

**LOCKOUT / TAGOUT**  
**Annual Procedure Inspection Certification Form**

Facility \_\_\_\_\_

Date \_\_\_\_\_

LOTO Procedure Inspected (identify machine/equipment/process) \_\_\_\_\_

Authorized Employee(s) Audited \_\_\_\_\_

Ensure the Following Steps are Taken to Lock/Tag Out the Machine/Equipment (explain any deficiencies)

- Shutdown Preparation (employee familiar w/ procedure, equipment, energy sources . . . ) \_\_\_\_\_
- Inform All Affected Employees \_\_\_\_\_
- Turn Off Machine/Equipment \_\_\_\_\_
- Locate / Isolate Energy-Control Device(s) \_\_\_\_\_
- Apply Lockout and/or Tagout Device(s) \_\_\_\_\_
- Potential stored/residual energy relieved/disconnected/restrained/rendered safe \_\_\_\_\_
- Test/Verify Control(s) Disabled \_\_\_\_\_
- Return Control(s) to Off / Safe Position \_\_\_\_\_
- Begin Service/Maintenance \_\_\_\_\_

Ensure the Following Steps Taken to Restore Energy to Machine/Equipment (explain any deficiencies)

- Area/Equipment Cleared of Workers \_\_\_\_\_
- Area Cleared of Tools / Materials \_\_\_\_\_
- Machine Guards Re-installed \_\_\_\_\_
- Lockout/Tagout Devices Removed \_\_\_\_\_
- Restore Power \_\_\_\_\_
- Conduct "Trial Run" \_\_\_\_\_
- Notify Affected Employees Lockout/Tagout Completed \_\_\_\_\_
  
- Ensure each Authorized Employee Affixes / Removes Personal Lock(s) \_\_\_\_\_
- Ensure each Lock and/or Tag Used Properly Identifies the Worker Using It \_\_\_\_\_
- Ensure all Locks and/or Tags in Use are Standardized in Either Size/Shape/Color \_\_\_\_\_

Corrective Action(s) Taken (if applicable) \_\_\_\_\_

Name of Inspector \_\_\_\_\_

*Note: Review Procedural Responsibilities With ALL Authorized Employees, Document on Training Form, Attach to This Sheet*