In accordance with OSHA (U.S. Occupational Safety and Health Administration) standard 1910.147, companies must perform an annual inspection of their established energy control procedures and authorized employees. This annual audit is done to confirm all lockout/tagout procedures are adequate, understood by the employees, and being used during servicing and maintenance.

**PERIODIC INSPECTION:** 1910.147(c)(6)

**FREQUENCY:** The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed (1910.147(c)(6)(i)).

**WHO CAN AUDIT:** The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected (1910.147(c)(6)(i)(A)).

**INTENT:** The periodic inspection shall be conducted to correct any deviations or inadequacies identified (1910.147(c)(6)(i)(B)). This applies to procedures and employees competency (i.e. training requirements).

**EMPLOYEE AUDIT:** Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected (1910.147(c)(6)(i)(C)).

Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph (c)(7)(ii) of this section (1910.147(c)(6)(i)(D)).

**DOCUMENTATION REQUIREMENTS:** The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection (1910.147(c)(6)(ii)).

The certification must specify: 1) the machine or equipment on which the energy control procedure was used; 2) the date of the inspection; 3) the names of the employee(s) included in the inspection; and 4) the name(s) of the person(s) who performed the inspection.

For more information about these OSHA requirements, click here.

**Are you ready for your audit?**

The good news is, you don't have to do it alone. We can help. Rockwell Automation can deliver scaled services for each aspect of your annual audit, including:

- Verifying all required procedures are in place, accurate, and optimized to the ideal lockout process.
- Inspecting each employee on proper lockout process and retraining employees to achieve effective utilization of the lockout/tagout program.
- Providing comprehensive documentation of audit completion to properly record the effort dedicated to maintenance of your investment.

For more information, email RACSMSafety@rockwellautomation.com or visit rok.auto/LOTO.