



# Lockout Tagout Checklist

conducted for

## Wellington Industrial Works

**Equipment Serial #**

HYD47852GH

**Conducted on**

09 May 2018 07:33 AM

**Prepared by**

Robbie McPhee


**Completed on**



09 May 2018 07:43 AM

**Score**

21/21.0 - 100.00%

## Audit - 21/21 100.00%

Question	Response	Details
<b>General Information</b>		
Nature of work	Steel Manufacturing	
Take a photo of the equipment/machinery		
		
Appendix 1		
Hazardous energy sources	Electrical, Mechanical, Thermal	
Purpose of Lockout Tagout procedure	Servicing or equipment maintenance	
Employees involved in the LOTO	1. Mark Philips 2. Steve Rogers 3. Alvin Peters	
<b>Area Inspection</b>		Score (5/5) 100.00%
Have nonessential items (e.g., tools, spare parts) been removed from the work area?	Yes	Area is clean with no unnecessary tools present.
Are all of the machine or equipment components operationally intact?	Yes	
Are all employees safely positioned or have cleared the area?	Yes	Billy Smith, the supervisor, ensured that all employees have cleared off the area.
Have all affected employees been notified that the lockout or tagout devices have been removed before the equipment started?	Yes	
Have lockout or tagout devices been removed from the energy-isolating device by the employee who applied them?	Yes	


Question	Response	Details
<b>Employees</b>		Score (3/3) 100.00%
Are the employees knowledgeable about the Lockout/Tagout Procedures and their responsibilities?	Yes	
Are affected employees notified when the procedure is being used?	Yes	
Have affected employees been trained to recognize when the procedure is being used and instructed not to remove lockout/tagout devices or start de-energized equipment?	Yes	
<b>Lockout/Tagout Devices</b>		Score (2/2) 100.00%
Are LOTO devices manufactured from durable materials to stand the industrial environment of their use?	Yes	
Are they substantial enough to prevent removal without the use of excessive force?	Yes	
<b>Applying LOTO devices</b>		Score (6/6) 100.00%
Have all sources of power been checked before shutting down the equipment?	Yes	
Are all effective employees notified that you are ready to start a LOTO procedure?	Yes	
Is the equipment stopped by following its normal shutdown procedure?	Yes	
Is the equipment isolated by turning off the energy at the main power source?	Yes	
Are lock and appropriate lockout device (tags) applied to each energy isolating device?	Yes	Great locking device.
 <p>Appendix 2</p>	 <p>Appendix 3</p>	

Question	Response	Details
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REFERENCE: Proper lockout and tagout device attached to the power source of the isolated device. [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]



Has the power been shut off and verified?	Yes	
<b>Removing LOTO devices</b>		Score (5/5) 100.00%
Are all tools removed and machine guards replaced?	Yes	
Are all employees cleared off the machine?	Yes	
Are the LOTO devices removed by the person who applied them?	Yes	
Are all affected employees notified that LOTO devices have been removed?	Yes	
Is energy restored properly?	Yes	

Question	Response	Details	
<b>Completion</b>			
Recommendations	<ol style="list-style-type: none"> <li>1. Ensure that lockout or tagout devices are only used to control energy.</li> <li>2. Do not forget to write the name of the person who applied the LOTO device.</li> <li>3. Test the power source twice to make sure it is turned off properly.</li> <li>4. Always conduct an inspection whenever servicing and maintenance are to be conducted.</li> <li>5. Be knowledgeable about the LOTO procedure and the hazardous energy present in your area.</li> </ol>		
Full name and Signature of the Inspector	Robbie McPhee	09 May 2018 07:42 AM	

# Media



Appendix 1



Appendix 2



Appendix 3