



IUPUI
•Department of Environmental Health and Safety •
 620 Union Drive, Room 043, Indianapolis, Indiana 46202

Periodic Inspection Checklist and Certification

General Information		
Name of Authorized Employee Being Audited:		
Department:	Zone:	
Audited By:	Title:	
Name/Identification of Machine/Equipment:		
Location of Machine/Equipment:		
Preparing For Shutdown Audit Items		
The employee has been trained in the IUPUI's General Lockout/Tagout Procedures.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The employee was able to identify all energy sources for this piece of equipment, the hazard to be controlled, and the method or means to control the energy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The employee notified all affected employees that the machine/equipment was going to be locked/tagged out.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shutdown the Machine/Equipment Audit Items		
The employee shut down the machine/equipment using normal stopping procedures.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Isolate the Machine/Equipment from all Energy Sources Audit Items		
The machine/equipment was isolated from every energy source.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Apply Lockout/Tagout Devices Audit Items		
The appropriate locks, tags, and lockout devices were available and used during the lockout/tagout.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Controlling Stored Energy Audit Items		
All potential residual hazardous energy was relieved, disconnected, or restrained (e.g., trapped pressure relieved, pipe flanges blanked, elevated equipment blocked or supported).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Verification of Isolation Audit Items		
The equipment was tested to ensure the right system was locked out and to ensure that equipment could not be operated	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Restoring Machine/Equipment to Normal Production Operations Audit Items		
All equipment components are intact and capable of operating properly	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No