

# Lock-Out Tag-Out Annual Audit Checklist Form



TULANE UNIVERSITY  
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Health & Safety  
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Date of Audit: \_\_\_\_\_

Audited Department/Unit: \_\_\_\_\_

Auditor(s): \_\_\_\_\_

## GENERAL INFORMATION:

- Audit conducted in accordance with OSHA standard 1910.147(c)(6).
- Audit checklist is based on the latest version.

## LOCK-OUT/TAG-OUT PROCEDURES:

- LOTO procedures are posted at each energy isolation point.
- Procedures are clear, concise, and include step-by-step instructions.
- Energy sources for each equipment/machine are identified in the procedures.
- Proper lockout/tagout devices are available for use.
- Authorized employees are trained on LOTO procedures.

## DOCUMENTATION AND TRAINING:

- Records of completed LOTO training are maintained for all personnel.
- Training includes theoretical and practical components.
- Training records indicate compliance with retraining requirements.
- Audit trail of retraining based on job changes, new hazards, and non-compliance.

## AUDIT PROCESS:

- Auditors are individuals/groups not directly involved in the energy control procedures.
- Physical inspection of energy isolation points is performed.
- Interviews with authorized employees to assess knowledge of LOTO procedures.
- Compliance with LOTO procedures is verified for at least one equipment/machine.

## CORRECTIVE ACTIONS:

- Identified non-compliance instances are documented.
- Immediate corrective actions are taken for critical violations.
- Long-term corrective actions are outlined for recurring issues.
- Follow-up plan is established to ensure corrective actions are implemented.

## AUDIT CONCLUSION:

- Overall compliance with LOTO procedures is assessed.
- Findings and recommendations are summarized.

## ATTACHMENTS:

- Supporting documentation (photos, interview notes, etc.).

## AUDITOR'S NOTES AND COMMENTS:

## AUDIT REVIEW AND APPROVAL:

Auditor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Manager's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_