Appendix C: Hazardous Energy Control Procedure Review Checklist

Note: This review must be conducted by both Facilities Management and EH&S at least annually, and the reviewers must not be participating in the lockout being evaluated. The reviewers must evaluate an actual equipment lockout in progress.

1. Are there written lockout procedures present at the work location for each specific piece of equipment being serviced or maintained?
   □ Yes  □ No

2. Are the "Authorized Lockout/Tagout Employees" certified in writing?
   □ Yes  □ No

3. Are the locks used for lockout uniquely identified, uniquely keyed, and only used for the purpose of lockout?
   □ Yes  □ No

4. Does the tag used with the lock identify the worker who placed the lock?
   □ Yes  □ No

5. Can an "Authorized Lockout/Tagout Employee", when questioned, produce the written procedures?
   □ Yes  □ No

6. Have "Affected and Other Employees" been notified of the lockout? (names entered on procedure)
   □ Yes  □ No

7. Can each "Authorized Lockout/Tagout Employee" working in the hazard zone, when questioned, describe their responsibilities during each part of the lockout process to include verification that all types of stored energy have been identified, identification of the energy control point(s), the reason for the unique lockout hardware, the required steps after the lock is applied (e.g., block, lock blocking in place, dissipate, test or try to restart, warning of "Affected Persons", etc.), and the proper safe steps to restore the equipment to operation? (Note: This step may be done as part of a group meeting between the reviewer and each "Authorized Lockout/Tagout Employee" who is or will be participating in the lockout.)
   □ Yes  □ No

Comments:

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Name(s) of Authorized Lockout/Tagout Employee(s) Interviewed: