

Lockout Tagout Checklist - Industry Vetted

Template Information

Template ID	lockout-tagout-checklist
Version	v1.0
Language	English (en)
Number of Check Items	31
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: This manufacturing lockout/tagout checklist helps supervisors prevent injuries from accidental equipment energization by standardizing every isolation step before maintenance begins. Record isolation procedures, document lock and tag assignments and verify de-energization in a format built for manufacturing safety monitoring. Download this checklist to keep energy control consistent and auditable across every team and shift.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 31 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 Tagout Checklist - Industry Vetted — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Personal Protective Equipment (PPE) and Safety Measures	Required PPE (gloves, safety glasses, arc-rated gear, etc.) is available and used during LOTO procedures.		
2	Personal Protective Equipment (PPE) and Safety Measures	Emergency stop buttons and disconnect switches are clearly labeled and accessible.		
3	Personal Protective Equipment (PPE) and Safety Measures	Lockout/tagout devices are standardized, durable, and meet OSHA compliance requirements.		
4	Personal Protective Equipment (PPE) and Safety Measures	Affected and authorized employees are properly trained on LOTO procedures.		
5	Personal Protective Equipment (PPE) and Safety Measures	Work areas are inspected for potential hazards before and after LOTO procedures.		
6	Energy Control Procedures	Written LOTO procedures are available, up-to-date, and specific to each piece of equipment.		
7	Energy Control Procedures	All energy sources (electrical, hydraulic, pneumatic, mechanical, thermal, chemical) are identified and included in LOTO procedures.		
8	Energy Control Procedures	Multiple energy sources are properly locked out and verified before work begins.		
9	Energy Control Procedures	Employees verify zero energy state using appropriate test equipment before servicing equipment.		
10	Energy Control Procedures	Lockout devices are applied in a way that prevents accidental removal or re-energization.		
11	Lockout/Tagout Equipment and Devices	Lockout/tagout devices are standardized by color, shape, or size and used consistently throughout the facility.		
12	Lockout/Tagout Equipment and Devices	Locks and tags include clear identification of the employee applying them.		
13	Lockout/Tagout Equipment and Devices	Tags contain legible warnings stating "Do Not Operate" or equivalent language.		
14	Lockout/Tagout Equipment and Devices	Personal locks are unique to each employee and not shared.		
15	Lockout/Tagout Equipment and Devices	Employees use multi-lock hasps when multiple workers are servicing the same equipment.		
16	Verification and Testing	Authorized employees verify that all stored energy is released or controlled before work begins.		
17	Verification and Testing	Attempted restart verification is performed to ensure equipment remains de-energized.		
18	Verification and Testing	Verification procedures are documented and followed consistently.		
19	Shift Changes and Group Lockout	Proper turnover procedures are followed when LOTO extends across shift changes.		
20	Shift Changes and Group Lockout	Group lockout procedures are used when multiple employees or departments are involved.		
21	Shift Changes and Group Lockout	A designated authorized employee is responsible for coordinating group lockout procedures.		
22	Shift Changes and Group Lockout	Locks and tags remain in place until all work is completed and equipment is deemed safe for operation.		
23	Equipment Startup and Removal of Lockout Devices	Before removing locks and tags, employees confirm all tools, parts, and personnel are clear of the equipment.		
24	Equipment Startup and Removal of Lockout Devices	Employees removing LOTO devices are the same individuals who applied them, unless authorized personnel follow proper transfer procedures.		
25	Equipment Startup and Removal of Lockout Devices	Employees notify affected personnel before re-energizing equipment.		

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No.	Section	Check Item	Result	Notes / Evidence No.
26	Equipment Startup and Removal of Lockout Devices	Equipment is tested in a controlled manner after LOTO devices are removed.		
27	Training and Documentation	Employees receive documented LOTO training annually and whenever procedures change.		
28	Training and Documentation	Periodic inspections of LOTO procedures are conducted and documented at least annually.		
29	Training and Documentation	Employees sign off on LOTO training and procedure updates.		
30	Training and Documentation	Affected employees are informed of LOTO activities and understand their role in compliance.		
31	Training and Documentation	LOTO procedures comply with OSHA 29 CFR 1910.147 and any applicable state regulations.		
	Sign Off	Additional notes		
	Sign Off	Safety representative		
	Sign Off	Maintenance supervisor		
	Sign Off	Shift supervisor		

Lockout Tagout Checklist - Industry Vetted — Scoring & Sign-off

Sign-off

Inspector signature	
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