

Lockout/Tagout Periodic Evaluation and Certification



Authorized Employee's Name: _____

Department: _____ Date: _____

Name of LOTO procedure being reviewed: _____

Removal of Equipment from Service		Yes	No	N/A
1.	Were all Affected Employees notified that the equipment was going to be Locked and Tagged out?			
2.	Were the hazardous energy sources and the associated energy isolating devices correctly identified and located?			
3.	Was the equipment shutdown performed correctly?			
4.	Were the energy-isolating devices operated so that the equipment was isolated from the hazardous energy sources?			
5.	Were the LOTO devices correctly placed on the energy isolating devices?			
6.	Were the correct lockout/tagout devices used?			
7.	Were the potentially hazardous stored energies relieved, restrained or otherwise rendered safe?			
8.	Was the isolation of hazardous energy sources verified to be effective, by testing with appropriate instrumentation and/or by attempting to operate the equipment?			
9.	Were the equipment controls returned to the neutral or off position after verifying that the equipment would not start-up or cycle?			
Release from Lockout/Tagout		Yes	No	N/A
1.	Did the Authorized Employee ensure that the equipment or machine was fully assembled, all of the tools, personnel and non-essential items were removed and all safety guards were reinstalled?			
2.	Were all Affected Employees notified that the equipment was going to be returned to service?			
3.	Were the lockout/tagout devices removed by the same Authorized Employee who attached them?			
4.	Were the Affected Employees notified that the servicing or maintenance was complete and the equipment or machine is ready for use?			

The following has been reviewed with the Authorized Employee:

1. The Lockout/Tagout procedure for this piece of equipment or machine.
2. Any deficiencies observed during the evaluation.
3. The Authorized Employee's responsibilities under the Lockout/Tagout Program.

Person Performing the Evaluation: _____ Date: _____

Department of Safety and Environmental Management

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