SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Lockout/Tagout Application and Removal Checklist

Regulation: 29 CFR 1910.147(c)(1)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Identify every energy source on the equipment	
☐	Notify affected coworkers, then shut down normally	
☐	Isolate all energy at disconnects and valves	
☐	Apply YOUR lock and tag at every isolation point	
☐	Release stored energy: bleed, block, discharge	
☐	Verify: try to start it; it must not respond	
☐	Done? Remove only your own lock and notify the area	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	A written energy control program exists and covers this equipment **29 CFR 1910.147(c)(1)**	
☐	Equipment-specific energy control procedures are documented **29 CFR 1910.147(c)(4)**	
☐	The six-step application sequence is followed, including stored energy relief and verification- **29 CFR 1910.147(d)**	
☐	Authorized and affected employees are trained and training is documented **29 CFR 1910.147(c)(7)**	
☐	The procedure is inspected periodically, at least annually	

WARNINGS

One lock, one key, one person: never share locks

Never remove another person's lock

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE