

APPENDIX J: LOTO INSPECTION CHECKLIST

Date:	Area/Dept:
Equip/Process:	Inspector(s):
Task:	

Type of Lockout/Tagout Procedures Utilized (Check all that apply):

Electrical-Flexible Cord-Exclusive Control	Hydraulic-Stored Energy-Lock
Electrical-Flexible Cord-Plug Lockout	Hydraulic-Ball Valve-Locking Cap
Electrical-Disconnect-Lock	Process-Gate Valve-Locking Cap
Electrical-Breaker Switch-Switch Device	Process-Line-Break in Line
Electrical Fuse Block-Block Device	Process-Line-Cable or Chain
Electrical-PLC-Lock	Mechanical-Block-Pin
Pneumatic-Quick Disconnect-Locking Cap	Mechanical-Mobile Equipment-Block
Pneumatic-Ball Valve-Locking Cap	Mobile Equipment-Ignition-Key Control
Other (please explain):	

Authorize Workers:	Craft/Title:
1.	
2.	
3.	
4.	
5.	

#	Questions:	Yes	No	N/A
1.	Were the affected personnel notified of the work to be performed?			
2.	Is a written procedure available for the task?			
3.	If Yes to #2, was it followed?			
4.	If Yes to #2, is the procedure adequate?			
5.	If No to #2, is a procedure needed?			
6.	Did each authorized employee know what energy sources to isolate?			
7.	Are the proper energy control devices being used?			
8.	Did authorized employee(s) verify equipment is safe after lockout?			
9.	Was the on/off switch returned to "off" position following verification?			
10.	Did each authorized employee on the job have his or her personal lock and tag attached to all isolation points on the equipment or device?			
11.	Is the tag properly filled out (User clearly identified)?			
12.	Does the authorized employee have sole control of his/her key?			
13.	Have authorized employees responsibilities been reviewed with them?			
14.	Did authorized employees understand their responsibilities under the energy control procedure being inspected?			
15.	Was the procedure found to be correct/without deficiency? If not, what was corrected?			