Lockout/Tagout Equipment-Specific Procedure Periodic Review

*The Equipment-Specific Procedure Periodic Review form includes directions and content for the review of an equipment-specific lockout/tagout procedure. Refer to the* [*UW Hazardous Energy Control LOTO Program Manual*](https://www.ehs.washington.edu/system/files/resources/uw-loto-program-manual.pdf)*.*

*Instructions: Authorized Person conducting review cannot be one of the Authorized Persons using the procedure under review. Conduct review at least annually* *or before use, if procedure used less frequently than once a year.*

**Authorized Person conducting review**:

**Department/unit:**

**Procedure under review:**

**Location of equipment:**

**Date of review:**

|  |  |
| --- | --- |
| **Name of Authorized Person(s) using this procedure** | **Has the employee been trained on the equipment-specific LOTO procedure?** |
| 1.
 | [ ]  Yes [ ]  No |
| 1.
 | [ ]  Yes [ ]  No |
| 1.
 | [ ]  Yes [ ]  No |
| 1.
 | [ ]  Yes [ ]  No |

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| 1. Do Authorized Persons know the location of the written procedure?
 | [ ]  | [ ]  |
| 1. Do Authorized Persons have access to the procedure?
 | [ ]  | [ ]  |
| 1. Are Affected Persons notified when the procedure is being used?
 | [ ]  | [ ]  |
| 1. Have Affected Persons been trained to recognize when the procedure is being used and instructed not to remove lockout/tagout devices or start de-energized equipment?
 | [ ]  | [ ]  |
| 1. Can energy-isolating devices be locked out?

*Note: When you replace, renovate, or modify machines and equipment, ensure that the energy-isolating devices will accept lockout devices. New equipment and equipment renovated or modified after January 2, 1990, must be capable of being locked out.* | [ ]  | [ ]  |
| 1. Did each Authorized Persons lock out all energy sources?
 | [ ]  | [ ]  |
| 1. Does this procedure involve group lockout/tagout?
 | [ ]  | [ ]  |
| 1. Did the Authorized Persons verify that the equipment was de-energized?
 | [ ]  | [ ]  |
| 1. Did the Authorized Persons follow the lockout/tagout procedure?
 | [ ]  | [ ]  |
| 1. Does the lockout/tagout procedure adequately protect employees?
 | [ ]  | [ ]  |

If you answered **No** to any question above, list and describe the deficiencies requiring corrective action.

1.
2.
3.