

Lockout/Tagout Job Surveillance Guidance Card/Checklist Rev 1 – 01/01/2014

This guidance card/checklist is intended to be used as a tool when observing a LOTO in process. Side 1 is a checklist of training requirements and specific LOTO steps. Complete Side 1 for the observed LOTO activities.

Write S – Satisfactorily, U – Unsatisfactorily, NA – Not Applicable or NR – Not reviewed as part of this surveillance in the completed column. **The person performing the surveillance is bound by all LOTO Subject Area requirements, including boundaries.**

Training Prerequisites – Check the items below for all Authorized Employees prior to the field surveillance

Training Requirement		Completed
For all BNL Authorized Employees applying LOTO Appropriate BNL course (Classroom or computer based LOTO training)		
For Contractor “Authorized Employees” without an acceptable LOTO program Appropriate BNL course (Classroom or computer based LOTO training)		
For Contractor “Authorized Employees” with an acceptable LOTO program Authorization letter from the Contractor that states the representative is trained to that Program and a documented discussion that includes differences in the Contractor and BNL LOTO program		
For all Authorized Employees applying LOTO A completed Job Performance Measure or training tool being used for each Authorized Employee		
Other training necessary to complete the LOTO process (including verification) <input type="checkbox"/> Electrical Safety 1 <input type="checkbox"/> CPR <input type="checkbox"/> Organization Specific Training <input type="checkbox"/> Other <input type="checkbox"/> None	List others here:	

Items to be completed – Check the items below as the job is being performed.

Item #	Item	Completed
1	For complex LOTO, check for existing written LOTO instruction. If it exists, use it	
2	For complex LOTO, if a written instruction does not exist, write one. Assure that type, magnitude, and hazards of energy source(s) are considered. Consider required sequence of system shutdown if needed.	
3	Confirm isolation points using up-to-date drawings, and/or diagrams and/or ID tags	
4	Confirm method of controlling the hazardous energy	
5	Identify and obtain appropriate lockout/tagout device(s)	
6	For Complex Group LOTO, hold meeting with all participating Authorized Employees	
7	Notify Affected Employees	
8	Ensure equipment is safe to shut down	
9	Set up work boundaries	
10	Shut down the equipment donning appropriate PPE	
11	For Complex Group LOTO, Primary Authorized Employee applies first lock to energy isolating device, hasp or lockbox, per LOTO instruction	
12	All other Authorized employees apply personally identifiable lock, tag to energy isolating device or lockbox, per LOTO instruction	
13	Challenge the lock/device to ensure they are installed securely	
14	Attempt to restart the equipment	
15	Verify the absence of hazardous energy wearing appropriate PPE	
16	Relieve/render safe all potentially stored or residual energies	
17	Perform task	
18	After completion, inspect the area to ensure the equipment is ready to be safely operated	
19	Notify Affected Employees that the lockout/tagout devices will be removed and the equipment may start	
20	Verify operating controls for the equipment are off or in the neutral position	
21	Check that all employees are safely positioned	
22	Remove the lockout/tagout device(s) (for Complex Group, Primary Authorized lock is the last to be removed)	
23	Return equipment to service	
24	If applicable, complete logbook closeout	

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Side 2 of the guidance card/checklist is a replication of questions that will be filled out in the web based form after the surveillance. <http://intranet.bnl.gov/eshq/safetyjobs/Surveillance.aspx>
Alternatively, information can be input to the web based form in the field

Surveillance DATA	
Surveillance Date	
Surveillance duration	
Primary Observer	
Additional Observer(s)	
Building/Area of surveillance	
Room (if applicable)	
Location type	
Division/Department of Observed workers	
Asset ID	Not Required for LOTO Surveillances
Serial Number	Not Required for LOTO Surveillances
Department of Equipment owner	

These points are addressed in the web surveillance form with the ratings - Satisfactorily, Unsatisfactorily or N/A. There is a separate button for issues that were fixed immediately. The points are presented here so the observer can be prepared to complete the formal record of the LOTO surveillance using the web form. This paper form can be kept as a record of the surveillance if the observer chooses to do so.

Training – All workers completed the required training and had Departmental Authorization (JPM)
Planning – For Complex LOTO, the written LOTO instruction was in place
Planning – The hazardous energy and isolation points were correctly identified
Planning – The appropriate LOTO equipment and devices were identified
Planning – For Complex Group LOTO, a meeting was held with all participating Authorized employees to review LOTO job requirements
Applying LOTO – All required communications to Affected employees was completed
Applying LOTO – Prior to shutdown, it was assured shutting down was safe for both people and machines
Applying LOTO – All steps of zero energy verification were conducted wearing appropriate PPE
Applying LOTO – Each Authorized worker applied a lock prior to conducting work and removed the lock when they completed work
Applying LOTO – All locks were personally identifiable
Applying LOTO – Locks were “challenged” after application
Applying/Removing LOTO – For Complex Group LOTO, the Primary Authorized workers lock was the first to be put on and the last to be taken off
Removing LOTO – The equipment and area was inspected to ensure safe turn on
Removing LOTO – Affected employees were notified that LOTO was being removed and equipment was being re-energized
Removing LOTO – Tags were logged per the organization’s specific process
Notes: