
Lockout Tagout Annual Audit

1.0 Objective & Intent

The objective of this SOP is to establish a standardized procedure for conducting the annual Lockout Tagout (LOTO) audit as required by WorkSafeBC Regulation (OHS Regulation Part 10, Section 10.7). The intent is to verify that all energy control procedures are accurate, effective, and understood by authorized personnel, thereby preventing accidental machine start-up or release of stored energy during maintenance or servicing activities.

This audit mitigates the risk of catastrophic injury or fatality from unexpected energization or release of hazardous energy. It ensures that written LOTO procedures match actual machine configurations and that all affected workers are properly trained and compliant with the program.

2.0 Operational Scope

This procedure applies to all production machinery and equipment within the cabinet and millwork facility that requires LOTO during maintenance, repair, or cleaning. This includes but is not limited to CNC routers, edgebanders, panel saws, sanders, dust collection systems, compressors, and any equipment with multiple energy sources (electrical, pneumatic, hydraulic, thermal, or gravitational).

The audit must be performed annually by the Plant Safety Officer (or designated qualified auditor) and must involve a review of all written LOTO procedures, a physical walk-down of each machine, and interviews with authorized and affected employees. Contractors performing maintenance on-site must also be included in the scope of this audit.

3.0 Hazard Identification & Mandatory PPE

- Electrical Shock: Exposure to live circuits during verification of zero energy state.
- Unexpected Machine Start-up: Failure of LOTO devices or incorrect procedure application.
- Stored Energy Release: Residual pneumatic, hydraulic, or gravitational energy in systems.
- Pinch Points: Moving parts that may be inadvertently activated during procedure testing.
- CSA-Approved Steel Toed Boots
- Safety Glasses with side shields
- Hearing Protection (if auditing in active production area)
- High-Visibility Vest (if auditing near forklift traffic)
- Cut-Resistant Gloves (when handling LOTO devices or inspecting machine guards)

4.0 Required Safety Equipment & Tools

- LOTO Audit Checklist (company-specific form)
- Master LOTO Kit containing: multiple padlocks, hasps, tags, and group lockout boxes
- Voltage Tester (rated for equipment voltage levels)
- Lockout device inventory list (to verify all devices are accounted for)
- Camera or smartphone for photographic evidence of machine energy sources and LOTO points
- Clipboard and pen for manual notes

- Copy of the current LOTO written procedures for each machine
- Personal protective equipment as listed in Section 3.0

5.0 Step-by-Step Safety Procedure

1. Notify all shift supervisors and affected personnel that a LOTO audit is in progress. Post a notice in the common area and ensure no unauthorized maintenance or operation occurs on machines being audited.
2. Review the master list of all machines requiring LOTO procedures. Verify that each machine has a current, written procedure on file. Identify any new machines added since the last audit or any machines that have been modified.
3. For each machine, physically inspect the energy isolation points. Compare the written procedure against the actual disconnect switches, valves, and lockout points. Note any discrepancies, such as missing or mislabeled isolation points.
4. Select a sample of machines (minimum 10% or at least one of each type) to perform a full simulated LOTO procedure. Using the written procedure, have an authorized employee demonstrate the lockout steps while the auditor observes and documents compliance.
5. After the simulated lockout, verify zero energy state by attempting to start the machine using the normal controls. Then, use a voltage tester to confirm electrical isolation and check for residual pneumatic or hydraulic pressure using gauges or bleed valves.
6. Interview at least three authorized employees and three affected employees per shift. Ask them to explain the LOTO procedure for a specific machine, identify their personal lock, and describe what to do if a lock is left on after a shift change.
7. Inspect all LOTO devices (padlocks, hasps, tags, group lockout boxes) for damage, wear, or missing components. Verify that each authorized employee has a unique, identifiable lock and that the key control system is functioning (e.g., no duplicate keys in circulation).
8. Document all findings on the LOTO Audit Checklist. For each discrepancy, assign a corrective action with a responsible person and a due date. Critical discrepancies (e.g., missing isolation points, untrained employees) must be corrected immediately before the machine can be returned to service.
9. Compile the audit report and present it to the Joint Health and Safety Committee (JHSC) or management within one week. Include a summary of findings, corrective actions taken, and recommendations for program improvements.
10. Update the LOTO written procedures based on audit findings. Re-train any employees who demonstrated gaps in knowledge. File the completed audit report and training records in the safety binder for a minimum of three years.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.