

# LOCKOUT DEVICE AND INFORMATION TAG REMOVAL REPORT

Department: \_\_\_\_\_ Shift: \_\_\_\_\_

Authorized Employee's Name: \_\_\_\_\_

Machine, equipment or process: \_\_\_\_\_

Date and time lockout device and information tag discovered to be left on: \_\_\_\_\_

Reason for removal of lock and tag: \_\_\_\_\_

Confirmed that the authorized employee has left the site and or facility?

Supervisory initials: \_\_\_\_\_ Time and date: \_\_\_\_\_

Attempts made to contact the authorized employee: Yes No

Authorized employee has been contacted and is returning to the workplace to remove the lockout device(s) and information tags. Procedure ends, exit procedure, file form for future reference.

Supervisory initials: \_\_\_\_\_ Time and date: \_\_\_\_\_

Authorized employee cannot be contacted and/or is unwilling to return to the site and or facility to remove their Lock and/or information tag.

Supervisory personnel may authorize removal of the Lock and Tags once:

1. The status and condition of the machine, equipment or process is assessed and verified to be in a state that will allow for the safe removal of the Lockout device.

Supervisory Initials: \_\_\_\_\_ Time and date: \_\_\_\_\_

2. Provisions are in place to prevent the authorized employee from resuming work at this facility without notification of the fact their lock or tag has been removed.

Supervisory Initials: \_\_\_\_\_ Time and date: \_\_\_\_\_

Supervisory personnel can now remove the lockout device(s) and information tag.

Supervisory initials: \_\_\_\_\_ Time and date: \_\_\_\_\_

Witness: \_\_\_\_\_