**Logout / Tagout Template Guide**

**This checklist applies to review, consideration, and documentation of the LOTO program and associated procedures. It is not a step-by-step procedure for performing LOTO.**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

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| Has an established written program been developed consisting of energy control procedures, training, and periodic inspections for servicing and maintaining machinery or equipment where the release of stored energy or unexpected energizing could cause injury to an employee? |
| Do LOTO procedures clearly outline the scope, purpose, authorization, rules, and techniques to be used in controlling hazardous energy? |
| Does the lockout/tagout program provide for compliance observation and enforcement? |
| Have all employees who are authorized to use lockout/tagout been trained on the procedures? |
| Are employees retrained on lockout/tagout when their job assignments change, machinery or processes change and present a new hazard, or procedures change? |
| Is all machinery or equipment locked out or tagged out during repairs or maintenance, when energizing or release of stored energy could cause injury to an employee? |
| Does the lockout/tagout procedure require that stored (potential) energy be released or blocked before equipment is locked-out for repairs or maintenance? |
| When doing service or maintenance work on cord and plug connected machinery or equipment is the plug under the exclusive control of the employee performing the work? |
| Are employees instructed and trained to lock equipment and machinery out at the main power disconnects? |
| Have procedures for the following been identified? |
| Shutting down, isolating, blocking, and securing machinery or equipment? |
| Affixing lockout/tagout devices to energy isolating devices to disable machinery or equipment and prevent unexpected energizing? |
| Placing, removing, and transferring of lockout/tagout devices? |
| Determining the effectiveness of the lockout/tagout devices? |
| Do the LOTO procedures identify how affected employees are notified that machinery or equipment is being locked out or that lockout devices are being removed? |
| Is a procedure in place for removing a lockout/tagout device when the employee who placed it is not available?  |
| Are appropriate employees provided with individually keyed and user identifiable personal safety locks? |
| Are all lockout and tagout devices standardized by size, shape, color and/or design? |
| Are employees required to maintain exclusive control of their keys while they have safety locks in use? |
| Are employees required to check the safety of the lockout by attempting to power up machinery or equipment, after making sure no one is exposed? |
| Is a method provided to ensure the main control circuit can also be disconnected and locked out, if the primary energy source is independent and not connect? |
| Are all appropriate electrical enclosures identified? |
| Does an authorized person perform an inspection of your energy control procedures at least annually? |
| Are all inspections documented once they have been conducted and corrective actions performed? |