

# LOTO Equipment & Device Inspection Checklist

NO	CHECKLIST	YES	NO	COMMENTS
1.	Notified all affected employees and/or external contractors of LOTO			
2.	Identified and documented all power disconnect locations:			Number of Disconnect Points: _____ Locations: _____
3.	Ensured that equipment is fully powered down.			
4.	Isolated equipment from all hazardous energy sources			Number of Isolation Points: _____
5.	Locked energy isolating devices in the OFF position.			
6.	Attached lockout/tagout tags to all locks.			

7.	Dissipated or released any stored energy safely.		
8.	Blocked mechanical components or removed mechanical links.		
9.	Tested machinery to ensure it cannot be restarted.		Returned switch to OFF position.
10.	Verified no hazardous energies are present or isolated.		Test Equipment/Meters Used: _____
11.	Conducted a final safety check.		
12.	Documented all actions taken during the procedure.		
13.	Communicated with affected employees after completion.		

14. Scheduled regular reviews of LOTO procedures

15. Maintained an inventory of LOTO devices and tags.


### Further Comments & Action

Large empty rectangular area for providing further comments and actions.