



PRE LOCK OUT / TAG OUT CHECK LIST (Step #1)

Item	Required Yes	Not Required	Comment/Record Actions taken
1. The Principal has been notified of Lockout/Tagout			
2. The Building Services Supervisor been notified of Lockout/Tagout			
3. The operators of equipment or system are notified of Lockout/Tagout			
4. All energy sources been identified:			
• Electrical			
• Pneumatic			
• Hydraulic			
• Chemical			
• Mechanical			
5. The methods of energy control have been determined			
6. All persons affected have been alerted			
7. All required schematic drawings are available			
8. All required Manufacturer/Supplier Instructions/Manuals are available			
9. You are a competent worker for this task			
10. You know the history of this equipment			
11. If others are working with you, you have informed them of the related hazards of this work			
12. All workers have adequate locks and tags for each isolation point			