

# ENERGY CONTROL (LOCKOUT/TAGOUT) ANNUAL EVALUATION

This form was developed to assist you in gathering and maintaining the mandated information

**Municipality or Authority:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/201\_\_\_\_

<b>SECTION I: GENERAL INFORMATION (Required)</b>			
<b>Specify equipment &amp; location where the LOTO procedure is being used:</b>			
<b>Authorized Employee(s):</b>			
<b>Affected or Other Employee(s):</b>			
<b>Is the inspector an “authorized employee”?</b>		<b>Yes</b>	<b>No</b>
<b>(Employees may not inspect their own procedures)</b>			
An annual inspection was conducted by the inspector below of the authorized employees performing the lockout/tag out work. This inspection included a review between the supervisor and each authorized employee of the employee's responsibilities relative to the energy control procedure being inspected.			
<b>SECTION II: LOCKOUT/TAGOUT PROCEDURE</b>		<b>Y</b>	<b>N</b>
<b>1.</b>	Were all “affected” and “other” employees verbally notified of the lockout?		
<b>2.</b>	Were operational controls turned to the “Off” position prior to lockout?		
<b>3.</b>	Were all energy sources turned to the “Off” or “Safe” position?		
<b>4.</b>	Were lockout devices and locks properly attached to each energy isolation device?		
<b>5.</b>	Were 1 tag and 1 lock used by each authorized individual on the job at each control point?		
<b>6.</b>	Were warning tags indicating the authorized employee’s name and the date attached to each energy isolation device?		
<b>7.</b>	Was all stored energy properly controlled? (Pneumatic & hydraulic energy bled, suspended parts lowered, etc)		
<b>8.</b>	Was an attempt made to restart the equipment or otherwise ensure the effectiveness of the lockout prior to beginning the service work?		
<b>9.</b>	If a group lockout was required, did all authorized employees attach their own locks and tags to each energy isolation device?		
<b>10.</b>	Were all locks and devices properly removed after servicing?		
<b>11.</b>	Were all “affected” and “other” employees verbally notified when the lockout was complete?		
<b>12.</b>	Maintain the tag & this sheet for a minimum of <b>1 year</b> or until the next audit is conducted		
<b>SECTION III: INSPECTION RESULTS AND SIGNATURES</b>			
Please fully explain all “No” responses and note any other deficiencies that are not specifically covered by a checklist item: (May use back of form showing line # and comment)			
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			
<b>8.</b>			
<b>9.</b>			
<b>10.</b>			
<b>11.</b>			
<b>12.</b>			
<b>Deficiencies must be corrected through revised procedures, training or both.</b>			
<b>Authorized Employee Energy Control Procedures (LOTO) Annual Evaluation Certification</b>			
A written certification must be generated to verify the annual inspection & the results thereof.			
<b>The results of this audit should be shared in a crew meeting</b>			
Inspector Name: Print _____			
Signature: _____		Date: ____/____/201____	