Department LOTO Program Annual Audit Checklist

*Departments/units/organizations can use this example checklist to review their hazardous energy control (LOTO) program annually. A mitigation plan shall be developed to correct any program deficiencies identified. Refer to the* [[*UW Hazardous Energy Control LOTO Program Manual*](https://www.ehs.washington.edu/system/files/resources/uw-loto-program-manual.pdf)*.*](https://www.ehs.washington.edu/resource/uw-lockouttagout-program-manual-804)

**Employee conducting audit**:

**Department/unit:**

**Date:**

| **Item** | **Yes** | **No** |
| --- | --- | --- |
| 1. Has a written Department LOTO Program (supplement to the UW LOTO program) that includes work-site specific procedures been established?
 | [ ]  | [ ]  |
| 1. Has a department LOTO Program Administrator, with appropriate training and experience, been designated and identified in the written program?
 | [ ]  | [ ]  |
| 1. Do only trained Authorized Persons perform lockout/tagout?
 | [ ]  | [ ]  |
| 1. Are appropriate energy control devices (EIDs) for each type of energy control point available?
 | [ ]  | [ ]  |
| 1. Have all equipment/machines requiring equipment-specific energy control procedures been identified and procedures developed?
 | [ ]  | [ ]  |
| 1. Do Authorized Persons know where to locate equipment-specific energy control procedures?
 | [ ]  | [ ]  |
| 1. Do Authorized Persons understand how to utilize equipment-specific energy control procedures?
 | [ ]  | [ ]  |
| 1. Does each equipment-specific procedure undergo a periodic review at least annually?
 | [ ]  | [ ]  |
| 1. Are locks and tags standardized, durable, identifiable, and used for no other purpose?
 | [ ]  | [ ]  |
| 1. Are tags only used for equipment that cannot be locked out?
 | [ ]  | [ ]  |
| 1. Are Authorized Persons trained and know:
	1. Source, type and magnitude of potential hazardous energy in their workplace?
 | [ ]  | [ ]  |
| * 1. Methods and means necessary for energy isolation and control?
 | [ ]  | [ ]  |
| 1. Do Affected Persons understand the importance of energy control procedures and know not to attempt to restart locked out equipment/machines or remove locks/tags?
 | [ ]  | [ ]  |
|  | [ ]  | [ ]  |
|  | [ ]  | [ ]  |
|  | [ ]  | [ ]  |
|  | [ ]  | [ ]  |

|  |  |
| --- | --- |
| **Items that need attention/correction** | **Action plan** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

Additional comments: