

Lockout - Tagout (LOTO) Annual Inspection and Training Assessment Checklist

Department:
Shop:
Location:
Equipment:

	Yes	No
1 A) Has there been a change in job assignments, machines, equipment or processes?		
B) If so, have employees been re-trained when job assignments, machines, equipment or processes have changed?		
2) Are the locks uniquely identified, uniquely keyed, and only used for the purpose of LOTO?		
3) Does the tag used with the lock identify the worker servicing the machine or equipment?		
4) Have equipment and machine-specific LOTO procedures been documented in writing?		
5) Does the employee know where the written LOTO procedures are located?		
6) Does the employee notify affected employees and all other employees in the area before starting the LOTO procedure?		
7) Can the employee identify all hazardous energy sources and associated hazards for the equipment or machine to be locked out?		
8) Does the employee follow the proper LOTO procedures for de-energizing the equipment or machine?		
9) Does the employee demonstrate the proper steps for the placement, removal and transfer of LOTO devices?		
10) Does the employee use the proper methods to verify the equipment or machine was de-energized?		
11) Before releasing the machine or equipment from LOTO, does the employee do the following:		
A) Inspect the machine or equipment to ensure it is operationally intact?		
B) Ensure that all employees are safely positioned?		
C) Notify affected employees and all other employees in the area that the LOTO devices have been removed?		
12) If you answered "No" to questions 2-11, has the employee been re-trained?		

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Authorized Employees Observed

(Print name and Employee ID)

NAME	Employee ID	NAME	Employee ID
1)		2)	
3)		4)	
5)		6)	
7)		8)	
9)		10)	
11)		12)	
13)		14)	
15)		16)	
17)		18)	
19)		20)	

Deficiencies Observed & Corrective Actions:

Inspected By _____ Employee ID _____ Date _____