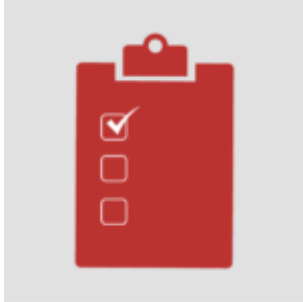


Annual Lockout Tagout Training Audit Assessment Checklist



ANNUAL LOTO TRAINING AUDIT ASSESSMENT CHECKLIST

Department: _____

Location: _____

Equipment: _____

Instructions: This Assessment, which is designed to ensure all authorized and affected employees have received and are still following their lockout/tagout (LOTO) training, must be completed at least once a year and more frequently in response to changes in job tasks, technology/equipment or other conditions or situations that the employee's previous LOTO training didn't address. In performing the Annual Audit Assessment, it's not necessary to include all employees' only a sample that includes at least one representative from each:

- Shift;
- Day of operation;
- Work group;
- Non-standard work situation; and

▪ Personnel designation.

	Yes	No	Comments
Has there been a change in job assignments, machines, equipment or processes'			
If so, have employees been re-trained when job assignments, machines, equipment or processes have changed'			
Are the locks uniquely identified, uniquely keyed, and only used for the purpose of LOTO'			
Does the tag used with the lock identify the worker servicing the machine or equipment'			
Have equipment and machine-specific LOTO procedures been documented in writing'			
Does the authorized employee know where the written LOTO procedures are located'			
Does the authorized employee notify affected employees and all other employees in the area before starting the LOTO procedure'			
Can the authorized employee identify all hazardous energy sources and associated hazards for the equipment or machine to be locked out'			
Does the authorized employee follow the proper LOTO procedures for deenergizing the equipment or machine'			
Does the authorized employee demonstrate the proper steps for the placement, removal and transfer of LOTO devices'			
Does the authorized employee use the proper methods to verify the equipment or machine was de-energized'			
Before releasing the machine or equipment from LOTO, does the authorized employee do the following: A) Inspect the machine or equipment to ensure it is operationally intact' B) Ensure that all employees are safely positioned' C) Notify affected employees and all other employees in the area that the LOTO devices have been removed'			
If you answered 'No' to questions 2-11, has the employee been retrained'			

Lockout – Tagout Annual Inspection – Authorized Employees Observed (Please print)

Name	Job Title	Name	Job Title
1		2	
3		4	

5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	

Deficiencies Observed and Corrective Actions:

Date:

—

Inspection

Done

By: