

# Lockout/Tagout (LOTO) Audit Checklist

|                |       |         |       |
|----------------|-------|---------|-------|
| Site / Project | _____ | Address | _____ |
| Inspector name | _____ | Company | _____ |
| Date           | _____ | Time    | _____ |

*Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.*

## Inspection checklist

### LOTO Procedure Documentation

|                                                                                                                                                                      |                               |                               |                              |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> Are written LOTO procedures readily available at each point of use for all equipment requiring lockout/tagout?                              | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> Do LOTO procedures accurately reflect the current configuration and energy control methods for each piece of equipment?                     | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> Do LOTO procedures include specific steps for shutting down, isolating, blocking, and securing equipment to control hazardous energy?       | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> Are all energy sources (electrical, pneumatic, hydraulic, thermal, etc.) clearly identified in the LOTO procedures?                         | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> Do LOTO procedures specify methods for safely dissipating or restraining stored energy (e.g., capacitors, springs, elevated machine parts)? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> Are procedures in place for group lockout/tagout situations, ensuring each authorized employee has control over the energy isolation?       | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> Has the LOTO procedure been reviewed and updated at least annually, or whenever there is a change in equipment or processes?                | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> Are LOTO procedures written in a language understood by all authorized employees?                                                           | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |

|                          |                                                                                          |                               |                               |                              |              |
|--------------------------|------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are there specific procedures for contractors performing work on site that require LOTO? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

## Energy Isolation and Control

|                          |                                                                                                  |                               |                               |                              |              |
|--------------------------|--------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are energy isolating devices (e.g., circuit breakers, valves) clearly identified and accessible? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|--------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                                                                                   |                               |                               |                              |              |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are the lockout/tagout devices (locks, tags) suitable for the environment and capable of withstanding the forces and conditions of the workplace? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                                    |                               |                               |                              |              |
|--------------------------|----------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are lockout/tagout devices standardized throughout the facility in terms of color, shape, or size? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|----------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                                            |                               |                               |                              |              |
|--------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are pneumatic and hydraulic systems properly isolated and residual pressure relieved before starting work? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                                                                        |                               |                               |                              |              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Is electrical equipment de-energized and verified to be in a zero energy state using appropriate testing equipment (e.g., multimeter)? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                            |                               |                               |                              |              |
|--------------------------|----------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are valves locked in the closed position with appropriate lockout devices? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|----------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                   |                               |                               |                              |              |
|--------------------------|-----------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are circuit breakers locked in the OFF position with appropriate lockout devices? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|-----------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                                               |                               |                               |                              |              |
|--------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Is the isolation of energy sources verified before any work begins (e.g., attempting to start the equipment)? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                                                      |                               |                               |                              |              |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are procedures in place to ensure that lockout devices are removed only by the authorized employee who applied them? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

## Lockout/Tagout Device Management

|                          |                                                                                        |                               |                               |                              |              |
|--------------------------|----------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are lockout locks uniquely assigned to individual authorized employees and not shared? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|----------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                                           |                               |                               |                              |              |
|--------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are lockout tags durable and resistant to environmental conditions (e.g., water, chemicals, UV exposure)? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                         |                               |                               |                              |              |
|--------------------------|---------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are lockout tags clearly legible and easily understood? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|---------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                              |                               |                               |                              |              |
|--------------------------|----------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Is there an inventory system in place to track the location and assignment of lockout locks? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|----------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                               |                               |                               |                              |              |
|--------------------------|-------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Is there a documented procedure for addressing lost or damaged lockout locks? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
|--------------------------|-------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|

|                          |                                                                                      |                               |                               |                              |              |
|--------------------------|--------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Are lockout tags securely attached to energy isolating devices?                      | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> | Are lockout locks regularly inspected and maintained to ensure proper functionality? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> | Are lockout locks stored in a secure location when not in use?                       | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |

## Training and Communication

|                          |                                                                                                                                          |                               |                               |                              |              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------|
| <input type="checkbox"/> | Have all authorized employees received comprehensive training on LOTO procedures, energy control methods, and their responsibilities?    | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> | Have all affected employees (those who work in the area where LOTO is performed) been informed about the purpose and use of LOTO?        | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> | Is there documentation of LOTO training for all authorized and affected employees?                                                       | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> | Is LOTO retraining provided periodically (at least annually) or whenever there are changes in equipment, procedures, or job assignments? | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> | Are there clear communication protocols in place to inform all affected employees before LOTO procedures are implemented?                | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> | Are emergency procedures in place in case of unexpected startup or other LOTO-related incidents?                                         | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> | Are employees aware of the potential hazards associated with the equipment being locked out/tagged out?                                  | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |
| <input type="checkbox"/> | Is training provided in a language and manner that all employees can understand?                                                         | <input type="checkbox"/> Pass | <input type="checkbox"/> Fail | <input type="checkbox"/> N/A | Notes: _____ |

## Findings

| # | Item | Location | Severity | Action required |
|---|------|----------|----------|-----------------|
| 1 |      |          |          |                 |
| 2 |      |          |          |                 |
| 3 |      |          |          |                 |
| 4 |      |          |          |                 |
| 5 |      |          |          |                 |
| 6 |      |          |          |                 |
| 7 |      |          |          |                 |
| 8 |      |          |          |                 |

## Signature

Inspector signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_