OpsAuditHub opsauditihub.com	DOC ID: **SAF-0115**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.147 (Control of Hazardous Energy)**	AUDIT FREQUENCY: **Annual Audit (Periodic Inspection)**

Lockout Tagout Loto Audit Sop Template

Operational Scope: Establishes the mandatory operational procedure and audit framework for evaluating hazardous energy control programs across all manufacturing lines. Ensures full compliance with regulatory standards to prevent unexpected equipment startup and protect authorized personnel.

MANDATORY PPE:	Safety Glasses (ANSI Z87.1), Hard Hat (ANSI Z89.1), Steel-Toe Boots (ASTM F2413), Cut-Resistant Gloves, High-Visibility Vest
PREREQUISITES:	Review current facility energy control procedures (ECPs) and authorized employee training records. | Verify availability of calibrated multimeters, pressure gauges, and lockout hardware inventory. | Notify production supervisors and lead operators of scheduled audit activities.

ENERGY CONTROL PROCEDURE (ECP) DOCUMENTATION & REVIEW

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Machine-Specific ECP Accuracy**	Written ECP exists for every piece of equipment with hazardous energy sources and accurately reflects current mechanical and electrical configurations.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Authorized Employee Training Records**	All authorized and affected employees possess up-to-date certification logs confirming annual LOTO retraining completion.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Annual Periodic Inspection Documentation**	Previous year's periodic inspection records are on file, signed by the auditor, and include all authorized employees being evaluated.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

LOCKOUT HARDWARE & DEVICE INTEGRITY INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Padlock Standardization & Durability**	Locks are standardized by color, shape, or size, and clearly designated for LOTO use only with no excessive wear or operational failure.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Danger Tag Legibility & Durability**	Tags withstand environmental conditions, feature legible warnings ('Do Not Operate'), and include the identity of the worker applying the device.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Hasps and Energy Isolation Devices**	Multiple lockout hasps and valve/circuit breaker lockouts are free of structural cracks, rust, or jamming mechanisms.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

FIELD EXECUTION & ENERGY ISOLATION OBSERVATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
7	**Zero-Energy Verification Protocol**	Authorized personnel successfully perform physical test, electrical meter checks, or bleed-down procedures to verify zero energy state before service.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Stored Energy Dissipation**	Capacitors, springs, elevated machine members, and pneumatic/hydraulic lines are effectively blocked, drained, or grounded.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Group Lockout Coordination**	Complex group lockout operations utilize lock boxes and primary supervisor hasps that ensure continuous protection for all shift-change workers.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Safety Auditor / Operations Engineer Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Plant Operations Manager / EHS Director Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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