Industrial Electrical Safety and LOTO Audit Checklist

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1. Job and equipment details

Site / area		**Equipment and ID**	
Work description		**Permit / job no.**	
Date and time		**Competent person**	

2. Hazard identification (tick all that apply)

Hazard present?	Yes	No	N/A	Control in place
Electric shock from exposed live parts or damaged cables	☐	☐	☐	
Arc flash / arc blast (switchgear, MCC, panel work)	☐	☐	☐	
Electrical burns or hot surfaces	☐	☐	☐	
Overload, loose connections or fire risk	☐	☐	☐	
Hazardous area (gas, vapour or dust zone) - certified equipment in use?	☐	☐	☐	
Wet, dusty or corrosive conditions	☐	☐	☐	
Work at height or near moving machinery	☐	☐	☐	
Overhead lines or buried cables nearby	☐	☐	☐	
Temporary power in use	☐	☐	☐	

3. Isolation and lockout/tagout

Check	Yes	No	N/A	Notes / initials
All energy sources identified (electrical, mechanical, pneumatic, hydraulic)	☐	☐	☐	
Equipment shut down in the normal way	☐	☐	☐	
Supply isolated at the correct isolation point	☐	☐	☐	
Each isolation point locked off, keys held by the person doing the work	☐	☐	☐	
Warning tags fitted at every isolation point	☐	☐	☐	
Stored energy released or controlled	☐	☐	☐	
Any other persons or teams informed	☐	☐	☐	

4. Verification: prove dead

Check	Yes	No	N/A	Notes / initials
Voltage indicator suitable for the system and in good condition	☐	☐	☐	
Indicator proved on a known live source BEFORE the test	☐	☐	☐	
All conductors tested (including neutral and earth)	☐	☐	☐	
Indicator proved again AFTER the test	☐	☐	☐	
Adjacent live equipment identified and guarded	☐	☐	☐	

General guidance only. Not a substitute for site procedures, local law or a competent person. Verify against current standards.

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5. PPE inspection

Check	Yes	No	N/A	Notes / initials
Insulating gloves inspected, in date, with leather protectors	☐	☐	☐	
Arc-rated clothing suitable for the task and undamaged	☐	☐	☐	
Face shield / helmet and eye protection inspected	☐	☐	☐	
Insulating mats and footwear in good condition	☐	☐	☐	
Insulated tools inspected and rated for the task	☐	☐	☐	

6. Equipment and workplace inspection

Check	Yes	No	N/A	Notes / initials
Cables and flexes free from damage	☐	☐	☐	
Panels and switchgear closed, secure and undamaged	☐	☐	☐	
Earthing and bonding intact	☐	☐	☐	
No loose connections or signs of overheating	☐	☐	☐	
Protective devices (including RCDs) present and tested	☐	☐	☐	
Clear access and working space around panels	☐	☐	☐	
Warning signs and barriers in place	☐	☐	☐	
Water and moisture kept away from equipment	☐	☐	☐	

7. Emergency arrangements

Emergency isolator location _____ **Nearest first aider** _____

Site emergency number _____ **Emergency services** _____

First aid kit / AED location _____ **Rescue plan briefed (Y/N)** _____

8. Restoration and approval

Check	Yes	No	N/A	Notes / initials
Work complete, tools and materials removed	☐	☐	☐	
All persons clear of the equipment	☐	☐	☐	
Locks and tags removed only by the person who fitted them	☐	☐	☐	
Supply restored through the authorised process	☐	☐	☐	
Inspection and maintenance recorded	☐	☐	☐	

Signatures

Competent person _____ **Date** _____

Supervisor _____ **Date** _____

Authorising person _____ **Date** _____

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