


Employee Name	Building	Date:
Employee No.	Equipment Name	Manager's Name
Organization:	Equipment ID	Mgr's Telephone No.

√- Yes X- No	A	Prior to the demonstration of Lockout/Tagout, is the Authorized Employee prepared with the necessary tools, equipment and skills as listed below?
	1	Has the employee attended a San Jose' State University Lockout/Tagout training class?
	2	Was the employee able to locate the written Lockout/Tagout Procedure for the equipment?
	3	Did the employee have the necessary Lockout/Tagout locks to perform the procedure?
	4	Did the employee have the necessary Lockout/Tagout tags to perform the procedure?
	5	Did the employee have the necessary Personal Protective Equipment?

√- Yes X- No	B	Practical Demonstration of Lockout/Tagout Procedures
	1	Notification of Affected Employees?
	2	Preparation for Shutdown? – Grasp the situation, knowledge of the type and magnitude of energy, the hazards of the energy and the methods to control the energy.
	3	Orderly shutdown of the machine or equipment? Turn off the machine using the established written procedures.
	4	Energy isolation devices are physically located? Energy disconnects and devices are operated as to isolate the machine from the energy sources.
	5	Locks and/or tags are affixed to each energy-isolating device? Locks and lockout devices are affixed in a manner that will hold the energy isolating devices in a “safe” or “off” position. Tags are attached with each lock and at energy isolation devices which cannot be locked.
	6	Stored energy or residual energy is relieved, disconnected, restrained, and otherwise rendered safe?
	7	Verification of Isolation? Attempt to start the machine or equipment to verify that de-energization is accomplished.

√- Yes X- No	C	Release from Lockout/Tagout
	1	Machines and Equipment are inspected to ensure that nonessential items are removed? Are the components operationally intact?
	2	Employees and work areas are checked to ensure that all employees are safely positioned or removed?
	3	The employee who applied the devices removes the lockout devices?
	4	Employee Notification? After the removal of lockout devices and before the machine or equipment is started, notify affected employees that the lockout devices are removed.

√- Yes X- No	D	Employee Practical Demonstration
		<i>The Authorized Employee whose name is listed below has successfully demonstrated his/her ability to perform Lockout/Tagout as documented above.</i>

Employee's Signature

Date

Trainer's Signature

Date

Employee's Printed Name

Trainer's Printed Name