



Inspection - Weekly 274 Checklist

274 Inspection _ Oil Laboratory - Checklist

Item #	Prompt	Responses	Comments
1	1.0: ELECTRICAL	() Yes () No () N/A	
2	Are all Electrical Tools Conditioned & tagged?	() Yes () No () N/A	
3	Do all tools/equipment use Earth Leakage?	() Yes () No () N/A	
4	Is the Temporary distribution Board Location clear of hazards and obstruction?	() Yes () No () N/A	
5	Do Local Distribution Boards have independent isolation switches?	() Yes () No () N/A	
6	Are RCD unit used and checked by the electrical department?	() Yes () No () N/A	
7	Are Electrical appliances isolated when not in use?	() Yes () No () N/A	
8	Are Leads elevated off the ground?	() Yes () No () N/A	
9	Are Leads Adequately guarded?	() Yes () No () N/A	
10	Are all Extension Leads isolated when not in use and removed at end of shift?	() Yes () No () N/A	
11	Are the Lead Connection Plugs bonded type or transparent?	() Yes () No () N/A	
12	Are extension lead and appliance cord not exceeding 32m?	() Yes () No () N/A	
13	2.0: PERSONAL PROTECTIVE EQUIPMENT	() Yes () No () N/A	
14	Do employees have access to PPE?	() Yes () No () N/A	
15	Are there adequate stocks of consumable PPE (ear plugs, dust, masks, etc) readily available at strategic locations?	() Yes () No () N/A	
16	Are PPE stored away properly?	() Yes () No () N/A	
17	Are the Correct PPE worn on the job site (correctly fitted)?	() Yes () No () N/A	
18	Are Relevant PPE signs posted?	() Yes () No () N/A	

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19	Are the PPE in good condition?	() Yes () No () N/A	
20	Are the Work clothes in good condition?	() Yes () No () N/A	
21	Are High Visibility Clothing available?	() Yes () No () N/A	
22	Are the correct extinguishers for the associated fire risk available on location?	() Yes () No () N/A	
23	3.0: FIRE FIGHTING EQUIPMENT	() Yes () No () N/A	
24	Are all Fire extinguishers located at prominent position?	() Yes () No () N/A	
25	Are the Inspection tags current and pin secured with a tie that is easily broken?	() Yes () No () N/A	
26	Is the area clear of obstructions?	() Yes () No () N/A	
27	Are Fire equipment signs installed?	() Yes () No () N/A	
28	Are Pressure gauge-full and extinguisher in good condition?	() Yes () No () N/A	
29	Are the Operational labels intact?	() Yes () No () N/A	
30	Are the Hoses and nozzles in good condition without blockage in nozzle?	() Yes () No () N/A	
31	Is the Fire alarm in good condition and proof of schedule service/test?	() Yes () No () N/A	
32	Do the Fuel tanks and lines have no leaks or spillage, in good condition and properly signed?	() Yes () No () N/A	
33	Are Fire Wardens appointed and names displayed?	() Yes () No () N/A	
34	4.0 : HOUSEKEEPING	() Yes () No () N/A	
35	Is General Housekeeping regularly conducted?	() Yes () No () N/A	
36	Are Fuel containers stored in banded area and correctly placarded?	() Yes () No () N/A	
37	Are Fuel containers stored in banded area and correctly placarded?	() Yes () No () N/A	
38	Are the Domestic & Industrial waste disposal storage regularly removed?	() Yes () No () N/A	

Item #	Prompt	Responses	Comments
39	Are the Domestic & Industrial waste disposal storage regularly removed?	() Yes () No () N/A	
40	Are Waste stream separated and labelled?	() Yes () No () N/A	
41	Are Waste stream separated and labelled?	() Yes () No () N/A	
42	Are Blast Notices displayed on Notice Board?	() Yes () No () N/A	
43	5.0: FIRST AID KIT	() Yes () No () N/A	
44	Are there First Aid kit available on site?	() Yes () No () N/A	
45	Is there a First aid register log book available?	() Yes () No () N/A	
46	Are the kits fully stocked for risks associated with the work being undertaken?	() Yes () No () N/A	
47	Is there a Certified First Aider available?	() Yes () No () N/A	
48	Are Emergency contact Numbers displayed?	() Yes () No () N/A	
49	6.0: MACHINERY	() Yes () No () N/A	
50	Are the Equipment in good condition?	() Yes () No () N/A	
51	Are there Guards installed?	() Yes () No () N/A	
52	Is there Maintenance schedule in place and complied with?	() Yes () No () N/A	
53	Are Safety warning signs posted?	() Yes () No () N/A	
54	Is Housekeeping maintained around machines?	() Yes () No () N/A	
55	Are Machine guarding in place –rotating equipment?	() Yes () No () N/A	
56	7.0: FUEL / CHEMICAL STORAGE AREAS	() Yes () No () N/A	
57	Is the condition of housekeeping good?	() Yes () No () N/A	
58	Are there Correct fire extinguishers provided at site?	() Yes () No () N/A	

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59	Do the Bund areas have proper drainage system?	() Yes () No () N/A	
60	Are there Adequate and convenient racks / bins available?	() Yes () No () N/A	
61	Are the Materials properly stored?	() Yes () No () N/A	
62	Are materials stored inside bund area with shelter provided?	() Yes () No () N/A	
63	Are the contents labelled?	() Yes () No () N/A	
64	Are the MSDS's readily available at site?	() Yes () No () N/A	
65	Do the People working in the area understand associated risks?	() Yes () No () N/A	
66	Are Appropriate placarding and warning signs displayed?	() Yes () No () N/A	
67	Is the Chemical store up to date with inventory list?	() Yes () No () N/A	
68	8.0: OFFICE AND WORK STATION AREA - GENERAL	() Yes () No () N/A	
69	Are there adequate storage area provided?	() Yes () No () N/A	
70	Are there adequate storage area provided?	() Yes () No () N/A	
71	Is the Floor free of obstructions?	() Yes () No () N/A	
72	Are Floor coverings in good condition?	() Yes () No () N/A	
73	Is the lighting adequate (light survey available)?	() Yes () No () N/A	
74	Are Floor coverings in good condition?	() Yes () No () N/A	
75	Are the Lighting covers and fittings secure?	() Yes () No () N/A	
76	Is the lighting adequate (light survey available)?	() Yes () No () N/A	
77	Are the Lighting covers and fittings secure?	() Yes () No () N/A	
78	Are Noise levels acceptable/adequately controlled?	() Yes () No () N/A	

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79	Is the Temperature comfortable?	() Yes () No () N/A	
80	Are Noise levels acceptable/adequately controlled?	() Yes () No () N/A	
81	Is the Temperature comfortable?	() Yes () No () N/A	
82	Do the Portable equipment have current test tags?	() Yes () No () N/A	
83	Do the Portable equipment have current test tags?	() Yes () No () N/A	
84	Are Power leads in good condition and are off the floor or placed away from walkways?	() Yes () No () N/A	
85	Are Power points and switches labelled indicating circuit?	() Yes () No () N/A	
86	Are Power leads in good condition and are off the floor or placed away from walkways?	() Yes () No () N/A	
87	Are Power boards used (not double adaptors)?	() Yes () No () N/A	
88	Is there no possible access to live electrical components in electrical cabinets? Are Circuits clearly labelled and indexed?	() Yes () No () N/A	
89	9.0: EMERGENCY PREPAREDNESS	() Yes () No () N/A	
90	Emergency evacuation procedures displayed	() Yes () No () N/A	
91	Fire Extinguisher easily accessible	() Yes () No () N/A	
92	Are the Tags on extinguishers been inspected in the last 6 months?	() Yes () No () N/A	
93	Are Emergency exits clearly sign posted?	() Yes () No () N/A	
94	Are Emergency exits clear?	() Yes () No () N/A	
95	Are the First Aid Kits accessible?	() Yes () No () N/A	
96	Are the First aid Kits stocked and contents are in-date?	() Yes () No () N/A	
97	Are Names and contacts of first aiders displayed?	() Yes () No () N/A	
98	Are Names of fire wardens displayed and regular evacuation drills practiced?	() Yes () No () N/A	

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99	Are Emergency contact Numbers displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
100	Are the Emergency Eye Wash Stations operational?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
101	10.0: TEA ROOM	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
102	Is the room Clean and tidy? Are the fridges and cooking equipment in good order and clean food stuffs suitably stored?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
103	Are Waste bins available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
104	Are Dish washing facilities available ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
105	11.0: TOILETS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
106	Is the ablution facility Clean and Hygienic?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
107	Are Hand washing facilities available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
108	Is there Liquid hand wash and paper towel available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
109	12.0: BUILDING SURROUNDS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
110	Are the Painted demarcation adequate and current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
111	Is the No smoking area sign posted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
112	13.0: MANUAL HANDLING	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
113	Are Frequently used items within easy access between knee and shoulder?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
114	Are Heavy items stored at waist height?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
115	Are Step ladders or safe steps available to access items stored on high shelves?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
116	Are Trolleys are available for heavy items and loads?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	