OpsAuditHub opsauditihub.com	DOC ID: **SAF-0075**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.147 & NFPA 70E**	AUDIT FREQUENCY: **Annual Program Review & Per-Project Execution**

Electrical Safety Lock Out Tag Out Sop Template

Operational Scope: Establishes mandatory procedures for controlling hazardous electrical energy during construction and contracting operations to prevent unexpected equipment startup. Ensures total worker safety compliance and mitigation of arc flash and electrocution hazards across all active job sites.

MANDATORY PPE:	NFPA 70E Arc Flash Rated Face Shield (ASTM F2178), Dielectric Rubber Insulating Gloves with Leather Protectors (ASTM D120), Hard Hat with Electrical Protection (ANSI Z89.1 Class E), Safety Glasses with Side Shields (ANSI Z87.1), Electrical Hazard Composite Toe Boots (ASTM F2413)
PREREQUISITES:	Authorized personnel must possess valid OSHA 10/30 and LOTO certification. | Verify presence of calibrated non-contact voltage detectors and multimeters. | Ensure all affected employees are notified prior to energy isolation.

PREPARATION & ENERGY SOURCE IDENTIFICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Facility Electrical Drawings & Schematics**	Review single-line diagrams to identify all primary and secondary electrical energy sources, control panels, and feed lines.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Notification of Affected Personnel**	All operators and contractors working in the vicinity are formally notified of the impending system shutdown.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
3	**Isolation Hardware & LOTO Kit Inspection**	Verify availability of standardized padlocks, lockout hasps, highly visible tags, and circuit breaker lockouts in uncompromised condition.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

SHUTDOWN, ISOLATION & APPLICATION OF LOTO DEVICES

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Normal Equipment Shutdown**	Shut down machinery or electrical system using standard operating controls before applying physical isolation.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
5	**Energy Isolation Devices (Circuit Breakers / Disconnects)**	Open all isolating switches, circuit breakers, or disconnects to fully sever the power supply to the target equipment.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Padlock and Tagout Application**	Attach assigned personal lockout padlock and completed weather-resistant tag to each energy-isolating device.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
7	**Stored Electrical Energy Discharge**	Bleed, ground, or dissipate any stored electrical energy in capacitors, battery banks, or ungrounded reactive circuits.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

VERIFICATION OF ISOLATION & RESTORATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Zero-Energy Verification (Meter Test)**	Use a calibrated multimeter to test live-dead-live functionality and verify zero voltage present at all conductors and terminals.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
9	**Physical Attempt to Start**	Attempt to actuate start buttons or operational switches locally to confirm that equipment cannot be energized.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
10	**Post-Work Inspection and Removal**	Ensure tools are cleared, guards are replaced, all personnel are clear, and personal locks are removed exclusively by the authorized applicator.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

Authorized LOTO Technician / Lead Electrician Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

DIGITAL INSPECTION UPGRADE: Run this audit on mobile/tablet, attach photos & automate compliance records. **Start Free Mobile Audit →**