



Lockout/Tagout Written Procedure Inspection Certificate

EOSMS- 303-5

Effective Date: 06/01/2022

FORM_EHS_01

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Instructions

This form is to be used for tracking purposes and as a field check to ensure everything is in order before conducting LOTO.

Department Name:

Internal Procedure Number (if applicable):

Last Updated:

Machinery or Equipment Name or Type:

Employees Trained as "Authorized" for this Procedure

Elements of Inspection

- **Preparation for shutdown** – Knowledge of the type and magnitude of the hazardous energy.
- **Machine or equipment shutdown** – Performed using established procedure.
- **Machine or equipment isolation** – All energy sources located and isolated.
- **Hazardous energy control device application** – Affixed to the energy isolation device by authorized individuals.
- **Stored energy** – All potentially hazardous stored or residual energy must be relieved, disconnected, restrained, and otherwise rendered safe.
- **Verification of isolation** – Authorized employee will verify the isolation and de-energizing of the machine or equipment has been accomplished.

Verification

A field-check of the utilization of this procedure was performed on the following "Authorized" individuals.

Authorization

Field check was performed by the following authorized employee and not the person being field checked.

Name	Date

Deficiencies Noted During Field Check

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Verification Statement

The inspected individuals demonstrated adequate knowledge of locking/tagging this piece of equipment. Any deficiencies noted above have been corrected and proper techniques have been verified.

Signature of Field-Check Inspector:

Signature of Lockout/Tagout Employee:

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