

Lockout/Tagout Checklist

Name of Authorized Employee performing Lockout/Tagout: _____

Role/Title of Authorized Employee performing Lockout/Tagout: _____

Name/Location of Machine or Equipment: _____

Preparation for Lockout/Tagout Procedures	Yes	No
1. Are you trained in lockout/tagout procedures? (Do not proceed if you have not been properly trained.)		
2. Have all energy sources for this machine been identified?		
Machine Shutdown Operations	Yes	No
3. Has the machine been shut down properly using normal stopping procedures?		
4. Have all affected employees been notified that the machine will be shut down and locked/tagged out?		
Lockout/Tagout Procedures	Yes	No
5. Has the machine been isolated from all energy sources?		
6. Are all locks, tags, and devices in place?		
7. Has all stored energy been controlled, disconnected, or restrained?		
8. Has the machine been tested and verified to make sure it has been properly shut down and locked/tagged out?		
Removal of Locks and Tags (after completion of work)	Yes	No
9. Has the work area been inspected to make sure all tools, parts, etc. have been removed before restarting machine?		
10. Have all affected employees been notified and removed from the area so the locks and tags can be removed and the machine can be put back into operation?		

11. Have all locks and tags been removed by the authorized employee?		
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Safety Concerns:

Steps for Corrective Action:

Employee Signature: _____

Date: _____

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