Sequence of Lockout/Tagout System Form

NOTE: If the machine, equipment or process can be locked out and/or tagged out and an employee chooses to tagout, the employee should respond to Parts I and II of this form. Afterwards, the employee should return to Part I, Section E, Item #6.

Part I

A. Full Employee Protection. If you cannot indicate a “yes” answer by checking each of the following items, do not use the tagout system.

__ Tagout system provides full employee protection
__ Tagout devices placed at the same location where the lockout device would have been placed
__ Tagout system provides safety equivalent to the lockout program
__ Employees can fully comply with all tagout-related provisions

B. Additional Safety Measures. Check the measure(s) used to provide equivalent protection and/or state any other alternative used.

__ Isolating circuit element removal
__ Control switches blocked
__ Extra disconnecting device opened
__ Removal of valve handles
__ Alternative measures used to provide equivalent protection:

______________________________________________________________

C. Tagout Devices. Check the tagout device against each criterion listed below. The tagout device should satisfy each criterion.

__ Singly identified
__ Device used only for controlling energy
__ Not used for other purposes
__ Durable/substantial
__ Able to withstand its intended environment
__ Non-reusable
__ Attachable by hand
__ Self-locking
__ Indicates employee identity
__ Exposure will not cause deterioration
__ Does not deteriorate in corrosive environment
__ Standardized as to: ___color; ___shape and size; ___print and format
__ Minimum unlocking strength of no less than 50 pounds
__ Equivalent to a one-piece, all environment-tolerant nylon cable tie

D. Warning Message. Ensure that the tagout device:

__ Warns against hazardous conditions
E. **Training.** Be certain that the employees have been trained that:

- Tags are simply warning devices
- Tags do not provide physical restraint
- Tags must never be removed without authorization
- Tags may evoke a false sense of security
- Tags are only part of the overall program
- Tags must be securely attached
- Tags must never be ignored or bypassed

**Requirement II**

A. State your reasons for using the tagout system:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

B. State how equivalent employee protection was provided:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

C. Describe the training provided to employees:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

At which location was the training provided:

_____________________________________________________________________________

Provide the date of the employee training:

_____________________________________________________________________________
Include the signature of the person who performed the training:

__________________________________________________

Include the signature of the person who authorized the use of the tagout system:

__________________________________________________

Date of authorization:

__________________________________________________