



Authorized Employee LOTO Periodic Audit

The below listed Authorized Employee was observed conducting a Lockout - Tagout. The purpose of this observation is to ensure the energy control procedure protects the employee from unexpected startup of equipment or release of stored energy. This employee can recognize hazardous energy sources that are associated with the equipment (before, at, after, above and below) and can apply the energy control procedures used for the type and magnitude of energy available.

Employee _____ Lock ID _____ Qty _____

Department _____ Shift _____

Selected Machine or Equipment _____

9 Step Procedure

Installing Locks

- ☐ **Notified Affected** employees of the machine or equipment that is going to be locked out.
- ☐ **Shutdown** equipment using normal stopping procedures.
- ☐ **Located Energy Sources and Isolated** all energy to the equipment using appropriate devices.
- ☐ **Locked Out** the energy isolating devices with assigned individual locks.
- ☐ **Inspected and Released Stored Energy** by ensuring no employees were in the equipment then dissipating stored energy.
- ☐ **Verified** Tested controls to ensure startup is not possible and returned controls to off position.

Restoring from LOTO

- ☐ **Restored** the machine back to operating conditions removing tools and replacing guards.
- ☐ **Informed** Affected Employees – Locks are being removed and verified controls are off.
- ☐ **Removed** Locks reenergized the equipment and notified affected machine is ready to use.

Changes or Recommendation in Procedure

Title of posted Lock out Procedure:		
Any deviations or inadequacies identified?	YES	NO
Date:		
Supervisor Signature:		
Employee Signature:		