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| **Annual Roles and Responsibilities for Authorized Workers** |

Name:       Org.:

Procedure(s):

The following are the minimum annual requirements for LTO220:

[ ]  Review of roles and responsibilities:

[ ]  Complete required training

[ ]  Follow general requirements and procedures

**Note:** If tagout procedures are used, review the additional responsibilities for tagouts found in the Tool for Performing Periodic Review of LOTO Procedures.

[ ]  Apply or remove only your own locks and tags

[ ]  Keep keys to personal LOTO locks under your personal control at all times

[ ]  Review tool for removal of lock by other than owner

[ ]  Review how LOTO is transferred to other shifts (if applicable)

[ ]  Review how LOTO devices are identified

[ ]  Review LOTO steps (specific to procedure)

[ ]  Notify affected workers

[ ]  Shut down equipment by normal means

[ ]  Isolate all energy sources

[ ]  Apply locks and tags to each isolation point

[ ]  Verify energy isolation

[ ]  Perform work

[ ]  Release from LOTO (specific to procedure)

[ ]  Clear tools, equipment, and personnel from the area

[ ]  Remove locks and tags

[ ]  Notify affected workers

[ ]  Re-energize equipment and verify proper operation

[ ]  Reapply LOTO as necessary for testing or positioning

[ ]  Additional information pertaining to procedure:

Signature of LOTO-Authorized worker conducting training:

Name:       Org.:       Date: Click or tap to enter a date.