

SITE ISOLATION PROCEDURES – SELF AUDIT



Location: _____ Carried Out By: _____

Date: _____

	QUESTION	YES	NO	N/A	COMMENTS / ACTION	Who / When
FACILITIES & EQUIPMENT	1. Are all moving parts of machinery suitably guarded in accordance with the MPA Safe Guarding Guidance?					
	2. Is the operation of switches, valves and machinery clearly labelled?					
	3. Has it been confirmed with a suitably qualified person that electrical isolation systems cut off the energy supply, rather than control circuitry?					
	4. Is it possible to lock out all forms of stored energy when isolating equipment?					
	5. Is an isolation station in place, with suitable equipment and individual padlocks that are labelled with a unique name or number?					
	6. Are hasps available, allowing multiple padlocks to be applied, and are they used where several people are working on the same machinery?					
	7. Are individual padlocks with unique keys used by each person to lock off, and are the keys retained by each individual doing the work?					
	8. Are isolation tags / warning signs displayed at each isolation point when locked off?					
	9. Where captive key isolation systems are used, do they ensure the electrical supply remains isolated?					
	10. Do captive key systems isolate all equipment leading to / from the machinery to be worked on?					
	11. Do captive key systems also release and make safe all sources of stored energy or, where this is not possible, are separate documented isolation systems in place?					
	12. Do captive key isolation systems ensure it is not possible to re-energise the plant until all the individual access keys have been returned and any individual padlocks removed?					
	13. Are master keys and duplicate keys for padlocks, trap key systems, etc. prohibited?					
	14. Have checks been made to ensure isolators cannot be locked in the "on" condition?					
PROCESSES	15. Risk assessments and isolation procedures: <ul style="list-style-type: none"> • Do they ensure machinery cannot be operated while people are exposed to danger? • Are they specific and sufficiently detailed for the different equipment that may need to be isolated? • Do they take account of all isolation tasks i.e. preparation work (releasing stored energy etc), removal of guarding, monitoring, testing and reinstatement of machinery? • Do they consider the isolation requirements for all sources of energy e.g. electrical, gravitational, hydraulic, pneumatic, chemical, heat, etc? • Do they consider machinery that may operate automatically due to sensors or timers? 					
	16. Do the risk assessments and procedures consider all potential maintenance tasks?					

	17. Are risk assessments and procedures reviewed whenever there is a change in activity that hasn't been considered previously and at least annually?				
	18. Do guarding and isolation systems ensure it is not possible to enter a live area from an isolated area?				
	19. Do the procedures follow the following strict hierarchy wherever practicable*: A. All electrical equipment locked out at one location via the main power source B. Zonal isolation C. Local isolation, interlinked so that in addition to the equipment being worked on, equipment upstream and downstream is also isolated. * - For compact sites, such as concrete plants, the general aim should be to isolate all the equipment from the main power source at one point; however for larger sites, zonal / local isolation may be necessary to ensure people are not deterred from locking out equipment due to the time / trouble reaching the isolation station.				
	20. Are the risk assessments and procedures well communicated / understood and are they readily available, being displayed at / close to the point of work?				
	21. For more complex isolation systems are isolation cards, colour coding, etc. used to help ensure all the correct equipment is isolated? (Please share good practice with the H&S team)				
	22. Before guards are removed, do the procedures include the requirement to attempt a "test start" to confirm isolation is effective?				
	23. Where contractors are required to isolate machinery, does the Permit to Work specify / reference the requirements in sufficient detail?				
	24. Where practicable, do procedures include the requirement for a "Manager in Charge" lock, where the manager / supervisor in charge also locks out, helping ensure equipment cannot be reenergised unless returned to a safe state?				
	25. Where the isolation has to be applied for more than one shift, are there handover procedures in place to ensure the isolation remains effective with everyone locked out?				
	26. Do captive key isolation procedures prevent entry to danger areas without a safety key or the application of personal lockout?				
	27. Is there a formal check to ensure equipment has been returned to a safe condition before the isolation is removed?				
PEOPLE	28. Have all employees who are required to isolate machinery been trained in Lock Out, Tag Out, Try Out, is their understanding of the procedures assessed and are they formally authorised*? * - Authorisation should be via a documented approved list / register.				
	29. Is refresher training in LOTOTO repeated annually and does it include a practical assessment of site specific requirements?				
	30. Have all persons who supervise work on machinery been trained in the relevant isolation procedures?				
	31. Do supervisors carry out regular checks to ensure isolation procedures are being followed?				

ALL "NO" RESPONSES SHOULD BE ASSIGNED AN IMPROVEMENT ACTION...WHERE THIS IS NOT FELT POSSIBLE, THE ISSUE SHOULD BE ESCALATED TO THE LINE MANAGER AND H&S SPECIALIST