

	<b>PERIODIC – ANNUAL OBSERVATION OF LOCKOUT- TAGOUT PROGRAM</b>	Document No.:	HSE-BF-013
		Department:	Operations
		Revision Date:	24 AUG 2010
Release authorized by:	D. Slattery	Page	Page 1 of 2

## Periodic – Annual Observation of Lockout Tagout Program

EMPLOYEE BEING OBSERVED		PLANT #		DEPT. #	
BLDG. #	MACHINE/EQUIPMENT/PROCESS			EQUIP. #	
<b>OBSERVATION QUESTION</b>		<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>	
1. Has all energy-isolating device been located?					
2. Does the plant provide devices specifically for lockout/tagout procedures?					
3. Are lockout/tagout devices durable enough to withstand plant conditions?					
4. When only tagout devices are used, are attachments non-reusable, attachable by hand, self-locking and non-releasable with minimum unlocking strength of 50 lbs.?					
5. Can the person using a lockout/tagout device be easily identified?					
<b>Authorization:</b>					
6. Is an authorized person performing the lockout/tagout?					
<b>Preparation:</b>					
7. Are affected employees notified when there is an application or removal of lockout/tagout devices?					
<b>Shutdown:</b>					
8. Are normal "shutdown" procedures followed?					
<b>Energy Isolation:</b>					
9. Are energy isolating device(s) located and energy source(s) separated from the machine?					
<b>Lockout/Tagout Device Application:</b>					
10. Are lockout/tagout devices placed on each energy-isolating device?					
<b>OBSERVATION QUESTION</b>					
<b>Stored Energy:</b>					
11. Are potentially hazardous, stored or residual energy relieved, disconnected or restrained?					
<b>Verification of Isolation:</b>					
12. Does the authorized employee verify that de-energization of the equipment has been accomplished?					



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**Inspection:**

13. Prior to removing locks/tags, has the work area been inspected, nonessential items removed and the machine components including guards, made operationally intact?

**Employee Notification:**

14. Prior to removing locks/tags, have affected employees been notified and the work area inspected to ensure all employees are in a safe position?

**Lockout/Tagout Device Removal:**

15. Have Lockout/Tagout devices been removed by the person who applied them?

**COMMENTS:**

**OBSERVER INFORMATION**

<b>OBSERVER EMPLOYEE #</b>	<b>OBSERVER SIGNATURE</b>	<b>TITLE</b>	<b>DEPT.</b>	<b>DATE</b>
<b>EMPLOYEE #</b>	<b>EMPLOYEE SIGNATURE</b>	<b>TITLE</b>	<b>DEPT.</b>	<b>DATE</b>