

**PERIODIC INSPECTION FORM**  
**Lockout/Tagout**

Date \_\_\_\_\_ Inspector's Name \_\_\_\_\_

Employee's Name \_\_\_\_\_ Job Title \_\_\_\_\_

Location \_\_\_\_\_

Machine or Process Involved \_\_\_\_\_

**Lockout/Tagout Procedures & Processes**

<b>Steps</b> ( <i>observe or have employee demonstrate each step below</i> ):	
1. <b>Notify affected employees</b> (if applicable)	
2. <b>Prepare equipment/machine for shutdown</b> (determine all potential energy sources, assess for backup energy or other process that must be stopped, identify lockout points)	
3. <b>Shutdown equipment/machine</b>	
4. <b>Isolate all energy sources</b> (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. <b>Apply lockout/tagout devices</b> (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. <b>Verify that machine/equipment is completely de-energized</b> (challenge locks, try to start machine/equipment, test exposed circuits for de-energization using voltage detector)	
7. <b>Returns all operation controls to the "neutral or "off" position</b>	
8. <b>Properly restore machine/equipment to normal operation after servicing</b>	

**The following has been reviewed with the employee**