Annual lockout/tagout procedure inspection

Lockout/tagout (LOTO) procedure template

Site _____ Asset or area _____ Inspected by _____ Date _____

Item	Pass	Fail	N/A	Notes
Written procedure				
Procedure on file for this machine				
All energy sources and isolation points listed				
Procedure matches the machine as it is today				
Shutdown and isolation				
Machine stopped with its normal controls				
Every isolation point operated and locked				
Each worker applied their own lock and tag				
Locks and tags are the shop's standard devices				
Stored energy and verification				
Air, hydraulic and spring energy relieved				
Raised parts blocked or lowered				
Start attempted and machine did not move				
Release and review				
Tools removed and guards back in place				
Affected employees told before restart				
Each lock removed by the person who placed it				
Responsibilities reviewed with each employee				

Signature: _____ Run this checklist on a phone with Dovient Lite: dovient.com/lite