Lockout/Tagout (LOTO) Periodic Inspection Checklist

OSHA 29 CFR 1910.147(c)(6) | Annual Periodic Inspection

Date: _____	**Inspector: _____**	**Location: _____**
Machine/Equipment: _____	**Procedure #: _____**	**Authorized Employee Observed: _____**

Part 1: Written Procedure Review

Inspection Item	What to Verify	Yes	No
Procedure identification	Procedure identifies specific machine/equipment, location, and all types of energy to be controlled.		
Energy source identification	All energy sources (electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational) are listed.		
Isolation points	All energy-isolating devices are correctly identified. No new energy sources have been added since last review.		
Shutdown sequence	Written shutdown steps are accurate and match current equipment configuration.		
LOTO device placement	Procedure specifies where locks/tags are applied for each isolation point.		
Stored energy dissipation	All forms of stored/residual energy are addressed with specific methods for dissipation or restraint.		
Verification of isolation	Procedure requires verification that energy is isolated (try controls, test with instruments, check gauges).		
Release from LOTO	Steps for removing locks/tags, clearing work area, notifying affected employees, and restoring equipment.		
Group LOTO provisions	If applicable, group lockout procedure addresses personal lock requirements and coordination.		
Shift change procedures	If applicable, procedures for transferring LOTO protection between shifts are documented.		

Part 2: Employee Knowledge and Execution

Inspection Item	What to Verify	Yes	No
Authorized employee knowledge	Employee can explain the procedure and the purpose of each step.		
Correct procedure execution	Inspector observed employee performing LOTO. Each step matched written procedure.		

Proper device application	Employee applied correct lock/tag to each isolation point identified in the procedure.		
Energy verification	Employee verified energy isolation before beginning work (tried controls, tested circuits, etc.).		
Affected employee awareness	Affected employees understand LOTO purpose and know not to restart locked/tagged equipment.		
Release procedure followed	Employee followed proper steps for removing LOTO devices and restoring equipment.		

Part 3: Devices and Equipment

Inspection Item	What to Verify	Yes	No
Lockout devices	Locks are durable, standardized, substantial, and labeled with authorized employee identity.		
Tagout devices	Tags are durable, standardized, legible, include employee identity, and include warning legend.		
Device exclusivity	LOTO devices used exclusively for energy control (not used for tool storage, lockers, etc.).		
Energy-isolating devices	All isolation devices (breakers, disconnects, valves) operational and capable of being locked out.		
Labeling	Energy isolation points on equipment clearly labeled, legible, and matching the written procedure.		
Device inventory	Adequate supply of locks, tags, hasps, and other devices available.		

Deficiencies & Corrective Actions

Deficiency Description	Corrective Action	Assigned To	Date Fixed

Overall Finding: Procedure adequate and being followed / Deficiencies identified (see above)
Retraining Required: Yes / No If yes, list employees:
_____

Inspector Signature: _____ Date: _____

Safety Manager: _____ Date: _____

If deviations or inadequacies are found, correct the procedure and retrain all affected employees before the procedure is used again. Document retraining with employee name and date per 1910.147(c)(7).

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