



Lockout/Tagout Authorized Person Form

**This model form/template must be customized to meet your Agency’s needs.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of individual) has

been designated as a “authorized person” for Lockout/Tagout procedures by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of employer) based on the individual’s training, experience, and demonstrated skills.

General Industry Safety Order 3203 in Title 8 of the California Code of Regulations requires every Employer to establish and maintain a Lockout/Tagout program and assign an individual as an “authorized person”. The Employer has surveyed and assessed its operation and associated Lockout/Tagout hazards, to identify which equipment/machinery should be locked and tagged out including:

* Identification and labeling of lockout devices
* Purchase and selection of locks, tags, and blocks
* Establishing the Employer’s written Lockout/Tagout (LOTO) operating procedures
* Developing specific Energy Control Permit (ECP) procedures

Training Requirements required by the employer:

* Initial training before assignment and authorization
* Recertification required every three years
* Additional refresher training based on performance, near-misses, or accidents

**Lockout/Tagout Authorized Person Evaluation Date Evaluated / Passed by**

Understands assigned LOTO tasks and equipment involved. \_\_\_\_\_ \_\_\_\_\_

Knows the energy sources for each machine and lockout procedures. \_\_\_\_\_ \_\_\_\_\_

Has reviewed the District’s specific ECP procedures. \_\_\_\_\_ \_\_\_\_\_

Notifies “affected” and “other” employees of locked out equipment. \_\_\_\_\_ \_\_\_\_\_

Completes steps for shutting down and securing machinery. \_\_\_\_\_ \_\_\_\_\_

Completes steps to verify lockout effectiveness. \_\_\_\_\_ \_\_\_\_\_

Properly places locks and tags. \_\_\_\_\_ \_\_\_\_\_

Follows steps for applying lockout and tagout devices. \_\_\_\_\_ \_\_\_\_\_

Follows steps for restarting and notification to Affected employees. \_\_\_\_\_ \_\_\_\_\_

Maintains LOTO records and documentation. \_\_\_\_\_ \_\_\_\_\_

Knows other employees authorized to perform lockout. \_\_\_\_\_ \_\_\_\_\_

Has performed/completed LOTO audits. \_\_\_\_\_ \_\_\_\_\_

Understands outside contractors working on site must notify the District

of LOTO and follow the employer's procedures. \_\_\_\_\_ \_\_\_\_\_

**Evaluated and designated by:**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Individual assigned as an “Authorized Person for Lockout/Tagout procedures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_