Lockout/Tagout Program Audit

Program Audit Checklist

Facility Name:	
Auditor:	
Date:	
Audit Period:	

Regulatory References

The following regulations and guidance documents are applicable to this program audit. Click any link to view the full text.

Regulation / Guidance Document
29 CFR 1910.147 — The Control of Hazardous Energy (Lockout/Tagout)
29 CFR 1910.147(c)(6) — Periodic Inspection Requirements
29 CFR 1910.147(c)(4) — Energy Control Procedure Requirements
OSHA Lockout/Tagout Fact Sheet
OSHA Lockout/Tagout Interactive Training Module
OSHA Small Entity Compliance Guide for Lockout/Tagout

Instructions: Review each audit item and record findings in the Status and Notes columns. Use C (Compliant), NC (Non-Compliant), NA (Not Applicable), or NR (Needs Review) for the status. Document specific findings, evidence reviewed, and any corrective actions needed in the Notes column.

Written Program and Procedures

Audit Item	Expected Finding	Status	Notes / Evidence
Energy control program	A written energy control program exists that addresses the three core components: energy control procedures, employee training, and periodic inspections. The program is documented, available to employees, and current. » *Ref: 29 CFR 1910.147(c)(1)*		
Machine-specific procedures	Written energy control procedures exist for each machine or piece of equipment requiring lockout/tagout. Each procedure identifies the specific types and magnitudes of energy, the location of isolating devices, and the sequential steps for shutdown, isolation, lockout, and restoration. » *Ref: 29 CFR 1910.147(c)(4)(i)*		
Procedure completeness	Each procedure includes: specific statement of intended use, procedural steps for shutting down and isolating the machine, steps for applying lockout/tagout devices, steps for verifying isolation (try/test), steps for releasing stored/residual energy, and the sequence for restoring the machine to service. » *Ref: 29 CFR 1910.147(d)*		

Audit Item	Expected Finding	Status	Notes / Evidence
Group lockout procedures	Procedures exist for group lockout/tagout situations where multiple employees service the same equipment. Procedures designate primary authorized employee responsibility, ensure continuity of protection during shift changes, and account for all energy-isolating devices. » *Ref: 29 CFR 1910.147(f)(3)*		
Procedure exceptions	If the employer uses the exception for machines with no stored or residual energy (1910.147(c)(4)(i)), documentation justifies the exception for each applicable machine. The eight criteria for the exception are verified and documented. » *Ref: 29 CFR 1910.147(c)(4)(i)*		

Annual Periodic Inspections

Audit Item	Expected Finding	Status	Notes / Evidence
Inspection completion	Each energy control procedure has been inspected within the last 12 months. Inspections are conducted by an authorized employee other than the one(s) utilizing the procedure being inspected. All applicable procedures are covered. » *Ref: 29 CFR 1910.147(c)(6)(i)*		
Inspection process	Each inspection includes a review between the inspector and each authorized employee of their responsibilities under the energy control procedure. For lockout procedures, this includes direct observation. For tagout-only procedures, this includes employee consultation on limitations. » *Ref: 29 CFR 1910.147(c)(6)(i)(A)-(D)*		
Certification records	Employer has certified that periodic inspections have been performed. Certification records identify the machine/equipment, the date of inspection, the employees included in the inspection, and the person performing the inspection. » *Ref: 29 CFR 1910.147(c)(6)(ii)*		
Deficiency correction	Deficiencies identified during periodic inspections are documented and corrected. Procedures are updated as needed. Retraining is provided when inspections reveal knowledge gaps. » *Ref: 29 CFR 1910.147(c)(6), (c)(7)(i)*		

Training Program

Audit Item	Expected Finding	Status	Notes / Evidence
Authorized employee training	All authorized employees have received training in the recognition of applicable hazardous energy sources, the type and magnitude of energy in the workplace, and the methods and means for energy isolation and control. » *Ref: 29 CFR 1910.147(c)(7)(i)(A)*		
Affected employee training	All affected employees have been instructed in the purpose and use of the energy control		

Audit Item	Expected Finding	Status	Notes / Evidence
	procedure. Affected employees understand they must not attempt to restart or re-energize equipment that is locked or tagged out. » Ref: 29 CFR 1910.147(c)(7)(i)(B)		
Other employee training	All other employees whose work may be in an area where energy control procedures may be utilized have been instructed about the procedure and the prohibition against removing lockout/tagout devices or attempting to re-energize equipment. » Ref: 29 CFR 1910.147(c)(7)(i)(C)		
Retraining	Retraining is provided when there is a change in job assignments, a change in machines or equipment, a change in energy control procedures, or when a periodic inspection reveals inadequacies. Retraining is also provided when new hazards are introduced. » Ref: 29 CFR 1910.147(c)(7)(iii)		
Training documentation	Training records document each employee's name, training dates, and the content of training. Records demonstrate that all three employee categories (authorized, affected, other) have received appropriate training. » Ref: 29 CFR 1910.147(c)(7)(iv)		

Equipment and Devices

Audit Item	Expected Finding	Status	Notes / Evidence
Lockout devices	Lockout devices are durable, standardized (color, shape, or size), substantial enough to prevent removal without excessive force, and identify the employee who applied them. Each authorized employee has an individually keyed lock. » Ref: 29 CFR 1910.147(c)(5)(ii)		
Tagout devices	Tagout devices (if used) are standardized, durable (weather-resistant), substantial (non-reusable, attachable by hand, self-locking, non-releasable with minimum 50 pounds pull strength), and identify the employee who applied them. Warning language is legible and standardized. » Ref: 29 CFR 1910.147(c)(5)(ii)-(iii)		
Energy-isolating devices	All energy-isolating devices on covered equipment are identified. Devices are capable of being locked out (or tagged out with additional measures). Push buttons, selector switches, and similar control circuit devices are NOT used as energy-isolating devices. » Ref: 29 CFR 1910.147(b) definitions		
Device inventory	Adequate supply of lockout/tagout devices is maintained. Devices are available when needed. Replacement process ensures continuous availability. Devices are inspected periodically for condition. » Ref: 29 CFR 1910.147(c)(5)(i)		

Corrective Actions Summary

#	Finding	Corrective Action	Responsible	Due Date
1				
2				
3				
4				
5				

Audit Sign-Off

Auditor Name:

Auditor Signature:

Date Completed:

Reviewed By:

Review Date:

Status Key: C = Compliant | NC = Non-Compliant | NA = Not Applicable | NR = Needs Review