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**PTW AUDIT CHECKLIST**

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| --- | --- |
| **DEPT.:**  | **Total no. of PTW Audited:** |
| **PROJECT / LOCATION:** | **Ref No.:** |
| **INSPECTOR:** *(write name/ designation)* | **DATE:** |
| **NO.** | **ITEM** | **OBSERVATIONS** | **REMARKS / RECOMMENDATIONS / CORRECTIVE ACTIONS** | **PTW No. WITH VIOLATION** |
| **OK** | **NOT****OK** |
| **A** |  |
| **1** | Correct type of PTW issued |  |  |  |  |
| 2 | PTW issuer have valid certification |  |  |  |  |
| **3** | PTW receiver have valid certification |  |  |  |  |
| **4** | Joint site inspection conducted |  |  |  |  |
| 5 | JSA attached with the PTW |  |  |  |  |
| 6 | PTW heading filled up correctly |  |  |  |  |
| 7 | “Exact work location” identified |  |  |  |  |
| 8 | “Tools & Equipment to be used” complete |  |  |  |  |
| 9 | “Additional Precautions complete” |  |  |  |  |
| 10 | Gas testing information complete and proper |  |  |  |  |
| 11 | Gas testing conducted prior to and during the work |  |  |  |  |
| 12 | Issuer and Receiver signatures proper |  |  |  |  |
| 13 | If PTW is extended, is signatures and time proper |  |  |  |  |
| 14 | PTW properly closed out at end of job? |  |  |  |  |
| 15 | PTW available at site |  |  |  |  |
| 16 | Receiver/delegate available at site |  |  |  |  |
| 17 | Work scope defined properly |  |  |  |  |
| 18 | Equipment properly identified |  |  |  |  |
| 19 | Hazard properly identified |  |  |  |  |
| 20 | Pre-cautions properly defined |  |  |  |  |
| 22 | Pre-cautions properly defined |  |  |  |  |
| 23 | Receiver following PTW instructions |  |  |  |  |
| 24 | Barricade/warning signs adequate |  |  |  |  |
| 25 | PPE adequate |  |  |  |  |
| 26 | Issuer’s lockout/hold tag adequate |  |  |  |  |
| 27 | Receiver’s lockout/hold tag adequate |  |  |  |  |
| 28 | Standby man available |  |  |  |  |
| 29 | Tools in acceptable condition |  |  |  |  |
| 30 | Scaffolding acceptable |  |  |  |  |
| 31 | Acceptable excavation procedures |  |  |  |  |
|  | Others |  |  |  |  |
| **General Comments:**  |