

Lockout/Tagout (LOTO) Procedure 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.

Jurisdiction: US. OSHA 29 CFR 1910.147 is the US standard for control of hazardous energy. Adaptable to other jurisdictions with LOTO-equivalent regulations.

Inspection checklist

Audit header

Machine / equipment name and location

Date of periodic inspection

Inspector name (must be authorized employee other than those using the procedure)

Authorized employees involved in the inspection

Procedure accuracy

☐ Machine-specific LOTO document: lists every current energy source	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Isolation points: all identified and documented	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Procedure up to date with current equipment configuration	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Energy types covered

☐ Electrical: breaker panels, disconnect switches – padlock and tag on main disconnect	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐	Mechanical: flywheels, springs, gravity – blocking, cribbing, or chain restraints	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Hydraulic: fluid pressure lines, accumulators – closing/locking valves, bleeding pressure	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Pneumatic: compressed air lines – locking supply valves, venting residual air	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Thermal: steam pipes, heating elements – locking control valves, cooldown time	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Hardware condition

☐	Locks: standardized, legible, mechanically intact	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Tags: standardized, legible, not damaged	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Hasps: sufficient for number of authorized employees	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Application sequence verification

☐	Employee shuts down machine per procedure	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Energy sources systematically isolated as written	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verification of isolation: employee attempts to start machine to confirm energy is totally isolated	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Employee interviews: demonstrates understanding of procedure, shift change, contractor scenarios	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Certification

☐	Inspection certification completed: identifies machine, date, employees, inspector	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Retraining required: Yes / No (if employee demonstrated lack of understanding)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Retraining documented: Yes / No	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspector signature	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

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

Signature

Inspector signature _____

Name _____

Date _____

References consulted

OSHA 29 CFR 1910.147 – The control of hazardous energy (lockout/tagout)

OSHA 1910.147(c)(6) – Periodic inspection

OSHA – LOTO eTool

NFPA 70E – Standard for Electrical Safety in the Workplace (2024)

Verify the current edition and local adoption before use.