

**NORTH CAROLINA A & T STATE UNIVERSITY  
CONTRACTORS LOCKOUT / TAGOUT AUDIT CHECKLIST**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Associate/Contractor audited \_\_\_\_\_

Person completing audit \_\_\_\_\_

Equipment being audited \_\_\_\_\_ Dept. \_\_\_\_\_

Type(s) of energy for equipment \_\_\_\_\_

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Are all power sources to the equipment disconnected? Yes / No

Are all power sources to the equipment locked and tagged correctly? Yes / No

Has all stored energy been released or isolated to prevent release? Yes / No

Has the equipment been tested to verify adequate energy isolation? Yes / No

If more than one person is working on the equipment, does **each** Associate/Contractor have a lock and tag on **all** power sources? Yes / No

If contractors are working on the equipment, was a NCATSU employee the first to place their lock(s) and tag(s) on the equipment? Yes / No

Are approved locks being used? Yes / No

Are approved tags being used? Yes / No

Are tags filled out and legible? Yes / No

Has Associate(s) received training on LOTO? Yes / No

If yes, when? \_\_\_\_\_

Is there an equipment specific lockout/tagout procedure in place? Yes / No

Does Associate/Contractor understand the purpose of LOTO ? Yes / No

Deficiency/Action Item	Assigned to	Target Date	Date Resolved

Comments: