

LOCKOUT/TAGOUT (LOTO) INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Energy Control Procedures

- Yes No — Written procedures are available for each machine
- Yes No — Procedures clearly outline steps for shutting down
- Yes No — Energy sources are identified and labeled correctly
- Yes No — Procedures are reviewed annually for accuracy

Hardware and Devices

- Yes No — Locks and tags are standardized and durable
- Yes No — Devices are used only for energy control purposes
- Yes No — Tags include the identity of the authorized employee
- Yes No — Lockout devices are substantial enough to prevent removal

Employee Training

- Yes No — Authorized employees have received LOTO training

Yes No — Affected employees understand the purpose of LOTO

Yes No — Retraining is conducted for new equipment or processes

Yes No — Training records are maintained and up to date

Verification and Safety

Yes No — Stored energy is dissipated or restrained

Yes No — Isolation is verified before work begins

Yes No — Group lockout procedures are followed when applicable

Yes No — Shift changes are managed to ensure continuity of LOTO

FINAL NOTES

Inspector Comments:

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

I confirm this inspection was completed accurately

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