

Tool D - Lockout/Tagout Procedure Audit

Complete form each time an energy control procedure is inspected

SPECIFY EQUIPMENT/PROCEDURE AUDITED:	
DEPARTMENT:	
DATE:	
	CHECKLIST
	Employee(s) properly notified affected employee(s) prior to starting lockout procedure that maintenance/repair was to be performed.
	Employee(s) utilized or is completely familiar with written procedures to properly identify all energy isolating devices (valves, breakers, blinds, switches, etc.).
	Employee(s) had or obtained sufficient lockout/tagout devices and locks.
	Employee(s) had locks and tags applied where required.
	Employee(s) properly verified all hazardous energy was controlled (equipment could not operate).
	Employee(s) performed task in a safe and timely manner.
	Employee(s) did not reactivate equipment or bypass lockouts while performing task.
	Employee(s) retrieved tools and equipment after task completion, prior to lock removal.
	Employee(s) verified personnel were clear and accounted for prior to lock removal.
	Each individual involved removed their own lock(s).
	Employee(s) properly notified Owner before restoring power to equipment.
	Employee(s) restored power and verified proper operation of equipment before departing, OR identified problem as not repaired and repeated proper lockout procedures
PERSON(S) INVOLVED NAME(S):	
RECOMMENDATIONS:	
COMMENTS:	
AUDIT COMPLETED BY:	