

# Lockout/Tagout Program Annual Audit

OSHACompliance.net  
Updated 2025

Requirement

Notes / Action Required

## AUDIT INFORMATION

- Facility / Department: \_\_\_\_\_
- Audit conducted by (must be authorized employee other than procedure user): \_\_\_\_\_
- Date of audit: \_\_\_\_\_
- Equipment / procedures audited this cycle: \_\_\_\_\_

## WRITTEN ENERGY CONTROL PROGRAM

- Written Energy Control Program exists and is current
- Program covers scope, rules, and techniques for controlling all energy types
- Program identifies means of enforcement
- Program reviewed and updated within the past year (or after any incident)

## MACHINE-SPECIFIC ENERGY CONTROL PROCEDURES

- Machine-specific written procedures exist for all covered equipment
- Each procedure identifies equipment, authorized employees, energy sources, and isolation steps
- Procedures are posted at or near equipment or readily accessible to authorized employees
- Procedures reviewed and updated after any equipment modification

## LOCKOUT DEVICES AND HARDWARE

- Sufficient locks, hasps, and tags available for all energy isolation points
- Each authorized employee has their own personal lock
- Locks are individually keyed — no master key accessible except for specific documented emergencies
- Tags meet OSHA specifications (warnings, durability, standardized)
- Multi-lock hasps available for group lockout situations

## EMPLOYEE TRAINING

- All authorized employees trained on the energy control program and their machine-specific procedures
- All affected employees trained to recognize LOTO and never attempt to restart locked-out equipment
- Other employees in the area trained that they must not attempt to restart locked-out equipment
- Training records on file showing employee name, date, and content covered
- Retraining conducted after any incidents or procedure changes

## PROCEDURE OBSERVATION (Observe authorized employee perform LOTO)

- Employee followed written procedure step by step
- All energy isolation points identified and addressed
- Stored energy released or restrained before work began
- Verification step performed — equipment tested to confirm de-energization
- Personal lock applied to each energy isolating device
- Employee understood their responsibilities under the program

## AUDIT CERTIFICATION (Required by 29 CFR 1910.147(c)(6)(ii))

- Equipment / procedures covered by this audit: \_\_\_\_\_
- Names of employees involved in audit: \_\_\_\_\_
- Any deficiencies identified: \_\_\_\_\_
- Corrective actions required: \_\_\_\_\_
- Auditor signature: \_\_\_\_\_ Date: \_\_\_\_\_

*RETAIN THIS DOCUMENT*