Appendix E:

UNC Charlotte – Hazardous Energy Control Procedure
(LO/TO) – Annual Inspection Form

Machine / Equipment / Process: _____ **Building:** _____ **Date:** _____

Hazardous Energy Control Procedure Being Used (LO/TO): _____

Authorized Employees Performing LO/TO: (List Below)

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Affected Employees: (List Below)

1. _____ 3. _____

2. _____ 4. _____

Review of procedural Responsibilities: Please check corresponding Yes (Y), No (N) and/or Not Applicable (NA) boxes. Add notes.

CHECK THE FOLLOWING IN SEQUENCE	YES	NO	N/A	NOTES/COMMENTS/CORRECTIVE ACTION
1. Is there a specific hazardous energy control (lockout/tagout) procedure for this machine or equipment available and/or posted?				
2. Is the hazardous energy control procedure being followed?				
3. Is the authorized employee aware of his/her responsibilities on the hazardous energy control procedures being inspected?				
4. If a tag is used where machine/equipment is not capable of being locked out, is the tagout device attached at the same location the lockout device would have been attached?				
5. Are the approved lockout/tagout devices provided to authorized employees?				
6. Is lockout/tagout performed only by authorized employees?				
7. Do authorized employees only use their own locks?				
8. Are affected employees notified before application and removal of lockout/tagout devices?				
9. Are requirements followed when group lockout is required?				
10. Is energy isolation verified?				
11. During shift or personnel change, are requirements to ensure continuity of lockout/tagout protection being met?				
12. Are all authorized employees trained?				

Other Observations (If applicable):

_____

_____

_____

Please complete the Hazardous Energy Control Procedure instructional review session with all authorized LO/TO employees and have employees sign below.

Print Name	Signature	ID Number	Date

_____   _____   _____

Supervisor/Inspector (Print Name)   *Signature*   *Date*