

Lockout/Tagout Checklist

Plug-In Energy Source

Yes	No	Requirement
		Is the only energy source a power cord
		Can the equipment just be unplugged to do maintenance
		Will the cord be completely under your control at all times

If Yes to the 3 questions, a written program is not necessary and either authorized or affected employees can do work.

Single Energy Source

For a single energy source without written documentation the following requirements must be met.

Yes	No	Requirement
		1. It has been verified there is no potential for stored or residual energy or re-accumulation of stored energy after shutdown which could endanger employees.
		2. Does the machine or equipment have a single energy source which can be readily identified and isolated?
		3. The isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment?
		4. Will the machine or equipment be isolated from an energy source and locked and tagged out during servicing or maintenance?
		5. Will a single lockout device can be used to achieve a locked-out condition?
		6. Is the lockout device under the exclusive control of the authorized employee performing the servicing or maintenance?
		7. Has it been verified the servicing or maintenance will not create hazards for other employees?
		8. Has it been verified there is no evidence of any accidents involving the unexpected activation or re-energization of the equipment during the servicing or maintenance?

If the answers to the 8 questions are yes, no written documentation is required. However, only authorized employees can conduct the work.