

Title:	Energy Control Program Audit	Approved
Revision Date:	7/22/2015	C. [Signature] 7-29-15

1. PURPOSE:

The purpose of this policy is to outline the annual energy control audit.

2. SCOPE:

This policy applies to the energy control system.

3. RESPONSIBILITIES:

The Company shall ensure that an audit is performed by:

- a. An authorized employee other than the one(s) currently using the energy-control procedure being reviewed; or
- b. Individuals other than an authorized employee who are knowledgeable about the employer's lockout/tags-plus program and procedures and the machinery, equipment, or systems being audited.

4. POLICY

- a. The audit shall include:
 - i. A review of the written lockout/tag-plus program and procedures;
 - ii. A review of the current lockout/ tag-plus log;
 - iii. Verification of the accuracy of the lockout/tag-plus log;
 - iv. A review of incident reports since the last audit;
 - v. A review conducted between the auditor and authorized employees regarding the authorized employees' responsibilities under the lockout systems being audited; and
 - vi. A review conducted between the auditor and affected and authorized employees regarding their responsibilities under the tags-plus systems being audited.

- b. The Company shall ensure that, within 15 days after completion of the audit, the individual(s) who conducted the audit prepare and deliver to the employer a written audit report that includes at least:
- i. The date of the audit;
 - ii. The individual(s) who performed the audit;
 - iii. The identity of the procedure and machinery equipment, or system that were audited;
 - iv. The findings of the program audit and recommendations for correcting deviation or deficiencies identified during the audit;
 - v. Any incident investigation reports since the previous audit;
 - vi. Descriptions of corrective actions the employer has taken in response to the findings and recommendations of any incident investigations reports prepared since the previous audit;
- c. The Company shall promptly communicate the findings and recommendation in the written audit report to each employee having a job task that may be affected by such findings and recommendation.
- d. The Company shall correct the deviations or inadequacies in the lockout/tag-plus program within 15 days after receiving the written audit report.

The Company must keep the following records . . .	For at least . . .
1. Current lockout/tag-plus program and procedures	Until replaced by updated program and procedures.
2. Training records	Until replaced by updated records for each type of training.
3. Incident investigation reports	Until the next program audit is completed.
4. Program audit report	12 months after being replaced by the next audit report.