SITE survey. APP

SITE SURVEY REPORT

Lockout and Isolation Record

Prepared for	Severnside Bakery Ltd
Date	27 Sep 2026
Site	Severnside Bakery, Gloucester
Prepared by	O. Mensah

FORM

Lockout and Isolation Record

1. Record details and scope

Project	Severnside Bakery, Gloucester: line 2 mixer repair
Site or premises address	Severnside Bakery, Bristol Road, Gloucester
Client or organisation	Severnside Bakery Ltd
Record date	27 Sep 2026
Person completing the record	O. Mensah, maintenance engineer

This records an approved isolation process. It is not an isolation instruction or permit to work, and a completed checklist does not prove equipment is safe to touch.

HSE guidance covers isolation of power and other supplies, prevention of unexpected restart, release of stored energy and support of parts that could move. Apply a competent, equipment-specific safe system of work. Sources: HSE guidance HSG253, The safe isolation of plant and equipment; The Provision and Use of Work Equipment Regulations 1998 (PUWER), regulation 19 (isolation from sources of energy); and The Electricity at Work Regulations 1989, regulations 12 (means of cutting off the supply and isolation) and 13 (work on equipment made dead).

2. Work and authority

Equipment and work boundary	Line 2 spiral mixer and the bowl tipper. Boundary: mixer and tipper only, line 2 oven and divider stay running.
Work order and separate permit reference	Work order WO-SB-4471, replace the mixer drive belt. Permit to work PTW-SB-0927-01.
Approved isolation procedure and revision	Isolation procedure ISO-L2-MIX rev 4
Responsible authorised person	O. Mensah, authorised person for line 2 isolations
Affected people, systems and coordination	Line 2 operators and team leader told at 06:10. Tipper and mixer screens show out of service.

3. Isolation points

Energy source and isolation 1: Electrical supply to the mixer, 400 V

Energy source and stored energy	Electrical supply to the mixer, 400 V
Isolation point and identifier	Mixer isolator L2-MX-ISO in the panel room
Lock or device ID and owner	Lock 14, O. Mensah, and lock 22, A. Fry

Applied by and date or time	O. Mensah, 2026-09-27 06:15
Verification method and actual evidence under procedure	Tried start at the local panel and the line screen, no movement. Voltage check at the motor terminals with a tester proved before and after.
Verification status	Verified under procedure

Energy source and isolation 2: Pneumatic supply to the bowl tipper, stored air in the cylinder

Energy source and stored energy	Pneumatic supply to the bowl tipper, stored air in the cylinder
Isolation point and identifier	Air valve L2-TIP-AV1 with dump valve
Lock or device ID and owner	Lock 14, O. Mensah
Applied by and date or time	O. Mensah, 2026-09-27 06:20
Verification method and actual evidence under procedure	Valve closed and locked, dump valve opened, gauge read zero.
Verification status	Verified under procedure

Energy source and isolation 3: Tipper arm held raised by gravity

Energy source and stored energy	Tipper arm held raised by gravity
Isolation point and identifier	Tipper arm mechanical prop
Lock or device ID and owner	Prop pin lock 31, O. Mensah
Applied by and date or time	O. Mensah, 2026-09-27 06:25
Verification method and actual evidence under procedure	Arm lowered to the rest position first, prop fitted and pinned.
Verification status	Verified under procedure
Isolation points	3
Verified	3
Not verified	0

4. Handover and restoration

Shift or personnel transfer record	No shift change during the work.
Restoration status	Restored under authorised procedure
People clear, tools removed, guards restored and affected people informed	People clear of the mixer and tipper, tools and old belt removed, guards refitted and checked. Line 2 team leader told before restart.
Authorised restoration reference, person and time	Permit PTW-SB-0927-01 closed by O. Mensah at 08:40

5. Actions and review

Are further actions required?	Yes

Further action 1: Replace the faded label on air valve L2-TIP-AV1.

Action and evidence reference	Replace the faded label on air valve L2-TIP-AV1.
Person responsible	O. Mensah, maintenance engineer
Target date	4 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Valve label hard to read. The procedure was checked against the panel drawing before isolating.
Record status	Ready for review
Reviewed by	H. Grant, engineering manager
Date reviewed	28 Sep 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.