

# Jay Industries, Inc.

## Lock Out Tag Out Machine Internal Audit Form

Audited Machine: \_\_\_\_\_ Date: \_\_\_\_\_

Employee conducting review: \_\_\_\_\_ Comments: \_\_\_\_\_

<b>Inspect the Equipment</b>	Yes	No	N/A
Is the lock, Tag mounted in a visible location?			
Is the laminated procedure connected to the machine?			
Are there the correct number of locks and keys for LOTO?			

<b>Review the procedure with the operators</b>	Yes	No	N/A
Has the employee received general LOTO training?			
Dose the employee understand when to lock out?			
Dose the employee understand proper shut down?			
Dose the procedure identify lockout locations for all energy?			
Dose the procedure clearly dictate steps to try out equipment?			
Dose the employee understand when to use group lockout?			
Was the procedure free from confusion or misunderstanding?			

<b>Review of lockout in progress</b>	Yes	No	N/A
Did authorized employee notify affected employee?			
Was the machine lockout procedure reviewed?			
Have all sources of energy been locked out for equipment?			
Did each employee install their lock prior to work?			
After lock out, was the equipment tried?			
After completion of work, was a check for tools done?			
Were all guards reinstalled?			
Was area checked and clear before lock removal?			
After completion of work and removal of locks, did authorized employees notify the effected employees?			
Did the auditor review the findings with involved employees?			