



# Authorized Employee Lockout/Tagout Annual Certification

The below listed Authorized Employee was observed conducting a Lockout-Tagout Procedure. The purpose of this observation is to ensure the employee understands the procedures used at this facility for the control of energy associated with equipment. The below listed employee successfully conducted the Lockout-Tagout and understands the 8-step procedure listed below.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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

Selected Machine / Equipment: \_\_\_\_\_

## 8 Step Procedure

### Installing Locks and Tag

- Notification of Affected Employees
- Preparation for Shutdown
- Machine or Equipment Shutdown
- Machine or Equipment Isolation from All Energy Sources
- Lockout or Tagout Device(s) Application
- Release of Stored and/or residual Energy
- Verification of Isolation (Testing)

### Restoring Equipment from Lockout/Tagout

- Release from Lockout or Tagout
  - Notified Affected Employees – Locks and tags to be removed
  - Checked equipment to ensure all guards are in place and tools removed
  - Ensured controls were in neutral or off position
  - Properly removed locks and tags and made equipment ready to use

### Changes and/or Recommended Changes in Procedures(s)

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_