## 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?

<table>
<thead>
<tr>
<th>Employee name</th>
<th>Yes</th>
<th>No</th>
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- **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 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

**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