

# Equipment Specific Procedure - Inspection

Page 1 of 1

Equipment Description (Specific type, make and model)	Equipment ID # (if applicable)
Production Name	Date
Department(s)	Facility Name and Location (e.g., stage number, mill, set, etc.)
Authorized Crew Member Name	Authorized Crew Member Signature
Authorized Inspector Name	Authorized Inspector Signature
Certifying Department Head (or supervisor) Name	Certifying Department Head (or supervisor) Signature

## Directions and Requirements:

- The inspection shall be performed by an authorized crew member (other than the one utilizing the lockout-tagout procedure for the specific equipment).
- The inspection shall be certified by the Department Head or Supervisor of the Authorized Employee.
- Inspections are to be performed annually (minimum once per production) for each Equipment Specific Procedure.
- Any deviations or inadequacies observed must be corrected.

Yes	No	Written Procedure	Notes for corrective action
		Does the crew member understand the importance of lockout-tagout (e.g., can they explain hazardous energy and its hazards)?	
		Does the crew member understand when it is required to lock out equipment or machinery (e.g., can they give you examples)?	
		Did the crew member follow all steps of lockout-tagout (LOTO) as indicated in the Equipment Specific Procedure?	
		Does the crew member understand how to isolate each energy source?	
		Does the crew member understand how to properly apply devices and locks?	
		Did the crew member locate all energy sources?	
		Did the crew member isolate, lockout and dissipate all stored energy?	
		Did the crew member verify that the machine or equipment was in a zero-energy state?	
		Does the crew member understand group lockouts? (Have them explain it.)	
		Did the crew member follow the release from lockout tagout procedure in the correct order?	
		Is further retraining needed or any deficiencies identified that must be addressed for this crew member?	

**Please contact your Production Safety Representative for further guidance and assistance.**