A. POLICY
1. This procedure follows requirements set forth in 29 CFR 1910.147.
2. It is the policy of Alvernia University that any individual performing lockout/tagout will do so in accordance with the procedures outlined in this document.
3. Alvernia University will provide personal protective equipment, operating equipment, and supervision necessary for protection of the individual health and safety.
4. All current practices in lockout/tagout will meet or exceed applicable federal, state, and local safety regulations.

B. PURPOSE
To prevent employee injury during service and maintenance operations by establishing requirements and training for lockout of energy isolating devices where the unexpected energization, start-up or release of stored energy could cause serious injuries and to assure compliance with the provisions of OSHA Standard 29 CFR 1910.147.

C. DEFINITIONS
“Authorized employee” means an employee who locks or tags machines or equipment in order to perform servicing or maintenance.

“Affected employee” means an employee who is required to use machines or equipment on which servicing is performed under the Lockout/Tagout standard or who performs other job responsibilities in an area where such servicing is performed.

“Other employees” means all employees who are or may be in an area where energy control procedures may be utilized.

“Capable of being locked out” means an energy-isolating device is considered capable of being locked out if it:
1. Is designed with a hasp or other means of attachment to which a lock can be affixed.
2. Has a locking mechanism built into it.
3. Can be locked without dismantling, rebuilding, or replacing the energy-isolating device or permanently altering its energy control capability.

“Energized” means machines and equipment are energized when they are connected to an energy source or they contain residual or stored energy.

“Energy-isolating device” means a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

“Energy source” means any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
“Lockout” means the placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

“Lockout device” means any device that uses positive means, such as a lock, blank flanges and bolted slip blinds, to hold an energy-isolating device in a safe position, thereby preventing the energizing of machinery or equipment.

“Normal production operations” means utilization of a machine or equipment to perform its intended production function.

“Servicing and/or maintenance” means workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, maintaining and/or servicing machines or equipment, including lubrication, cleaning or unjamming of machines or equipment, and making adjustments or tool changes, where employees could be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

“Tagout” means the placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

“Tagout device” means any prominent warning device, such as a tag and a means of attachment, that can be securely fastened to an energy-isolating device to indicate that the machine or equipment to which it is attached may not be operated until the tagout device is removed.

D. RESPONSIBILITIES
Authorized employees are responsible for following this procedure and notifying affected employees of a lockout. Non-compliance with this procedure will result in disciplinary action.

All Alvernia University maintenance personnel are affected by this program. However, only the Maintenance Department electricians that have received Lockout/Tagout training are authorized to perform lockout/tagout on equipment. Authorized employees are identified on each Lockout / Tagout Procedure card.

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. Equipment will be locked out whenever its controls are not under the direct control of the individual doing the work on the equipment, and includes motors, drives, etc. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

Appropriate employees shall be instructed in the safety significance of the lockout/tagout procedure. Each new or transferred employee and other employees whose work operations are, or may be, in the work area should be instructed in the purpose and use of the lockout/tagout procedures. Affected employees will be notified by the authorized employees whenever a
lockout/tagout will occur, as well as when the equipment or machine is being placed back in service.

It is the responsibility of Management to approve all Hazardous Energy Control (Lockout) Procedures. Approvals can be given by the following individuals:
   Maintenance Director
   Director of Facilities

E. EQUIPMENT AND MATERIALS
Lockout equipment will only be provided to “authorized employees” (those employees trained and authorized to service, clean, or maintain machines or equipment). Locks are the assigned employees’ responsibility.

Employees will be assigned their own numbered lock and will use only their assigned lockout locks. If a lockout lock is lost or destroyed, the employee will be reassigned a new lockout lock. If the lockout needs to be replaced due to an employee’s neglect, disciplinary action may be taken, and the employee may be required to reimburse the University for the cost of a new lockout lock.

Only standardized locks provided by Alvernia University shall be used. Combination locks cannot be used.

Locks shall be tagged to identify the owner of the padlock.

Only one key will be issued with each lock.

Each employee working on the equipment must place their lock on the equipment. The key to their lock must be in their control.

Locks provided by Alvernia University for lockout may not be used for any other purpose.

Lockout devices (hasps which accommodate multiple locks, lockable valve enclosures, lockable plug enclosures, etc.) shall be used where equipment or machines will not readily accept locks.

A Lockout / Tagout Procedure card must be displayed at each worksite where a lockout/tagout is occurring.

F. SPECIFIC PROCEDURES
All equipment capable of being locked will be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Equipment that can not be locked out will be disconnected. Any attempt by an affected employee to operate any switch, valve or other energy isolating devices when they are locked out is forbidden. Only authorized employees will implement a lockout procedure.
LOCKOUT

1. **Identify** all potential energy hazards and the site(s) to be locked out. Sources to consider are: electrical, steam, hot water, hydraulic, mechanical, thermal, and chemical.

2. **Notify** all “affected employees” that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

3. **Shut down** the machine or equipment by the normal stopping procedure.

4. **Locate and Isolate** all energy sources (block, bleed or release any stored or residual energy). **Reduce** all pressurized lines to ambient by relieving or venting to the atmosphere. **Block** all springs. **Dissipate** any thermal energy by carefully cooling down.

5. **Apply** lock to motor control station, disconnect, valves, plugs, or other approved energy controls in the “OFF” position.

6. **Ensure** that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then **verify** the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

   Caution: Return operating control(s) to neutral or "OFF" position after verifying the isolation of the equipment.

7. **Fill out** the de-energization checklist and the “Apply the Lockout” section of the Lockout / Tagout Procedure card.

8. The machine/equipment is now locked out.

9. **Perform** the necessary service.

TEMPORARY REMOVAL OF LOCKOUT / TAGOUT FOR TESTING EQUIPMENT

Sometimes the equipment will need to be turned back on temporarily to test the equipment. Below are the steps for the temporary removal of lockout/tagout for testing of equipment.

1. **Ensure** all employees are a safe distance away from the equipment.

2. **Remove** all of the tools from the machine or equipment.

3. **Replace** all of the machine guards and safety devices.

4. **Remove** the lockout devices.

5. **Test** the equipment.
6. **Reinstall** all of the lockout devices.

7. **Fill out** the Temporary Removal of Lockouts for Testing Equipment section of the Lockout / Tagout Procedure card.

**REMOVAL OF LOCKOUT WHEN WORK IS COMPLETED**

Only the employee who applied the lock is authorized to remove the lock.

1. **Ensure** all employees are a safe distance away from the equipment.
2. **Remove** all of the tools from the machine or equipment.
3. **Replace** all of the machine guards and safety devices.
4. **Remove** the lockout devices.
5. **Turn on** the equipment.
6. **Test** all of the safety devices to ensure that they are functional.
7. **Notify** all affected employees that the equipment is now operating.
8. **Fill out** the Lockout / Tagout Procedure card.

**REMOVAL OF LOCK WHEN AUTHORIZED EMPLOYEE IS NOT AVAILABLE**

1. **Notify** the Director of Maintenance if an authorized employee who places a lock is not available to remove it. The Director of Maintenance will make a survey to determine if energization is safe then fill out and sign the Lockout / Tagout Procedure card authorizing the removal of the lock.

2. **Notify** the employee whose lock has been removed if the Director of Maintenance has authorized the removal of a lockout. The employee **must** be notified before the start of his/her next shift.

**TRANSFER TO A SECONDARY AUTHORIZED EMPLOYEE’S LOCK**

1. **Replace** the original lock with “secondary authorized employee’s” own lock. This must be done in the presence of the original “authorized employee”. The secondary authorized employee will then fill out the Lockout / Tagout Procedure card.
GROUP LOCKOUT

A group lockout is required whenever more than one person is servicing the equipment. For example, if an electrician and a maintenance mechanic are both working on a machine, both must place their lock on the lockout panel. A lockout hasp may be necessary to accomplish this task. Each person may remove his/her lock as his/her portion of service is completed. A person participating in a group lockout may not remove his/her lock, if in doing so will jeopardize the integrity of the lockout by energizing the machine while others are still working on it.

In the event that there is not enough room for multiple locks or hasps which accommodate multiple locks, the use of a lockout box is required. The lockout box is red. A single lock is used to isolate each energy source and the key for these locks are placed in the lockout box. The lockout box can then be locked by each employee working on the equipment.

The following Lockout procedures will be reviewed with all personnel affected or authorized by the group lockout prior to starting the work.
1. One “authorized employee” will be designated as responsible for the lockout.
2. The Hazardous Energy Control Procedure will be reviewed with each group member.
3. If more than one shift, department, etc. is involved, one “authorized employee” will be selected to coordinate the lockout to ensure that all control measures are applied and that there is continuity of protection for the group.
4. Each “authorized employee” will affix the lockout device to the group lockout. Each lock must have that person’s name affixed to it. Each “authorized employee” will remove their lockout device when they stop working on the equipment or machine being serviced.

TAGOUT

When the machine or equipment is not lockable, tagout may be used, provided that all of the requirements of 29 CFR 1910.147 are complied with regarding additional training and more rigorous periodic inspections.

Unless it can be proven that the tagout system provides full employee protection, as described in 29 CFR 1910.147(c)(3), lockout must be used if the machine or equipment is lockable.

If tagout devices are used in place of lockout devices,
1. The tags are attached where the lockout devices would be
2. It must be demonstrated that the tagout will provide protection at least as effective as locks and will assure full employee protection.
G. EMPLOYEE TRAINING

Training must be conducted:

1. For new hires during orientation
2. Annually for “authorized”, “affected”, and “other” employees
3. Anytime there is a change of policy/procedure/equipment regarding lockout
4. Whenever there is a change in job assignment affecting the employees lockout status or type of energy controls
5. Whenever periodic inspection reveals deviations from this program are occurring
6. Whenever a near miss, injury or observed deviation from procedure is noted

“Authorized employees” (Employees issued lockout equipment to service, clean, or maintain machines or equipment; or those trained in confined space rescue)

Training to address above items 1 through 4 must include lockout/tagout video or other equivalent training, the Alvernia University written procedure, and the Lockout / Tagout Procedure card. Training must cover the recognition of hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control. Training must be documented. Retraining as a result of above items 5 and 6 must address the deviation found and at least the Alvernia University written procedure, and the Lockout / Tagout Procedure card. Retraining must be given to all “Authorized Employees”.

“Affected employees” (Employees whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed)

These employees should be shown the lockout/tagout video or equivalent training and explained the purpose and use of the lockout procedure to ensure that they do not attempt to energize the equipment being serviced. All questions should be answered. Training must be documented.

“Other employees” (Employees whose work operations are or may be in the area where the lockout procedure may be utilized)

These employees should be instructed about the procedure and the prohibition relating to attempts to restart equipment which has been locked out. Training must be documented.

ADDITIONAL TRAINING

In addition to the above lockout procedures training, employees must also be trained in the following limitations of tags:

a. Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint on those devices that is provided by a lock.

b. When a tag is attached to an energy isolating means, it is not to be removed without authorization and it is never to be bypassed, ignored, or otherwise defeated.

c. Tags must be legible and understandable by all employees.

d. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

e. Tags may evoke a false sense of security and their meaning needs to be understood as part of the overall energy control program.

f. Tags must be securely attached to energy isolating devices so that they cannot be
H. INSPECTION
1. The Lockout/Tagout program will be inspected and reviewed at least annually to ensure that the program is understood and procedures are being followed.
2. The Safety Technician must certify that “authorized employees” have conducted the annual inspection.
3. The inspection shall include a review of the employee’s responsibilities under the program and be conducted to correct any deviations from the procedure.
4. At least 10% of the lockouts shall be inspected and documented on the Inspection Form (See Section 2400 Number 3).

I. RECORDKEEPING
The Alvernia University Maintenance Director and Safety Technician will maintain records of all training documentation for “authorized employees”, “affected employees”, and “other employees”. These records must be kept for a minimum of five years.

Lockout / Tagout Procedure cards
All Lockout / Tagout Procedure cards must be kept on file. Completed Procedure cards are filed in the office of the Alvernia University Safety Technician.

Periodic Inspection Forms
Periodic inspections must be done on actual lockouts. This inspection must be done by an “Authorized Employee” not involved in the actual lockout. The Lockout / Tagout Procedure card should be attached to the Periodic Inspection Form and kept on file until the annual certification is complete.

Audits
Audits are inspections of actual lockouts. These inspections may be performed by employees who are not “authorized employees” such as the Safety Technician or the Director of Facilities. The Lockout / Tagout Procedure card should be attached to the Audit / Periodic Inspection Form and kept on file. A copy of the Procedure card should remain in the maintenance files.

J. OUTSIDE CONTRACTORS
When outside contractors are working on Alvernia University equipment on Alvernia University property, they must adhere to Alvernia University policies regarding lockout on Alvernia University equipment.

When outside contractors are working on their own equipment on Alvernia University property, they must have their Lockout/Tagout program approved by the Alvernia University Safety Technician before beginning work. The Alvernia University project coordinator or Maintenance Supervisor should secure a copy of the Contractor Lockout/Tagout program and forward to the Alvernia University Safety Technician for approval.
K. ALVERNIA UNIVERSITY LOCKOUT / TAGOUT PROCEDURE CARD
See attached (Section 2400 Number 2).

L. ALVERNIA UNIVERSITY AUDIT / PERIODIC INSPECTION FORM
See attached (Section 2400 Number 3).

M. REFERENCES
Code of Federal Regulations, Title 29, Part 1910.147  Control of Hazardous Energy (Lockout / Tagout)
A. INTRODUCTION

Attached is the Lockout / Tagout Procedure Card. This form must be filled out for every Lockout/Tagout performed on the Alvernia University campus. Refer to Section 2400 Number 1 for specific procedures.
ALVERNIA UNIVERSITY
LOCKOUT / TAGOUT PROCEDURE CARD

Check here if this is a Lockout-Tagout Procedures audit __

A. EQUIPMENT IDENTIFICATION
Date: __________ Equipment ID: __________ Location: ________________
Description of equipment to be locked out: ________________________________
Manufacturer: ___________________ Model: ____________________________
Description of task to be performed: ____________________________________

B. OPERATOR CONTROLS
List the types of controls available

1
2
3
4
5
6

C. ENERGY SOURCES
Check all that apply:
__ Electrical  __ Mechanical  __ Air  __ Steam  __ Pneumatic  __ Water  __ Hydraulic
__ Fuel  __ Vacuum  __ Other Energy Source (describe) ______________________________

<table>
<thead>
<tr>
<th>Energy Source and Location</th>
<th>Lockable?</th>
<th>Method of Control &amp; Type of Lockout Needed</th>
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D. SHUTDOWN (DE-ENERGIZATION) CHECKLIST

Initials

1 ______ Notify all Operators / Workers / Affected Employees in area
2 ______ Locate / identify all energy isolating devices
3 ______ Shutdown equipment by normal stopping procedure
4 ______ Pressurized lines reduced to ambient
5 ______ Accumulators / Surge tanks reduced to ambient
6 ______ Secure all loose parts
7 ______ Hoppers / Tanks: Drain all materials
8 ______ Block all springs
9 ______ Dissipate stored electrical energy
10 _____ Dissipate thermal energy
11 _____ All power sources de-energized
12 _____ ______________________________________

Signature: ___________________________ Date: __________ Time: __________

ALVERNIA UNIVERSITY
LOCKOUT / TAGOUT PROCEDURE CARD

Check here if this is a Lockout-Tagout Procedures audit __

A. EQUIPMENT IDENTIFICATION
Date: __________ Equipment ID: __________ Location: ________________
Description of equipment to be locked out: ________________________________
Manufacturer: ___________________ Model: ____________________________
Description of task to be performed: ____________________________________

B. OPERATOR CONTROLS
List the types of controls available

1
2
3
4
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6

C. ENERGY SOURCES
Check all that apply:
__ Electrical  __ Mechanical  __ Air  __ Steam  __ Pneumatic  __ Water  __ Hydraulic
__ Fuel  __ Vacuum  __ Other Energy Source (describe) ______________________________

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7 ______ Hoppers / Tanks: Drain all materials
8 ______ Block all springs
9 ______ Dissipate stored electrical energy
10 _____ Dissipate thermal energy
11 _____ All power sources de-energized
12 _____ ______________________________________

Signature: ___________________________ Date: __________ Time: __________
E. APPLY THE LOCKOUT
Signatures of Authorized Employees who have applied a lock and have checked equipment for complete de-energization and returned all operating controls/switches to the OFF or Neutral position:

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F. LOCKOUT EQUIPMENT USED
Check all that apply

- Padlocks
- Chains
- Multiple lock hasps
- Lockout box
- Key blocks
- Other (specify)

G. CHECKLIST PRIOR TO LOCKOUT REMOVAL

1. Ensure that no one is exposed
2. Remove all maintenance tools and equipment
3. Reinstall all safety guards
4. Lockout removed
5. Energize equipment
6. Equipment is operating in a normal / safe manner
7. Notify all Affected Employees

Signature: __________________________      Date: ___________ Time: ____________

H. TRANSFER OF LOCKOUT DEVICE

Note: Primary employee = Lockout device currently in place
Secondary employee = Lockout device which will replace the current lockout device

The primary employee removes his/her lockout device in the presence of the secondary employee and signs below. The secondary employee installs his/her lockout device in the presence of the primary employee and signs below

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<tr>
<th>Date</th>
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<th>Secondary Employee</th>
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</table>
I. TEMPORARY REMOVAL OF LOCKOUTS FOR TESTING OF EQUIPMENT

1. Ensure no one is exposed
2. Maintenance tools and equipment removed
3. All safety guards reinstalled
4. Equipment tested and lockout reinstalled

Signature: ___________________________ Date: ___________ Time: ___________

J. REMOVAL OF LOCKOUT WHEN AUTHORIZED EMPLOYEE WHO APPLIED LOCKOUT IS NOT AVAILABLE TO REMOVE IT

Management Survey:
Explain and describe why employee is not available: ___________________________

Supervisor:

1. Survey job for completion
2. Ensure that no one is exposed
3. All maintenance tools and equipment removed
4. All safety guards reinstalled
5. Lockout removed and equipment energized

K. NOTIFICATION OF LOCKOUT REMOVED

Employee must be notified prior to the beginning of employee's next work period that his/her lockout device has been removed.

Date Time Supervisor Signature Employee Signature

L. NON-EMPLOYEE / CONTRACTOR LOCKOUT

Comment on outside personnel / non-employee / contractor lockout procedure:

__________________________

__________________________

__________________________

__________________________

__________________________
A. INTRODUCTION

OSHA regulations require that a periodic inspection of lockout procedures be conducted. Inspection of actual lockout practices by an Authorized Employee other than the employees involved in the lockout is also required.

B. POLICY

1. Refer to the Lockout / Tagout procedure in Section 2400 Number 1 for inspection requirements.
2. Use the attached format to keep inspections on file.
3. File the Lockout / Tagout Procedure form along with the Periodic Inspection Form in the Maintenance Supervisor’s files. Forward a copy to the Safety Technician.
The following lockout inspection form has been completed by an Authorized Employee not involved directly in the lockout. This form may also be used for Audits.

Date: ________________

A. EQUIPMENT LOCKED OUT: ______________________________________________________________________________________

1 Is the Lockout / Tagout procedure being followed?   Yes  No
   If No, explain ______________________________________________________________________________________

2 Do employees understand the Lockout / Tagout procedure?   Yes  No
   If No, explain ______________________________________________________________________________________

3 Are proper locks being used?   Yes  No
   If No, explain ______________________________________________________________________________________

4 Is all energy isolated and locked out?   Yes  No
   If No, explain ______________________________________________________________________________________

5 Is the Lockout / Tagout Procedure form filled out correctly?   Yes  No
   If No, explain ______________________________________________________________________________________

B. SIGNATURE AND DATE OF AUTHORIZED EMPLOYEES:
_________________________________________________________________________   ___________   __________________________   ________
_________________________________________________________________________   ___________   __________________________   ________
_________________________________________________________________________   ___________   __________________________   ________
_________________________________________________________________________   ___________   __________________________   ________
_________________________________________________________________________   ___________   __________________________   ________

C. SIGNATURE, TITLE AND DATE OF INSPECTOR / AUDITOR:
_________________________________________________________________________   __________________________   ________
Recommendations for corrections of any deviations: ____________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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Review of Responsibilities with Authorized Employees:

____________________________________________________________________________________

____________________________________________________________________________________

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