

LOCKOUT/TAGOUT PROCEDURES FLOW ANALYSIS REPORT

1. REGIONAL OFFICE:

2. NAME OF PLANT: ADDRESS (Include Zip Code):

3. EST. NO.: EST. ZIP CODE: 4. RED MEAT POULTRY RED MEAT & POULTRY EGG PRODUCTS
 SLAUGHTERING PROCESSING SLAUGHTERING & PROCESSING OTHER

5. PLANT'S SQ FT (Approx) 6. THE NO. OF MACHINE(S) OR PIECE(S) OF EQUIPMENT TO RECEIVE PRE-OPERATIONAL SANITATION INSPECTION:
Hard-wired electric and/or other sources of stored energy machine(s): _____ Cord and Plug connected electric equipment: _____

LOCKOUT/TAGOUT SAFETY AWARENESS ASSESSMENT PROCEDURE

Prior to starting a pre-operational sanitation inspection that involves inspecting a machine or piece of equipment, an inspector shall, as an "affected employee", perform the following Lockout/tagout Safety Awareness Assessment Procedures:

7A. PREPARATION FOR SHUTDOWN. The inspector informs plant management that machine(s) or piece(s) of equipment must be completely shut down and locked out so a pre-operational sanitation inspection can be performed in a safe manner.

Starting Time: _____ Completion Time: _____ Total Number of Minutes: _____

HARD-WIRED ELECTRIC AND/OR OTHER SOURCES OF STORED ENERGY MACHINE(S)

7B. MACHINE OR EQUIPMENT SHUTDOWN. The inspector ensures that an orderly shutdown occurs by observing the plant's "authorized employee(s)" shut the machine or piece of equipment down by the normal stopping procedure (depress button, open switch, close valve, etc.).

Starting time: _____ Completion Time: _____ Total Number of Minutes: _____

1. MACHINE OR EQUIPMENT ISOLATION. The inspector insures by questioning the plant's "authorized employee(s)" that they have physically located and de-activated the energy isolating device(s) so that the machine or piece of equipment is isolated from the energy source(s).

2. LOCKOUT OR TAGOUT DEVICE APPLICATION. The inspector ensures by observation that the plant's "authorized employee(s)" have located and locked out the energy isolating device(s) with assigned individual locks.

Starting Time: _____ Completion Time: _____ Total Number of Minutes: _____

3. STORED ENERGY. The inspector insures by questioning the plant's "authorized employee(s)" that stored energy has been dissipated and then by personal observation that stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) has been dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

Starting Time: _____ Completion Time: _____ Total Number of Minutes: _____

4. VERIFICATION OF ISOLATION. The inspector ensures that the equipment is disconnected from the energy source(s) by requesting plant employee(s) to operate the push button or other normal operating control(s) or by testing to make certain the equipment will not operate and then by personal observation of the plant employee(s) operating the push button or other control(s) shall ensure the non-operating condition or zero energy state of equipment.

Starting Time: _____ Completion Time: _____ Total Number of Minutes: _____

NOTE: The plant employee(s) should return operating control(s) to neutral or "OFF" position after verifying the isolation of the equipment and prior to an inspector's performing a pre-operational sanitation inspection.

CORD AND PLUG CONNECTED ELECTRIC EQUIPMENT

7C. UNPLUGGING OF THE EQUIPMENT. The unplugging of the equipment from the energy source shall be under the exclusive control of the plant management. An inspector prior to starting a pre-operational sanitation inspection of cord and plug connected electric equipment shall perform the following:

1. VISUAL INSPECTION. Determine if the electric equipment is unplugged by conducting a visual inspection.

Starting time: _____ Completion time: _____ Total number of minutes: _____

2. ELECTRIC EQUIPMENT PLUGGED INTO AN ELECTRICAL OUTLET. If the electric equipment is found to be plugged into an electrical outlet, then inform the plant management to have the electric equipment unplugged.

3. VERIFICATION. The inspector ensures that stored or residual energy has been dissipated by requesting plant employee(s) to operate the push button or other normal control(s) or by testing to make certain the unplugged electric equipment is in a zero energy state.

Starting Time: _____ Completion Time: _____ Total Number of Minutes: _____

8. SIGNATURE OF INSPECTOR WHO CONDUCTED THE ASSESSMENT

9. DATE OF ASSESSMENT

**LOCKOUT/TAGOUT PROCEDURES FLOW ANALYSIS REPORT
FSIS FORM 4791-28**

PREPARATION

1. Enter the name of the regional office.
2. Enter the name of the plant, and the company's address (include the zip code).
3. Enter the establishment number, and the establishment's zip code.
4. Enter an "X" in the appropriate box.
5. Enter the approximate square footage of the structure(s) that house the machine(s)/equipment and "isolating device(s)" that will be locked-out and assessed prior to conducting the pre-operational sanitation inspection.
6. Enter the numbers of hard-wired and cord and plug connected electric machine(s)/equipment to
LOCKOUT/TAGOUT SAFETY AWARENESS ASSESSMENT PROCEDURES
7. Enter the starting time, completion time, and total number of minutes in the spaces where it is indicated for a specific procedure to be observed and assessed.

NOTE: If more than one piece of equipment is being shut-down, locked-out and/or unplugged and assessed through observation by the inspector then the total number of minutes indicated on the report for a specific lockout procedure should reflect the grand total of minutes it took to observe and assess a specific lockout procedure for the different pieces of equipment. However, as the report is designed, separate grand totals of minutes are required for the hard-wired electric pieces of equipment and separate grand totals of minutes are required for the cord and plug pieces of electric equipment that were observed as assessed.

8. Enter the signature of the inspector who conducted the assessment.
9. Enter date of assessment.

DISTRIBUTION:
