



VCU

Safety and Risk
Management

Lockout/Tagout Periodic Inspection Form

Department:

Equipment type and ID#:

Inspection conducted by:

Equipment location:

Inspection date:

List authorized employees using this procedure. Has the employee been trained in the procedure?

Employee name: ☐ Yes ☐ No

Employee name: ☐ Yes ☐ No

Employee name: ☐ Yes ☐ No

Employee name: ☐ Yes ☐ No

Do *authorized* employees know the location of the written procedure? ☐ Yes ☐ No

Do *authorized* employees have access to the procedure? ☐ Yes ☐ No

Are *affected* employees notified when the procedure is being used? ☐ Yes ☐ No

Have *affected* employees been trained to recognize when the procedure is being used and instructed not to remove lockout/tagout devices or start de-energized equipment? ☐ Yes ☐ No

Can energy-isolating devices be locked out? ☐ Yes ☐ No

Note: When you replace, renovate, or modify machines and equipment, ensure that the energy-isolating devices will accept lockout devices. New equipment and equipment renovated or modified after January 2, 1990, must be capable of being locked out.

Did each *authorized* employee lock out all energy sources? ☐ Yes ☐ No

Does this procedure involve group lockout/tagout? ☐ Yes ☐ No

Did the *authorized* employees verify that the equipment was de-energized? ☐ Yes ☐ No



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Did the *authorized* employees follow the lockout/tagout procedure?

☐ Yes ☐ No

Does the lockout/tagout procedure adequately protect employees?

☐ Yes ☐ No

If not, list and describe the deficiencies requiring corrective action.

- 1.
- 2.
- 3.
- 4.
- 5.

If this is a lockout procedure, did the inspector review with all *authorized* and employees their responsibilities under the procedure? **Note: A review can be accomplished by meeting with employees individually or in a group.**

☐ Yes ☐ No
☐ Not applicable

☐

If this is a tagout procedure, did the inspector review with all *authorized* and affected employees their responsibilities under the procedure? **Note: A review can be accomplished by meeting with employees individually or in a group.**

☐ Yes ☐ No
☐ Not applicable

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