



## Lockout/Tagout Training Summary Form

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Training: \_\_\_\_\_

Trained By: \_\_\_\_\_

Level of Training:

√

|                          |              |
|--------------------------|--------------|
| <input type="checkbox"/> | "other"      |
| <input type="checkbox"/> | "affected"   |
| <input type="checkbox"/> | "authorized" |

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(Insert Company Name and Address)



**LOTO POLICY REVIEW DOCUMENTATION FORM**

**LOTO #:** \_\_\_\_\_

**Equipment/Machine Name:** \_\_\_\_\_

**Location of Equipment/Machine:** \_\_\_\_\_

**Employee's utilizing LOTO procedures:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_

**Name of "authorized" inspector:** \_\_\_\_\_

**Results of Inspection:**

√

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Operation is in full compliance</b> |
| <input type="checkbox"/> | <b>Minor non-conformities exist</b>    |
| <input type="checkbox"/> | <b>Significant discrepancies exist</b> |

**Describe non-conformities & significant discrepancies:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective action needed to correct non-conformities & significant discrepancies:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Insert Company Name and Address)



**LOTO EQUIPMENT INVENTORY FORM AND SPECIFIC LOTO PROCEDURES**

**LOTO #:** \_\_\_\_\_

**DATE PREPARED:** \_\_\_\_\_

**EQUIPMENT/MACHINE NAME:** \_\_\_\_\_

**EQUIPMENT/MACHINE LOCATION:** \_\_\_\_\_

**ASSOCIATED/KNOWLEDGEABLE EMPLOYEE(name & phone):**  
\_\_\_\_\_

**ENERGY TYPE:**

|   |                   |   |                   |
|---|-------------------|---|-------------------|
| √ | <b>electrical</b> | √ | <b>mechanical</b> |
|   | <b>hydraulic</b>  |   | <b>chemical</b>   |
|   | <b>pneumatic</b>  |   | <b>ionizing</b>   |
|   | <b>potential</b>  |   | <b>stored</b>     |
|   | <b>start-up</b>   |   | <b>other:</b>     |

**HAZARD:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAGNITUDE(i.e. voltage, R.F., gauss):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOTO Technique(i.e. means of isolation):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EQUIPMENT SPECIFIC LOTO PROCEDURE:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Insert Company Name and Address)**

