SAMPLE AUDIT REPORT

Lockout / Tagout (LOTO) verification

Northgate Manufacturing (sample) · Plant 2 — Press Shop

Conducted by	**R. Iyer, Safety Officer**
Date	**2026-11-07**
Frequency	**monthly**
Questions	**15**

Read this first
This is a SAMPLE. The organisation, site, auditor and every answer are fictional. Everything else is real: the questionnaire is a template shipped in AuditFlow's catalogue, and the percentage, grade, outcome and per-question verdicts below were produced by the same scoring engine that scores a live audit. Nothing on this page was typed by hand.

Result

Fail	F	90.9%	1
Outcome	Grade	Score	Critical failures

Why the verdict is not the percentage
This audit FAILED on a critical question despite scoring 90.9%. A critical question overrides the percentage and the grade — which is the whole point of marking one critical, and the reason a percentage alone is not a verdict.

Failed	**Zero-energy verification (try-step) is performed before work starts**

Coverage

Questions on the form	**15**
Could be scored	**13**
Not applicable — excluded	**1**
Captured, not scored	**2**
Completeness	**100%**

“Captured, not scored” are questions that cannot pass or fail — a photograph, a signature, a written note. They are carried for the record and excluded from the percentage, because a question that cannot fail is not worth points. Questions marked not applicable leave both sides of the fraction rather than counting as a pass, so they are inside “could be scored” and outside the result. The percentage is weighted by each question’s own weight, not a count of passes over questions, which is why dividing the two figures here will not reproduce it.

Every question, and how it was answered

#	Question	Weight	Answer	Result
1	A written energy control procedure exists for this specific machine	3	yes	Pass
2	The procedure lists every energy source including stored energy	3	yes	Pass
3	Authorised employees are trained and the training is documented	3	yes	Pass
4	Each authorised employee has their own uniquely identified lock	3	yes	Pass
5	Locks and tags are durable, standardised and identify the applier	2	yes	Pass
6	Isolation points are labelled and match the written procedure	3	yes	Pass
7	Zero-energy verification (try-step) is performed before work starts (critical)	3	no	FAIL (critical)
8	Group lockout uses a lockbox with each member applying a personal lock	2	yes	Pass
9	Shift-change handover procedure for continuing lockouts is defined	2	yes	Pass
10	Contractors are briefed on and follow the site LOTO procedure	3	yes	Pass
11	The annual periodic inspection was performed by someone not using the procedure	3	yes	Pass
12	Removal of another person's lock follows a documented exception process	3	yes	Pass
13	No evidence of bypassed interlocks or defeated guards (critical)	3	n/a	N/A
14	Machines and observations	—	Checked against the p…	Recorded
15	Photo of the isolation point with lock applied	—	—	Recorded

Sign-off

R. Iyer, Safety Officer

Conducted by
2026-11-07

A. Banerjee, Maintenance Lead

Reviewed by
2026-11-07

> **What a real report carries that this one cannot**
> In a real workspace this document also carries the working papers behind any sampling (population, method, size, confidence, tolerable rate and the stored seed that reproduces the selection), the photographic evidence with its capture time (and a location fix on questions whose template asks for one), and an appendix naming any question a conditional rule did not ask. Those are omitted here because there is no real audit behind this page.

Run this on your own site

This report was generated by AuditFlow from a real catalogue template and the real scoring engine — only the answers are fictional. Your own workspace starts at Rs.999 a month on Essentials, and the first audit you run produces a document exactly like this one. https://auditflow.mnbresearch.com/pricing