

## APPENDIX C: Periodic Inspection Form

Facility:	Equipment ID:
Building:	Designated Authorized Employee (Inspector):
Campus Location:	Date:
<b>Authorized Employee Signature(s):</b>	<b>Affected Employee Signature(s):</b>
1	1
2	2
3	3
4	4
5	5
<p>1. Were all affected employees notified of the work to be performed? Specify method of communication.</p> <p><i>For Tagout Only Operation:</i> If affected employees are present during this Periodic Inspection, did they understand their responsibilities?</p>	
<p>2. Following the steps in the documented LOTO procedure, did the LOTO procedure bring the energy level to a zero state?</p> <p><b><i>If the energy level was not brought to a zero energy state, then stop this inspection. Follow the established departmental process to have the procedure updated and required retraining provided.</i></b></p>	
<p>3. Did each authorized employee know which energy source(s) to isolate?</p>	
<p>4. Did each authorized employee test the energy isolating device (i.e. disconnect) to be sure it cannot be moved to the "ON" position?</p>	
<p>5. Prior to starting work on the machine or equipment that was locked out, did each authorized employee verify that the machine or equipment was de-energized? What method was used to verify?</p>	
<p>6. Was the energy isolating device returned to the "OFF" or "Neutral" position following the verification and prior to performing servicing and maintenance?</p>	
<p>7. Did each authorized employee affix his or her personal lock and tag to the energy isolating device(s)? If not, why not?</p>	
<p>8. Did each authorized employee maintain full possession of his or her key(s) for all personal lockout devices?</p>	
<p>9. Did each authorized employee understand his or her responsibilities under the LOTO procedure being inspected?</p>	
<p>10. Inspector's overall assessment:</p>	
<p>Action Items/Other Observations:</p>	