

## Appendix A

### Periodic Lockout/Tagout Inspection Form

**Directions:**

- Conduct periodic inspections **at least annually**
- Use one form for each machine or equipment that has a written Lockout/Tagout Procedure
- Keep the original on file and **send a copy to Environmental Health & Safety, Unit 4097, FAX 6-1106 or submit via email (see email button at bottom of page)**

<b>Department/Shop:</b>	<b>Unit:</b>	<b>Date:</b>
<b>Machine/Equipment Inspected:</b>		

**Employees included in the inspection:**

1.	2.	3.
4.	5.	6.
7.	8.	9.

**Review the Lockout/Tagout Procedures and employee responsibilities with the authorized employees and complete the following:**

1. Do the employees understand the Lockout/Tagout Procedures and their responsibilities under the University Lockout/Tagout Policy?

YES  NO If no, indicate corrective action taken:

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2. Do the employees follow the Lockout/Tagout Procedures?

YES  NO If no, indicate corrective action taken:

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3. Are the established Lockout/Tagout Procedures effective to provide full protection?

YES  NO If no, indicate corrective action taken:

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4. Other discrepancies noted and corrective actions taken:

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**Person(s) Conducting Inspection:**

Name:	Signature:	Department:
Name:	Signature:	Department: