



**Lockout/Tagout Periodic
Inspection – Checklist and
Certification**
Environmental Health and Safety

GENERAL INSPECTION		
Name of Authorized Employee Being Audited:		
Department:	Trade Shop:	
Audited By:	Title:	
Name/Identification of Machine, Process, or Equipment:		
Location of Machine, Process, or Equipment:		
PREPARING FOR SHUTDOWN AUDIT ITEMS		
The employee has been trained in the University’s General Lockout/Tagout procedures.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The employee was able to identify all “stored” and “kinetic” energy sources for this piece of equipment.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SHUTTING DOWN THE EQUIPMENT AUDIT ITEMS		
The employees shut down the piece of equipment using normal stopping procedures (e.g., putting a switch in the “off” position or pressing a button).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ISOLATING THE EQUIPMENT AUDIT ITEMS		
The piece of equipment was isolated from every energy source feeding into it (e.g., close valves, throw main disconnects, throw circuit breakers)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
APPLYING LOCKOUT/TAGOUT DEVICE AUDIT ITEMS		
Appropriate locks, tags, and lockout devices were available and utilized.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CONTROLLING STORED ENERGY AUDIT ITEMS		
All potential residual hazardous energy was relieved, disconnected, or restrained (e.g., trapped pressure relieved, pipe flanges blanked, elevated equipment blocked or supported).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VERIFYING ISOLATION OF AUDIT ITEMS		
The equipment was tested to ensure the right system was locked out and to ensure that the equipment could not be operated.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

REMOVING LOCKS AND TAGS AUDIT ITEMS

All equipment components are intact and capable of operating properly.

Yes

No

All lockout/tagout devices are only removed by the employee who applied them and affected employees have been notified that locks and tags have been removed and the equipment is ready for use.

Yes

No

PROBLEMS

List any problems identified during the lockout/tagout audit:

List corrective action steps to rectify these aforementioned problems:

Auditor's Signature:

Date:

Authorized Employee's Signature:

Date: