

Lockout/Tagout Program

ANNUAL AUDIT CHECKLIST

Periodic inspections or audits help reduce the risk of injury to employees, maintain compliance, and protect your investment in your safety program. All of these outcomes help keep production running smoothly.

1. Check procedure presence and accuracy.

- All necessary equipment has procedure
- Each procedure is accurate with current equipment configuration
- Inaccurate procedures are revised
- New procedures created for equipment found to be lacking procedures

2. Check authorized employees knowledge and usage.

- Employee can correctly follow the proper sequence of the procedures to lockout and restore equipment to service
- Employee can place the locks, tags, and devices on the energy source disconnects.
- Demonstrate an understanding of when to lockout equipment and how to handle special situations such as group lockout or troubleshooting

3. Check overall program and policy compliance.

- Review overall program for effectiveness
- Review program enforcement criteria and if the criteria are being followed appropriately

In accordance with OSHA (U.S. Occupational Safety and Health Administration) standard 1910.147, companies must perform an annual inspection of their established energy control procedures and authorized employees. This annual audit is done to confirm all lockout/tagout procedures are adequate, understood by the employees, and being used during servicing and maintenance.

PERIODIC INSPECTION: [1910.147\(c\)\(6\)](#)

FREQUENCY: The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed ([1910.147\(c\)\(6\)\(i\)](#))

WHO CAN AUDIT: The periodic inspection shall be performed by an authorized employee other than the ones(s) utilizing the energy control procedure being inspected ([1910.147\(c\)\(6\)\(i\)\(A\)](#))

INTENT: The periodic inspection shall be conducted to correct any deviations or inadequacies identified ([1910.147\(c\)\(6\)\(i\)\(B\)](#)). This applies to procedures and employees competency (i.e. training requirements).

EMPLOYEE AUDIT: Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected ([1910.147\(c\)\(6\)\(i\)\(C\)](#))

Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph (c)(7)(ii) of this section ([1910.147\(c\)\(6\)\(i\)\(D\)](#))

DOCUMENTATION REQUIREMENTS: The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection ([1910.147\(c\)\(6\)\(ii\)](#))

ELABORATED in directive: The certification must specify: 1) the machine or equipment on which the energy control procedure was used; 2) the date of the inspection; 3) the names of the employee(s) included in the inspection; and 4) the name(s) of the person(s) who performed the inspection.

For more information about these OSHA requirements, [click here.](#)

For more information, email RACSMsafety@rockwellautomation.com or visit rok.auto/LOTO.



Are you ready for your audit?

The good news is, you don't have to do it alone. We can help. Rockwell Automation can deliver scaled services for each aspect of your annual audit, including:

- ✓ Verifying all required procedures are in place, accurate, and optimized to the ideal lockout process.
- ✓ Inspecting each employee on proper lockout process and retraining employees to achieve effective utilization of the lockout/tagout program.
- ✓ Providing comprehensive documentation of audit completion to properly record the effort dedicated to maintenance of your investment.