

Hazardous Energies Control and Lockout/Tagout

Appendix B: Hazardous Energy Control Procedure Review Checklist

Note: Campus departments with a LOTO program must review/inspect their hazardous energy control procedures (HECP) at least once each year to ensure they are up-to-date, effective, and are being used properly. Authorized and Affected Employees should also be re-trained at this time if they are not familiar with their role and responsibilities. Please forward a copy of this completed inspection to Environmental Health and Safety (safety@uci.edu).

Department:	Name of LOTO Coordinator (may also be the inspector):
Work Unit / Shop:	Name of Inspector:
Equipment Inspected / Procedure Being Reviewed:	Name of Authorized Employee Performing LOTO for Inspector:
Date of Review:	Name of EHS Rep Overseeing Review (if present):

Inspection Results

	Yes	No
1) Was the procedure being reviewed posted by the appropriate machine/equipment at the time of the inspection?		
2) Did the authorized employee follow the entire procedure during the review process?		
3) Does the procedure need to be updated? If so, please explain what actions will be taken on page 2.		
4) Will re-training be necessary for the authorized employee performing the review?		
5) Will re-training be necessary for any other authorized employees present during the inspection?		

Training Required for Authorized and Affected Employees

Lockout / Tagout – Control of Hazardous Energies (UC Learning Center, www.uclc.uci.edu.)

Authorized Employees Present During Inspection

Name	Signature	Date

Affected Employees Present During Inspection

Name	Signature	Date

Deficiencies Observed / Corrective Actions Taken:

Inspector Signature _____ **Date** _____