SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Lockout/Tagout Periodic Inspection Checklist

Regulation: 29 CFR 1910.147(c)(6)(i)

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
☐	Pick the procedure and an inspector who does not use it	
☐	Read the written procedure before you walk the floor	
☐	Watch the real job: isolate, lock, relieve, verify, remove	
☐	Compare the document to the equipment as it is today	
☐	Review responsibilities with each authorized employee	
☐	Write the certification: equipment, date, employees, inspector	
☐	Fix every deviation and retrain where understanding is short	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Each energy control procedure is inspected at least annually **29 CFR 1910.147(c)(6)(i)**	
☐	The inspector is an authorized employee other than those using the procedure being inspected **29 CFR 1910.147(c)(6)(i)**	
☐	The inspection includes a review of responsibilities with the authorized employees who use the procedure **29 CFR 1910.147(c)(6)(i)**	
☐	Deviations and inadequacies identified during the inspection are corrected **29 CFR 1910.147(c)(6)(i)**	
☐	A written certification identifies the equipment, the date, the employees included, and the inspector **29 CFR 1910.147(c)(6)(ii)**	
☐	Procedure documents are updated when the inspection finds they no longer match the equipment **29 CFR 1910.147(c)(4)**	
☐	Employees are retrained when the inspection reveals a deviation or inadequate understanding **29 CFR 1910.147(c)(7)**	

WARNINGS

Nobody inspects a procedure they use themselves

A demonstration staged for the inspector is not an inspection

A finding with no owner and no due date is not a correction

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE