In order to comply with 29 CFR 1910.147(c)(6), Wellesley College will complete this form annually for each documented LOTO procedure:

This form is used to audit energy control procedures for the following equipment/machine(s):

____________________________________________________________________________
____________________________________________________________________________

Basic Information: Complete/Compare with Existing Energy Control Procedure

Department:_____________________________________
Building______________________________________Date:___________________
Location/Area:__________________________________________________________________________________________________________
Inspector:______________________________________________________________________________________________________________
Authorized Employee(s) Involved: _________________________________________________________________________________________
Other Employee(s) Affected:______________________________________________________________________________________________

Service/Maintenance Activities Requiring Lockout/Tagout:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Review the current lockout/tagout procedures and indicate whether they are satisfactory. Any procedures marked “No” must have a detailed explanation under Comments/Deficiencies, below.

A. Control Methods: Satisfactory? □ Yes□ No
B. General Review of Responsibilities and Procedures: Satisfactory? □ Yes□ No
C. Energy Identification: Satisfactory? □ Yes□ No
D. Lockout Device: Satisfactory? □ Yes□ No
E. Energy Release Measures: Satisfactory? □ Yes□ No
F. Lockout Steps: Satisfactory? □ Yes□ No
G. Comments/Deficiencies:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

See next page for certification.
Certification:

This energy control procedure is adequate (or modified as noted above). The inspector has reviewed appropriate responsibilities with the Authorized Employee(s). Tag limitations were inspected and appropriate affected employees included in this review where tagout devices are used.

Inspector’s Signature: __________________________________________ Date: ________________

Authorized Employee’s Signature: ________________________________ Date: ________________

Authorized Employee’s Signature: ________________________________ Date: ________________

Authorized Employee’s Signature: ________________________________ Date: ________________