

ENERGY CONTROL (LOCKOUT/TAGOUT) CHECKLIST

Instructions: Use this worksheet to inspect your facility for compliance. A “No” answer indicates that corrective action is required to remedy the situation. Take action now.

Assessment	Baseline	Action/Comments
Do you have a written lockout/tagout program tailored to your facilities needs?	Yes/No	
Does your program cover the additional requirements of the regulation as necessary? <ul style="list-style-type: none"> • testing machines • group lockout • shift/personnel changes • outside contractors 		
Has hazard energy sources been identified for each machine or group of machines?	Yes/No	
Do you have written machine specific procedures for all equipment or machines where the release of energy could occur?	Yes/No	
Have authorized personnel been issued locks, keys and tags for use in lockout operations.	Yes/No	
Has initial training of employees been conducted? <ul style="list-style-type: none"> • authorized • affected • others 	Yes/No	
Have you certified the training which identifies each employee by name and date of training?	Yes/No	
Have you set up a procedure for retraining employees on lockout/tagout as needed?	Yes/No	
Have you conducted an annual inspection of all authorized employees on lockout/tagout procedures?	Yes/No	
Have you certified the annual inspection for each authorized employee by name; date; machine that was being locked out and the person doing the inspection?	Yes/No	