

APPENDIX F: LOTO PERIODIC INSPECTION CHECKLIST

The immediate Supervisor and Program Coordinator shall be notified immediately if any of the following criteria are not met during an inspection. The inspecting employee shall report any deviations or inadequacies, and take appropriate action to ensure the safety of all affected individuals.

- Authorized employee(s) notified all affected employees that the machinery or equipment will be locked and tagged out while servicing and maintenance is being completed.
- Authorized employee(s) identified all types of energy sources, potential hazards, and all control devices that were related to the piece of machinery or equipment that is to be serviced.
- Procedures are legible and adequately isolate the equipment during maintenance and servicing.
- Authorized employee(s) turned off all necessary operating controls.
- Authorized employee(s) located all energy sources.
- Authorized employee(s) locked out and tagged out the energy-isolating device in the "OFF" or "SAFE" position.
- The lock or tag out device was properly applied and labeled by the Authorized Employee(s) for the shutdown.
- Authorized employee(s) isolated all energy sources by blocking, bleeding and venting stored energy as found in springs, hydraulic systems, and pneumatic systems.
- Authorized employee(s) verified isolation of the equipment from energy sources.
- Once maintenance and/or servicing of the machine or equipment was complete, authorized employee(s) confirmed that tools were cleared away prior to restart, affected individuals were safely positioned prior to restart, affected individuals were notified that the lockout devices were being removed and finally, all affected individuals were notified that the machine and equipment was ready for use after restart.