

Please fully explain all "No" responses and note any other deficiencies that are not specifically covered by a checklist item: (May use back of form showing line # and comment)

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.

Deficiencies must be corrected through revised procedures, training or both.

An annual inspection was conducted by the inspector below of the authorized employees performing the lockout/tag out work. This inspection included a review between the supervisor and each authorized employee of the employee's responsibilities relative to the energy control procedure being inspected.

ENERGY CONTROL (LOCKOUT/TAGOUT) EVALUATOR

Print: _____ Signature: _____
 Date: _____