

CHAPTER 12 - LOCK-OUT / TAG-OUT PROGRAM

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CHAPTER 12 - LOCK-OUT / TAG-OUT PROGRAM

A. INTRODUCTION

1. The purpose of a program to control hazardous energy is to ensure effective implementation, operation, and recordkeeping of the Smithsonian Institution's lockout/tagout (LO/TO) program in compliance with [29 CFR 1910.147](#). This program establishes minimum performance requirements for the control of such hazardous energy.
2. This program applies to the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy, could cause injury to employees.
3. The provisions of this LO/TO Program shall apply to all personnel working for the Smithsonian Institution who service, maintain, or operate machines and equipment with stored energy that could cause injury.
4. Exclusions. This Chapter does not apply to the following:
 - a. Work on cord and plug-connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from its single energy source and by the plug being under the **exclusive control** (note definition below) of the one and only employee performing the servicing;
 - b. Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, if they are routine, repetitive, and integral to the use of the equipment, provided that the work is performed using alternative measures which provide effective protection,
 - c. Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water, or petroleum products when they are performed on pressurized pipelines, provided that the supervising department has included in their written procedures that the reason for exclusion is that (1) continuity of service is essential; (2) shutdown of system is impractical; and (3) documented procedures are followed, and special equipment is used which will provide proven, effective protection for employees.
 - d. Construction will adhere to Subpart K of CFR 1926.

B. DEFINITIONS

1. Affected employee - An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
2. Authorized employee - A person who has been trained per the

requirements of this Chapter and locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment, which must be locked, or a tagout system implemented.

Note: "Authorized Employee" designation does not mean that the employee is able to safely lockout and tagout all machinery and equipment of the employer. Employee is authorized on machinery and equipment on a case-by-case basis as ability and knowledge dictate.

3. Capable of being locked out - An energy-isolating device will be considered to be capable of being locked out if either it has a locking mechanism built into it, or if it is designed with a hasp or other attachment or integral part to which, or through which, a lock can be affixed. Other energy-isolating devices will also be considered capable of being locked out if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.
4. Energized - Connected to an energy source or containing residual or stored energy.
5. Energy-isolating device - A mechanical device that physically prevents the transmission or release of energy, including, but not limited to a manually operated electrical circuit breaker or a disconnect switch. The term does not include a push button, selector switch, and other control circuit-type devices.
6. Energy source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
7. Hot tap - A procedure used in the repair, maintenance, and servicing activities, which involves welding on a piece of equipment (pipelines, vessels, or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.
8. Lockout - The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed by the person who placed it on.
9. Lockout device - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolating device in a safe position and prevent the energizing of a machine or equipment by anyone other than the person who placed the lock on.
10. Normal operations - The utilization of a machine or equipment to perform its intended production function.
11. Servicing and/or maintenance - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or

servicing machines or equipment. These activities include lubrication, cleaning or un-jamming of machines, equipment and making adjustments, or tool changes, where the employee may be exposed to startup of the equipment or release of hazardous energy.

12. Setting up - Any work performed to prepare a machine or equipment to perform its normal production operation.
13. Tagout - The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.
14. Tagout device - A prominent warning device, such as tag and a means of attachment, which can be fastened securely to an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.
15. Zero energy state – Not connected to an energy source or containing residual or stored energy.

C. CHAPTER-SPECIFIC ROLES AND RESPONSIBILITIES

1. The Safety Coordinator will:
 - a. Ensure supervisors are responsible for conducting a hazard assessment of his/her area of control to determine whether the lockout/ tagout program applies to the processes and equipment in his or her area.
 - b. Keep copies of and provide a METR team documentation of the annual certification of their LO/TO program and initial and retraining of authorized and affected employees per the training section of this Chapter.
2. Supervisors and/or building manager will:
 - a. Develop, document and ensure use of energy control procedures to control potentially hazardous energy before workers perform service or maintenance activities covered by the Lockout/Tagout Program.

Exception: The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist:
 - (1) The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down that could endanger employees;
 - (2) The machine or equipment has a single energy source that can be readily identified and isolated;
 - (3) The isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment;

- (4) The machine or equipment is isolated from that energy source and locked out during servicing or maintenance;
 - (5) A single lockout device will achieve a locked-out condition;
 - (6) The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance;
 - (7) The servicing or maintenance does not create hazards for other employees; and
 - (8) The affected supervisor, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.
- b. These written, machine or equipment specific procedures must identify the information that the authorized employee(s) must know to control hazardous energy (steam, water, natural gas, compressed air, chemical, electrical, hydraulic, nuclear, mechanical, and others) during servicing or maintenance.
 - c. If this information is the same for various machines or equipment or if other means of logical grouping exists, then a single energy control procedure may be sufficient.
 - d. If there are other conditions, such as multiple energy sources, different connecting means, or a particular sequence that must be followed to shut down the machine or equipment, then the supervisor must develop separate, machine or equipment specific, written energy control procedures to protect the employees.
 - e. Ensure employees are provided training per the requirements of this chapter and that authorized employees are annually certified using the [Attachment 1](#) to document.
- 3. Employees are responsible to observe safety practices contained in the LO/TO program and to point out unsafe conditions to their supervisor.
 - 4. The building manager will coordinate all energy control activities with affected tenant organizations and with the Contracting Officer's Technical Representative (COTR)/contractors and oversee to insure compliance with this Chapter.
 - 5. OFMR (Office of Facilities Management and Reliability) will determine the standardized format of lockout and tagout devices since they comprise the majority of personnel performing operations covered by this program. In order to meet the standardization requirement, existing devices not meeting the standard will need to be phased out.

D. HAZARD IDENTIFICATION. Uncontrolled energy of machinery, equipment, or processes is a hazard to operators and other employees. Those who service and maintain machinery or equipment are especially vulnerable because it might

become energized while being serviced. Failure to follow this LO/TO Program can result in life threatening or serious injury situations.

1. Forms of Hazardous Energy. Workers may be exposed to hazardous energy in several forms and combinations during installation, maintenance, service, or repair work. A comprehensive hazardous energy control program will address all forms of hazardous energy.
 - a. Electrical energy from generated electrical power, static sources, or electrical storage devices (such as batteries or capacitors)
 - b. Steam
 - c. Pneumatic
 - d. Natural Gas
 - e. Water
 - f. Hydraulic
 - g. Stored Energy
2. Servicing and/or Maintenance Operations Hazards. If a servicing activity—such as lubricating, cleaning or un-jamming the production equipment—takes place during production, the employee performing the servicing may be subjected to hazards that are not encountered as part of the production operation itself. Workers engaged in these operations are covered by LO/TO when any of the following conditions occur:
 - a. The employee must either remove or bypass machine guards or other safety devices, resulting in exposure to hazards at the point of operation;
 - b. The employee is required to place any part of his or her body in contact with the point of operation of the operational machine or piece of equipment; or
 - c. The employee is required to place any part of his or her body into a danger zone associated with a machine operating cycle.

<p>In the above situations, the equipment must be de-energized and locks or tags must be applied to the energy-isolation devices. In addition, when other servicing tasks occur—such as setting up equipment or making significant adjustments to machines — employees performing such tasks are required to lock out or tag out if they can be injured by unexpected energization or startup of the equipment.</p>

OSHA also recognizes that some servicing operations must be performed with the power on. Making many types of fine adjustments, such as centering the belt on conveyors, is one example. Certain aspects of troubleshooting, such as identifying the source of the problem as well as checking to ensure that it has been corrected, is another. OSHA requires the employer to provide effective protection when employees perform such operations. Although, in these cases, a power-on condition is essential either to accomplish the particular type of servicing or to verify that it was performed properly, lockout or tagout procedures are required when other service or maintenance occurs and power is not required.

E. HAZARDOUS ENERGY CONTROL PROCEDURES

1. General Procedures for Authorized Employees. Follow the written procedures developed by supervisors or building managers when performing service or maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy is possible.
2. Energy Isolation. Implementation of lockout or the tagout system shall be performed only by authorized employees. Tagout procedures will **ONLY** be used if an energy-isolating device is not capable of being locked out.
3. Exclusive Control of Cord and Plug Connected Equipment – Potentially hazardous energy in cord and plug connected equipment must be controlled by the employee. Employees can protect themselves by preventing the equipment from becoming re-energized during the servicing operation. Follow either of these two procedures.
 - a. Unplug the equipment from its electrical socket. Place a lockable cover over the plug. Place your lock on the plug cover.
 - b. Unplug equipment from its electrical socket. Keep the plug in your possession at all times during equipment servicing; OR keep the plug within arm's reach and in your line of sight at all times during equipment servicing.
4. Notification of Employees. Affected employees shall be notified orally, by the supervising department or authorized employee of the application and removal of lockout devices or tagout devices. **Notification** shall be given **before** the controls are applied, and **after** they are removed from the machine or equipment.
5. Tagout.
 - a. OSHA has determined that lockout is a more effective means of ensuring the de-energization of equipment; it is the preferred method. However, OSHA recognizes that tagout must be used where the energy control device cannot accept a lock. If the energy-isolating device is capable of being locked out, the standard requires that a lockout be used unless the

employer can demonstrate that tagout will provide full employee protection, (Tags Plus) i.e., a level of protection that is equivalent to lockout. Refer to Responsibilities Section for clarification of responsibilities in making this determination.

After November 1, 1994, whenever replacement, major repair, renovation, or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment must be designed to accept a lockout device.

- b. When tagout systems are used, authorized employees shall also be trained in the following:
 - (1) Tags are essentially warning devices affixed to energy-isolating devices and do not provide the physical restraint on those devices that is provided by a lock.
 - (2) When a tag is attached to an energy-isolating means, it is not to be removed except by the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
 - (3) Tags must be legible and understandable by all authorized employees, affected employees and all other employees whose work operations are or may be in the area, in order to be effective.
 - (4) Tags and their means of attachment must be made of materials, which will withstand the environmental conditions encountered in the workplace.
 - (5) Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
 - (6) Tags must be securely attached to energy-isolating devices so that they cannot be inadvertently or accidentally detached during use.
- 6. Preparation for Lockout or Tagout. The authorized employee will make a survey to locate and identify all isolating devices to be certain which switch(s), valve, or energy-isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.
- 7. Sequence of Lockout Tagout System Procedures
 - a. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore.
 - b. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
 - c. Operate the switch, valve, or other energy-isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

- d. Lockout and/or tagout the energy-isolating devices with assigned individual lock(s) and/or tag(s).
 - (1) After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources.
 - (2) Operate the push button or other normal operating controls to make certain the equipment will not operate.
 - e. If the equipment may be operated from a remote station or computer control system the authorized employee **MUST verify that the equipment will not start remotely.**
 - f. **CAUTION:** Return operating control(s) to “neutral” or “off” position after the test.
 - g. The equipment is now locked out and/or tagged out.
 - h. After the servicing and/or maintenance is complete and equipment is ready for normal production operations notify the affected employee(s) and check the area around the machines or equipment to ensure that no one is exposed.
 - i. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout and tagout devices. Operate the energy-isolating devices to restore energy to the machine or equipment.
8. Electrical Lockout. Authorized employees who perform electrical maintenance where the electrical circuit has been locked out, will follow these procedures in addition to the above procedures. **No work is to be done on live parts!**
- a. A tag used without a lock will be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by use of a lock. Examples of additional safety measures include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.
 - b. A person qualified to use test equipment will test the circuit elements and electrical parts of equipment to which employees will be exposed and will verify that the circuit elements and equipment parts are de-energized. The test will also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage backfeed even through specific parts of the circuit have been de-energized and presumed to be safe. If the circuit to be tested is over 500 volts, nominal, the test equipment will be checked for proper operation immediately after this test.
9. Procedures Involving More Than One Person. If more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout device or tagout device on the energy-isolating device(s). When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. A single lock may be

used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet (see Group LO/TO Section).

10. Removal of Lockout or Tagout Device by Others

- a. Each lockout or tagout device shall be removed from each energy-isolating device by the employee who applied the device.
- b. Exception: In the event an employee who applied the device is unable to remove the device because of extenuating circumstances and the device needs to be removed, the supervisor of an employee may remove a lockout or tagout device provided a documented procedure is followed. At a **minimum**, this procedure shall include, but not be limited to, these actions by the supervisor:
 - (1) The supervisor **ONLY** will have access to and strictly control the **ONE** spare key.
 - (2) Verification that the authorized employee who applied the device is not on site;
 - (3) Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and
 - (4) Ensuring that the authorized employee has this knowledge **before** he/she resumes work on the site.
- c. For additional information or clarification regarding removal of lockout or tagout by others, contact the Safety Coordinator or OSHM.

11. Group Lockout/Tagout

- a. When servicing and/or maintenance is performed by a crew, craft, department or other group, a procedure shall be utilized which affords the employees a level of protection equivalent to that provided by implementation of a personal lockout or tagout device.
- b. Group lockout shall be utilized where complex LO/TO operations involve many employees and numerous energy-isolating devices. In such situations the supervising department may designate a **primary authorized employee**, with the primary responsibility for a set number of employees working under the group LO/TO device(s). The **primary authorized employee** must implement and coordinate the LO/TO of hazardous energy sources and verify that the steps taken, in accordance with the specific written energy control procedure, have in fact isolated the machine or equipment effectively from the hazardous energy sources. This must be accomplished **before** authorized employees participating in

the group LO/TO affix their personal lockout device to the group LO/TO box and **before** performing servicing/maintenance activities.

- c. In addition to the **primary authorized employee**, each authorized employee participating in the group LO/TO must be informed of their right to verify the effectiveness of the lockout measures. Each authorized employee must be allowed to personally verify that hazardous energy sources have been effectively isolated, if they so choose. An authorized employee, who opts to verify the effectiveness of the isolation measures, must perform this verification **after** affixing his or her personal lockout device to the lock box and **before** performing servicing/maintenance activities.
- d. Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism **before** he or she begins work, and shall remove those devices when he or she finishes working on the machine or equipment being serviced or maintained.

It is imperative that each authorized employee understands the hazards of the work and how to control the hazards. Furthermore, it is required that authorized employee(s) have knowledge regarding the type and magnitude of the energy, the hazards of the energy to be controlled, and the procedure to be used to control the hazardous energy.

12. Shift or Personnel Changes

- a. Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection. This shall include provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.
- b. Whenever work is being performed, under group LO/TO, outside the normal shift or working hours a **primary authorized employee** must be present at all times. When changing shifts the supervising department may, through an orderly transfer, designate a new primary authorized employee. This new primary authorized employee must attach their personal lockout device to the group LO/TO box before the previous primary authorized employee removes their lockout device. The primary authorized employee will assume the responsibilities previously described.
- c. Whenever work is performed over a period of time and is not continuous, **the primary authorized employee** shall walk through the affected work area(s) to verify effective isolation prior to beginning work. It is not sufficient for the primary authorized employee(s), to merely review tests in a job briefing and to rely on a locked box. Rather, each applicable energy isolation device must be verified to assure effective energy isolation.

13. Additional Safety Requirements. Special circumstances exist when:
 - a. Machines need to be tested or repositioned during servicing.
 - b. Outside (contractor) personnel are at the worksite.
 - c. Servicing or maintenance is performed by a group (rather than one specific person).
 - d. Shifts or personnel changes occur during servicing or maintenance.
14. Testing or Positioning of Machines. The temporary removal of locks or tags and the re-energization of the machine or equipment is allowed only when necessary under special conditions—for example, when power is needed for the testing or positioning of machines, equipment or components. The re-energization must be conducted in accordance with the sequence of the following steps:
 - a. Clear the machines or equipment of tools and materials.
 - b. Remove employees from the machines or equipment area.
 - c. Remove the lockout or tagout devices as specified.
 - d. Energize and proceed with testing or positioning.
 - e. De-energize all systems, isolate the machine or equipment from the energy source, and reapply lockout or tagout devices as specified.
15. Tenant Organization or Contractor Lockout/Tagout Requirements
 - a. Tenant organizations performing LO/TO work in a host facility shall coordinate their efforts with the zone or building manager, and will comply with the requirements of this Chapter.
 - b. The onsite employer and the outside employer must inform each other of their respective lockout or tagout procedures. Each employer must ensure that its personnel understand and comply with all restrictions and/or prohibitions of the other employer's energy control program. Contract work shall be coordinated by the COTR with the host organization and the zone or building manager, while implementing the contract-specific hazardous energy control program required by the Office of Contracting.
16. Protective Materials, Hardware, and Tags
 - a. The supervisor shall provide locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware for isolating, securing, or blocking of machines or equipment from energy sources. Standardized lockout and tagout devices must be the only device(s) used for controlling energy, and shall not be used for other purposes. In addition, lockout and tagout devices shall also be durable, substantial and identifiable. Please refer to CFR 1910.147 (c)(5) for full definitions.
 - b. Standardization. Authorized employees requiring LO/TO devices will check with OFMR before purchase or use of devices to ensure standardization compliance. LO/TO devices shall be standardized throughout the

Smithsonian in at least one of the following criteria: Color; shape; or size and tagout devices will be standardized in print and format as determined by OFMR.

F. TRAINING

1. Initial Training

- a. The supervising department shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by employees. Training shall include the following:
 - (1) Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control. This training will be documented. [Attachment 1](#) of this Chapter provides a form to document this certification.
 - (2) Each affected employee shall be instructed in the purpose and use of the energy control program.
 - (3) All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
- b. Supervising departments shall maintain a current list of authorized employees. A copy of the list of authorized employees shall be forwarded to the facility Safety Coordinator.

2. Employee Retraining

- a. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that presents a new hazard, or when there is a change in the energy control procedure.
- b. Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever the supervising department has reason to believe, that there are deviations from, or inadequacies in the employee's knowledge or use of the energy control procedures.
- c. The training shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

G. REQUIRED INSPECTIONS

1. Routine Inspections. The supervisors will periodically monitor employee performance with regard to compliance with this program and will correct any deviations or inadequacies observed.
2. Periodic Inspections
 - a. At least annually, perhaps as part of the annual self-inspection, supervising departments will conduct a periodic inspection. This periodic inspection will include:
 - (1) A separate review of each written energy control procedure. This will ensure that the procedures are adequate to provide the necessary protection and to identify what changes, if any, are needed.
 - (2) Observing the implementation of an energy control procedure(s).
 - b. An authorized employee other than the one(s) utilizing the energy control procedure being inspected shall perform the periodic inspection.
 - c. The employee performing the periodic inspection does not have to observe every authorized employee implementing the energy control procedure on the machine or equipment on which he or she is authorized to perform servicing and maintenance.
 - d. The inspector participating in the review needs to:
 - (1) Observe a representative number of such employees while they are implementing the procedure and
 - (2) Talk with all other authorized employees even though they may not be implementing the energy control procedure.
 - e. This review may be completed in one or more meetings in which all authorized employees (as well as affected employees when tagout is used) will be in attendance to review the specific energy control procedures.
 - f. Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.
 - g. Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedures being inspected.
 - h. The supervising department shall certify in writing that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection. The inspection certification shall be maintained on file in the supervising department and a copy shall be provided to the facility's Safety Coordinator.

H. RECORDS AND REPORTS. The supervisor or building manager, as appropriate, will maintain all Lockout/Tagout records. These records must include:

1. Certification that employee training has been accomplished and is being kept up to date. The certification shall contain, as a minimum, each employee's name and dates of training and a training summary. A copy of the training record shall be provided to the facility Safety Coordinator.
2. Specific written lockout/tagout procedures for equipment/machines covered by the program (see Section C, "Chapter-Specific Roles and Responsibilities", of this Chapter).
3. Documented Periodic Inspection of Energy Control Procedures
4. Any completed Exchange of Lockout/Tagout procedures with examples of tags and lockout devices. (See Section E.15, "Tenant Organization or Contractor Lockout/Tagout Requirements", of this Chapter).

I. REFERENCES

1. ANSI 235.2
2. [OSHA 29 CFR 1910.147 LOTO](#)
3. [OSHA 29 CFR 1910.331-335 Safety-Related Work Practices](#)
4. [OSHA Technical Link—Lock-out/Tag-out](#)
5. NFPA 70E Standard for Electrical Safety in the Workplace

LOCKOUT / TAGOUT CERTIFICATE

DATE: _____

AUTHORIZED EMPLOYEE: _____

NAME OF MACHINES tested on: _____

IDENTIFYING NUMBER or serial numbers of the machines: _____

NAME OF REVIEWER: _____

This is the required information needed on the inspection certification form for Lockout/Tagout. This is to be conducted annually.