

Lockout and Tagout Audit

Template Information

Template ID	lockout-tagout-audit
Version	v1.0
Language	English (en)
Number of Check Items	28
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: This is an audit for LOTO form completion, procedure content, and hands-on performance.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 28 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Lockout and Tagout Audit — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Program	Has the employer established a LOTO program?		
2	Definitions	Does the procedure define the following items? 1910.147(b) 1. Affected employees 2. Authorized employees 3. Energized 4. Capable of being locked out 5. Energy isolating device 6. Energy source 7. Lockout 8. Lockout device 9. Tagout 10. Tagout device		
3	Content	Does the program contain energy control procedures or methods to determine energy control periods? 1910.147(c)(1)		
4	Content	Does the program contain employee training requirements for authorized and affected individuals? 1910.147(c)(1)		
5	Content	Does the program contain periodic inspection requirements? 1910.147(c)(1)		
6	Content	Does the procedure identify methods to be used when an energy isolating device cannot be used? 1910.147(c)(2)(i)		
7	Content	Does the program identify precautions and limitations of using tagout only? 1910.147(c)(2)(ii)		
8	Content	Does the program identify LOTO design criteria for new equipment? 1910.147(c)(2)(iii)		
9	Content	Does the program contain the following sections? 1910.147(c)(4)(ii) 1. Scope of the program 2. Purpose of the program 3. Authorization 4. Rules and techniques for LOTO 5. A specific statement for the use of the procedure 6. Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy 7. Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them 8. Specific requirements for verifying the effectiveness of lockout devices, tagout devices, and other energy controlling measures		
10	Content	Are materials provided by the employer for use as LOTO devices? 1910.147(c)(5)(i)		
	Equipment	Do LOTO devices meet the following criteria? 1910.147(c)(5)(ii)		
11	Equipment	Do LOTO devices meet the following criteria? 1910.147(c)(5)(ii) 1. Singularly identified 2. Used on on LOTO 3. Durable 4. Capable of withstanding the environment 5. Capable of becoming wet without deterioration 6. Capable of withstanding acidic or basic environments where acids or bases are stored 7. Standardized - Same color, design, shape, etc. Must meet one criteria 8. Substantial/Heavy Duty 9. Identifiable 10. Provide a warning to employees		
12	Inspections	Does the employer conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed? 1910.147(c)(6)(i)(A)		
13	Inspections	Does the employer conduct a periodic inspection that includes a review of each authorized employee's responsibilities under the program? 1910.147(c)(6)(i)(C)		
14	Inspections	Does the employer conduct a periodic inspection that includes the identification of the machine, the date of the inspection, the employees included in the inspection, and the person performing the inspection? 1910.147(c)(6)(ii)		
15	Training	Does the employer provide training to authorized and affected employees? 1910.147(c)(7)(i)		
16	Training	Does the employer provide training that includes the understanding of the knowledge and skills required for safe use of LOTO? 1910.147(c)(7)(i)		
17	Training	Does the employer provide training that includes recognition of hazardous energy sources, types and magnitude of energy available in the workplace, and the methods of isolation? 1910.147(c)(7)(i)(A)		
18	Training	Does the employer provide training to affected individuals that includes the purpose and use of energy control procedures? 1910.147(c)(7)(i)(b)		
19	Training	Where tagout systems are used, does the employer provide training to the limitations of tagout only? 1910.147(c)(7)(ii)		

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No.	Section	Check Item	Result	Notes / Evidence No.
20	Training	Does the employer address address LOTO retraining and the conditions that retraining is required? 1910.147(c)(7)(iii)(A)		
21	Training	Does the employer track LOTO training including employees name and dates of training? 1910.147(c)(7)(iv)		
22	LOTO Steps	Is lockout or tagout performed only by the authorized employee who is performing the maintenance? 1910.147(c)(8)		
23	LOTO Steps	Do authorized employees follow the step-by-step process for LOTO? 1910.147(d) 1. Application of control 2. Preparation for shutdown 3. Machine shutdown 4. Machine isolation 5. LOTO application 6. Release of stored energy 7. Verification of isolation 8. Completion of maintenance 9. Release from LOTO 10. LOTO device removal		
24	LOTO Steps	Does the program provide guidance for the testing or repositioning of machinery during LOTO? 1910.147(f)(1)		
25	LOTO Steps	Does the program provide instructions for interactions with contractors? 1910.147(f)(2)		
26	LOTO Steps	Does the program provide guidance for group LOTO? 1910.147(f)(3)		
27	LOTO Steps	Does the program provide devices for group LOTO? 1910.147(f)(3)		
28	LOTO Steps	Does the program provide instructions for shift change? 1910.147(f)(4)		
	Audit Score	90 - 100 Excellent: 1 or 2 minor deficiencies only		
	Audit Score	80 - 90 Average: No major, more than 2 minor deficiencies		
	Audit Score	70 - 80 Poor: Any major deficiency		
	Audit Score	< 70 Fail: More than 2 major deficiencies		

Lockout and Tagout Audit — Scoring & Sign-off

Scoring

Item	Max	Score
Audit Score		

Note: The source defines no item-level scoring formula; scores and totals are entered manually.

Sign-off

Auditor signature	
Audit lead signature	
Date	