**Lockout/Tagout Program**

**Periodic Lockout/Tagout Inspection Form - Basic**

This form shall be completed by an inspector other than the authorized employee(s) who use the lockout/tagout procedures. The inspection shall be conducted at least annually.

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| 1. List the equipment/machines on which the lockout/tagout procedure is being used.
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| 1. Provide the names of the authorized employees who performed the lockout and tag procedure for this inspection.
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| 1. Evaluate the lockout/tagout procedure for the equipment/machine(s) in item 1. Determine if the written procedure is still effective for the equipment/machine(s) and if there is a need for updating (due to a new energy source, etc). List any corrective actions below and review with supervisor and/or authorized employee. As needed, supervisors /authorized employees are to revise the lockout/tagout procedure for future use.
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| 1. Review the lockout/tagout procedure responsibilities with the authorized employees.
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Inspector Print\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_