

# Periodic – Annual Observation of Lockout Tagout Program

Employee being observed		Date
Plant number	Department number	Building number
Machine/Equipment/Process		
Equipment number		

Activities & Social	Yes	No	Comments
Has all energy-isolating device been located?			
Does the plant provide devices specifically for lockout/tagout procedures?			
Are lockout/tagout devices durable enough to withstand plant conditions?			
When only tagout devices are used, are attachments non-reusable, attachable by hand, self-locking and non-releasable with minimum unlocking strength of 50 lbs.?			
Can the person using a lockout/tagout device be easily identified?			
<b>Authorization</b>			
Is an authorized person performing the lockout/tagout?			
<b>Preparation</b>			
Are affected employees notified when there is an application or removal of lockout/tagout devices?			
<b>Energy Isolation</b>			
Are energy isolating device(s) located and energy source(s) separated from the machine?			
<b>Lockout/Tagout Device Application</b>			
Are lockout/tagout devices placed on each energy-isolating device?			
<b>Stored Energy</b>			
Are potentially hazardous, stored or residual energy relieved, disconnected or restrained?			

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Verification of Isolation		Yes	No	Comments
Does the authorized employee verify that de-energization of the equipment has been accomplished?				
Inspection				
Prior to removing locks/tags, has the work area been inspected, nonessential items removed and the machine components including guards, made operationally intact?				
Employee Notification				
Prior to removing locks/tags, have affected employees been notified and the work area inspected to ensure all employees are in a safe position?				
Lockout/Tagout Device Removal				
Have Lockout/Tagout devices been removed by the person who applied them?				
Comments				
Observer Information				
Observer name		Title		Department
Observer signature				
Employee name		Title		Department
Employee signature				