Lockout/Tagout Authorized Person Periodic Review

*The Authorized Person Periodic Review refers to inspecting an Authorized Person’s role and responsibility in the hazardous energy control program and confirming that an Authorized Person has sufficient knowledge of hazardous energy control procedures and their application of lockout/tagout and tagout only. Refer to the* [[*UW Hazardous Energy Control LOTO Program Manual*](https://www.ehs.washington.edu/system/files/resources/uw-loto-program-manual.pdf)*.*](https://www.ehs.washington.edu/resource/uw-lockouttagout-program-manual-804)

*Instructions: The Authorized Person conducting the review cannot review themselves. Reviews can be done during a LOTO procedure or in a meeting. If individuals conduct a LOTO procedure, a review can be done by meeting/talking with employees individually or in a group. For individuals conducting tagout only, a review must be done by meeting/talking with employees individually.*

**Authorized Person conducting review**:

**Department/unit:**

**Equipment used in review:**

**Review date:**

This review is for: [ ]  Lockout/tagout [ ]  Tagout only

| **Question** | **Yes** | **No** |
| --- | --- | --- |
| 1. Since the last review, has the Authorized Person(s):
	1. Had a change in job assignments, machines, equipment or processes?
 | [ ]  | [ ]  |
| * 1. If yes, has the person(s) been re-trained when job assignments, machines, equipment or processes have changed?
 | [ ]  | [ ]  |
| 1. Are the locks uniquely identified, uniquely keyed, and only used for the purpose of LOTO?
 | [ ]  | [ ]  |
| 1. Does the tag used with the lock identify the worker servicing the machine or equipment?
 | [ ]  | [ ]  |
| 1. Does the employee(s) use an equipment-specific LOTO procedure, when required?
 | [ ]  | [ ]  |
| 1. Does the employee(s) know where the equipment-specific LOTO procedures are located and how to develop one?
 | [ ]  | [ ]  |
| 1. Does the employee(s) notify affected employees and all other employees in the area before starting the equipment-specific LOTO procedure?
 | [ ]  | [ ]  |
| 1. Can the employee(s) identify all hazardous energy sources and associated hazards for the equipment or machine to be locked out?
 | [ ]  | [ ]  |
| 1. Does the employee(s) follow the proper LOTO procedures for de-energizing the equipment or machine, including releasing any stored or residual energy?
 | [ ]  | [ ]  |
| 1. Does the employee(s) demonstrate the proper steps for the placement, removal and transfer of LOTO devices?
 | [ ]  | [ ]  |
| 1. Does the employee(s) use the proper methods to verify the equipment or machine was de-energized?
 | [ ]  | [ ]  |
| 1. Before releasing the machine or equipment from LOTO, does the employee(s) do the following:
	1. Inspect the machine or equipment to ensure it is operationally intact?
 | [ ]  | [ ]  |
| * 1. Ensure that all employees are safely positioned?
 | [ ]  | [ ]  |
| * 1. Notify Affected Persons and all other employees in the area that the LOTO devices have been removed?
 | [ ]  | [ ]  |

If answered **No** to any question, list and describe the deficiencies requiring corrective action.

1.
2.
3.

|  |  |  |
| --- | --- | --- |
| **Authorized Person Reviewed** **(printed name)** | **Job Title** | **Date** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |