



Facilities Management

**Lockout – Tagout (LOTO)
Annual Inspection and Training Assessment Checklist**

Employee's Name:	
Shop:	
Location / Equipment:	

		Yes	No
1)	Notify affected personnel (including affected employee).		
2)	Verify location of energy isolating devices, magnitude and type of energy.		
3)	Properly shut down equipment/machine using normal stopping procedures.		
4)	Does the tag used with the lock and hasp identify the worker servicing the machine or equipment?		
5)	Lockout the energy isolating device(s) with assigned individual lock(s).		
6)	Employee effectively releases blocked or stored energy.		
7)	Employee attempts to restart or operate the equipment prior to beginning work.		
PERFORM REPAIRS/MAINTENANCE. PERFORMING MAINTENANCE/REPAIRS IS NOT NECESSARY TO COMPLETE INSPECTION/AUDIT CHECKLIST.			
8)	Ensure all tools and items have been removed.		
9)	Perform lockout removal procedures.		
10)	Confirm that all employees are away from area.		
11)	Verify that controls are in neutral.		
12)	Remove lockout devices and reenergize equipment/machine.		
13)	Notify affected employees that servicing is completed.		
14)	Perform operational test as required.		
15)	Document any at risk procedures, any recommendations, corrective actions or additional training necessary below:		

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____