

Appendix B

Lockout/Tagout Checklist | Annual Employee Audit

Employee:	Department:
Equipment:	Building:

This audit should be completed annually for each authorized individual who performs lockout/tagout. Note that the person conducting the audit will immediately stop the process if the authorized individual is endangered.

1	Were all affected individuals notified that equipment will be shut down?
2	Was equipment shut down safely?
3	Was equipment shut down safely?
4	Were all energy isolation devices(s) locked out?
5	Was a tag(s) placed on each energy isolation device(s)?
6	Was any residual energy neutralized or bled down?
7	Were energy sources blocked or restrained?
8	Were the normal controls activated once the area is clear or verify that the equipment is dead?
9	Were the controls set in the "off" or "neutral" position?
10	Were all tools, parts, equipment removed?
11	Were all guards, shields and other safety devices replaced?
12	Were there any individuals who were exposed to a hazard?
13	Were the lock and tag removed?
Comments:	
Supervisor or Person Conducting the Audit	Date