

Appendix D – Lockout/Tagout Procedure Inspection Form

Rowan University Academic & Research Operations Lockout/Tagout Procedure Inspection Form			
Department:	Building:	Date:	
Location/Area:			
Machine/Equipment ID Information:			
Inspector Name:			
Authorized Individual(s) Involved:			
Lockout/Tagout Application	YES	NO	N/A
1) Have all Affected Individuals been notified that the machine/equipment was going to be Locked Out/Tagged Out?			
2) Have all hazardous energy sources and energy isolating devices been properly located and identified?			
3) Was the machine/equipment shutdown procedure performed correctly?			
4) Have all energy isolating devices been operated so that hazardous energy sources are isolated?			
5) Have Lockout/Tagout devices been placed on energy isolation devices?			
6) Were the correct Lockout/Tagout devices used for the application?			
7) Has any stored energy been dissipated, restrained, or rendered safe?			
8) Has the machine/equipment been tested following the LOTO procedure to verify effectiveness of the LOTO application?			
9) Have all equipment/machine controls been returned to the off/neutral position after completing LOTO verification?			
10) Was the machine/equipment LOTO procedure properly followed?			
Lockout/Tagout Removal	Yes	No	N/A
11) Was the work area inspected to ensure that all tools were removed; all guards were reinstalled; all interlocks/safety devices were operational; and that the area was clear of personnel and hazards prior to reenergizing equipment?			
12) Were all Affected Individuals informed that the machine/equipment was being returned to service?			
13) Were all LOTO devices removed by the Authorized Individuals who applied them?			
14) Were all energy isolation devices operated to restore machine/equipment energy?			
General Lockout/Tagout Requirements	Yes	No	N/A
15) Does the LOTO procedure provide appropriate protection to all Affected and Authorized Individuals?			

