

**GILES CHEMICAL ~ PREMIER MAGNESIA****Company Procedure**Title: **LOTO Annual Audit**Number: **S12-PR-200-F068b**Owner: **Deborah Durbin**Revision: **0**Effective Date: **June 30 2017**Page: **1 of 1**

Department Work Area:	Equipment/Machine:	Date:	
Name of employee(s) using lockout/tagout:		Serial number of lock(s) being used on lockout:	
Message on tag used with lock _____ _____ _____			
Was there more than one employee working on the equipment which was locked? Explain _____ _____ _____			
Were there locks being used for each employee? Explain _____ _____ _____			
Reason for using lockout/tagout procedure: _____ _____			
Have proper procedures been used in lockout/tagout shutdown? Yes ____ No ____ Explain _____ _____ _____			
Interview with employees next to operation being locked or tagged out? Comments: _____ _____ _____			
Has proper procedure been used in lockout/tagout startup? Yes ____ No ____ Explain _____ _____ _____			
When was the last time the employee was trained on lockout/tagout procedures? _____ _____ _____			
Audit Conducted By:	Date:	Reviewed By:	Date:

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