



Lockout Tagout Checklist - Industry Vetted

18 Jul 2025 / Robbie McPhee

Complete

Score	28 / 31 (90.32%)	Flagged items	3	Actions	1
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Site	Unanswered
Equipment number	HYD47852GH Equipment - Industrial Extrusion Machine
Conducted on	18.07.2025 08:53 PST
Prepared by	Robbie McPhee
Competent Person	Keane Bartlett

Flagged items & Actions

3 flagged, 1 action

Flagged items

3 flagged, 1 action

Audit / Personal Protective Equipment (PPE) and Safety Measures

Affected and authorized employees are properly trained on LOTO procedures.

Fail

Training records show 3 maintenance staff members have expired certifications. Last training session conducted 18 months ago, exceeding the required annual training interval.

Audit / Lockout/Tagout Equipment and Devices

Employees use multi-lock hasps when multiple workers are servicing the same equipment.

Fail

During inspection, two maintenance technicians were observed sharing a single lock point without using a multi-lock hasp, creating potential for premature equipment reactivation if one worker completes their task before the other.

Audit / Training and Documentation

Employees receive documented LOTO training annually and whenever procedures change.

Fail

Training records show inconsistent scheduling with some employees overdue for refresher training by 4-6 months. No documentation of training updates following the equipment modification in March 2025.

To do | Priority: High | Due: 25.07.2025 09:17 PST | Created by: SafetyCulture Staff

Schedule Refresher Session

Schedule a refresher session for the employees with overdue training.

Other actions

0 actions

Audit	3 flagged, 1 action, 28 / 31 (90.32%)
Personal Protective Equipment (PPE) and Safety Measures	1 flagged, 4 / 5 (80%)
Required PPE (gloves, safety glasses, arc-rated gear, etc.) is available and used during LOTO procedures.	Pass
Emergency stop buttons and disconnect switches are clearly labeled and accessible.	Pass
Lockout/tagout devices are standardized, durable, and meet OSHA compliance requirements.	Pass
Affected and authorized employees are properly trained on LOTO procedures.	Fail
Training records show 3 maintenance staff members have expired certifications. Last training session conducted 18 months ago, exceeding the required annual training interval.	
Work areas are inspected for potential hazards before and after LOTO procedures.	Pass
Energy Control Procedures	5 / 5 (100%)
Written LOTO procedures are available, up-to-date, and specific to each piece of equipment.	Pass
All energy sources (electrical, hydraulic, pneumatic, mechanical, thermal, chemical) are identified and included in LOTO procedures.	Pass
Multiple energy sources are properly locked out and verified before work begins.	Pass
Employees verify zero energy state using appropriate test equipment before servicing equipment.	Pass
Lockout devices are applied in a way that prevents accidental removal or re-energization.	Pass
Lockout/Tagout Equipment and Devices	1 flagged, 4 / 5 (80%)
Lockout/tagout devices are standardized by color, shape, or size and used consistently throughout the facility.	Pass
Locks and tags include clear identification of the employee applying them.	Pass
Tags contain legible warnings stating "Do Not Operate" or equivalent language.	Pass

Personal locks are unique to each employee and not shared.	Pass
Employees use multi-lock hasps when multiple workers are servicing the same equipment.	Fail
During inspection, two maintenance technicians were observed sharing a single lock point without using a multi-lock hasp, creating potential for premature equipment reactivation if one worker completes their task before the other.	
Verification and Testing	3 / 3 (100%)
Authorized employees verify that all stored energy is released or controlled before work begins.	Pass
Attempted restart verification is performed to ensure equipment remains de-energized.	Pass
Verification procedures are documented and followed consistently.	Pass
Shift Changes and Group Lockout	4 / 4 (100%)
Proper turnover procedures are followed when LOTO extends across shift changes.	Pass
Shift handover logs properly maintained	
Group lockout procedures are used when multiple employees or departments are involved.	N/A
No group lockout scenarios observed during inspection	
A designated authorized employee is responsible for coordinating group lockout procedures.	N/A
No group lockout coordinator required during inspection period	
Locks and tags remain in place until all work is completed and equipment is deemed safe for operation.	Pass
Equipment Startup and Removal of Lockout Devices	4 / 4 (100%)
Before removing locks and tags, employees confirm all tools, parts, and personnel are clear of the equipment.	Pass
Employees removing LOTO devices are the same individuals who applied them, unless authorized personnel follow proper transfer procedures.	Pass
Employees notify affected personnel before re-energizing equipment.	Pass
Equipment is tested in a controlled manner after LOTO	Pass

devices are removed.

Training and Documentation

1 flagged, 1 action, 4 / 5 (80%)

Employees receive documented LOTO training annually and whenever procedures change.

Fail

Training records show inconsistent scheduling with some employees overdue for refresher training by 4-6 months. No documentation of training updates following the equipment modification in March 2025.

To do | Priority: High | Due: 25.07.2025 09:17 PST | Created by: SafetyCulture Staff

Schedule Refresher Session

Schedule a refresher session for the employees with overdue training.

Periodic inspections of LOTO procedures are conducted and documented at least annually.

Pass

Employees sign off on LOTO training and procedure updates.

Pass

Affected employees are informed of LOTO activities and understand their role in compliance.

Pass

LOTO procedures comply with OSHA 29 CFR 1910.147 and any applicable state regulations.

Pass

Sign Off

Additional notes

Beyond the training gaps and multi-lock hasp issues identified in the checklist, I'm concerned about several unaddressed areas: no documentation system for LOTO near-misses, lack of contractor safety orientation, and insufficient visual indicators of machine status during maintenance. The paper-based tracking system is outdated and error-prone. We should establish a safety committee to oversee these improvements and develop better risk assessment for the extrusion machine's thermal hazards. Please prioritize these items alongside the checklist findings for our August follow-up.

Inspector signature



Robbie McPhee
18.07.2025 09:22 PST

Safety representative



Keane Bartlett
18.07.2025 09:24 PST

Maintenance supervisor

Mark Philips



18.07.2025 09:24 PST

Shift supervisor



Alvin Peters
18.07.2025 09:24 PST