

# RWU Lockout/Tagout Annual Inspection Form

Facilities Supervisors (with the help of EHS if requested) will annually conduct this inspection with their employees to ensure that the energy control procedures continue to be implemented properly, that the employees are familiar with their responsibilities, and that any deviations or procedural inadequacies that are observed are corrected.

Date, Building, and Location:

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Name, Title, & Signature of Inspectors (Print & Sign):

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Name of Employee(s) performing procedure:

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## Inspection Checklist

- ☐ Review each employee's responsibilities under LO/TO plan & procedure being used
- ☐ Observe as each employee performs LO/TO procedure
- ☐ Immediately identify & correct any procedural problems with each employee
- ☐ Note any LO/TO equipment needs or any deficiencies:

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