



# LOCKOUT PROGRAM – APPENDIX A LOCKOUT AUDIT FORM

Facility Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

**WHEN CONDUCTING A REVIEW OF THE PROGRAM IN YOUR WORKAREA, VERIFY THE FOLLOWING:**

1. The written program is correct and implemented and contains all changes to procedures
2. Employees are periodically observed performing equipment-specific lockout, and that deficiencies in procedures or performance are identified, and corrective actions are documented. Documentation must include the last inspection date and by whom, what the findings were, what the follow-up was, the date completed and by whom
3. Employees are retrained when there are any types of changes that affect lockout, or if there are changes in their job assignments, or reason to believe the employee is lacking in knowledge or use.
4. Equipment specific procedures are generated and maintained by "qualified" persons and reviewed annually with documentation
5. Training records, permits, and completed evaluation forms are filed in an organized manner
6. Inspections and training sessions are documented
7. Specific lockout devices are available at the site at all times
8. Each existing and new piece of equipment has an applicable hazardous energy control procedure
9. Employees are observed performing lockout procedures, and that deficiencies in procedures or performance, and follow-up on corrective actions are documented.

**Comments:**

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**Program Reviewed by:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_