

Villanova University
Lockout/Tagout Procedure

LOCKOUT INSPECTION FORM

Date: _____ **Equip./Machine:** _____ **Location:** _____

Inspector: _____ **Authorized Employees:** (1) _____ (2) _____
(3) _____ (4) _____

Inspection Item	Yes	No	N/A
Did the inspector review the Authorized Employee's responsibilities under the University's Lockout Procedure?			
Did the Authorized Employee have the necessary lockout equipment (Tags, Locks, hasps, chains, blocks, etc. available?)			
Did the Authorized Employee notify all Affected Employees of the need to perform Service or Maintenance work on machine/equipment?			
Is the Authorized Employee knowledgeable of the type, magnitude and hazards of the energy to be controlled?			
Did the Authorized Employee turn off or shut down the machine or equipment in an orderly manner?			
Did the Authorized Employee locate and operate all Energy Isolating Devices to isolate the machine or equipment from the Energy Source and apply a Lock and Tag to each device?			
Did the Authorized Employee verify that isolating and de-energization have been accomplished and return the controls to the neutral position?			
Was test equipment used to verify disconnect of electrical circuits exceeding 600?			
Did each Authorized Employee work only under his own lock?			
Were the following steps taken by the last Authorized Employee to remove his lock from the equipment: <ul style="list-style-type: none"> • Conduct an inspection of the work area to insure that the machine or equipment is operationally intact? • Conduct an inspection to assure that all employees are safely positioned? • Assure all guards have been replaced? • Verify the controls are in the neutral position? • Remove the Lockout Devices and Tags and re-energize the equipment? • Test the equipment to assure it is operational? • Notify the Affected Employee that the Lockout Device(s) have been removed? 			
Has the Authorized Employee(s) demonstrated an adequate knowledge of Lockout practices?			
Has a need for retraining been demonstrated?			
Has the Authorized Employee(s) received training in Lockout practices in the past 12 months?			