



## Inspection - Weekly 274 Checklist

### 274 Inspection\_ Plant Area Inspection - Tabubil/Kiunga/Bige/Yuk Creek

Item #	Prompt	Responses	Comments
1	1.0: SWITCHROOMS & BUILDINGS	( ) Yes ( ) No ( ) N/A	
2	Adequate Tags.	( ) Yes ( ) No ( ) N/A	
3	Are fire extinguishers identifiable, accessible, full, serviceable & signs legible?	( ) Yes ( ) No ( ) N/A	
4	Are rescue kits complete and serviceable?	( ) Yes ( ) No ( ) N/A	
5	Are MCC/Switchboard cubicles secure and all covers in place?	( ) Yes ( ) No ( ) N/A	
6	Are emergency lights operational?	( ) Yes ( ) No ( ) N/A	
7	Are emergency, safety, warning & exit signs applicable, clean and legible?	( ) Yes ( ) No ( ) N/A	
8	Are exit door locks operational & doors locked?	( ) Yes ( ) No ( ) N/A	
9	Are rubber floor mats provided?	( ) Yes ( ) No ( ) N/A	
10	Are unnecessary articles stored in the switch room?	( ) Yes ( ) No ( ) N/A	
11	Are switch room floors dry and clean?	( ) Yes ( ) No ( ) N/A	
12	Are Resuscitation charts clean & legible?	( ) Yes ( ) No ( ) N/A	
13	Is Switch room demarcation paint work in place & in good condition	( ) Yes ( ) No ( ) N/A	
14	Is there a SLD mounted on the Wall of the HV Switchroom?	( ) Yes ( ) No ( ) N/A	
15	Building Ventilation/Air Conditioning adequate & operational	( ) Yes ( ) No ( ) N/A	
16	Hygiene Facilities clean & in good condition?	( ) Yes ( ) No ( ) N/A	
17	Check general building condition – Walls, guttering, downpipes etc	( ) Yes ( ) No ( ) N/A	
18	Check general condition of stairs and ladders etc	( ) Yes ( ) No ( ) N/A	

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19	2.0: DISTRIBUTION BOARDS	( ) Yes	
		( ) No	
		( ) N/A	
20	Are lockout devices serviceable & is the front plate secured?	( ) Yes	
		( ) No	
		( ) N/A	
21	Are all circuit breakers clearly labeled?	( ) Yes	
		( ) No	
		( ) N/A	
22	Is the distribution board locked?	( ) Yes	
		( ) No	
		( ) N/A	
23	Is there any evidence of unsealed cable entries, loose or unprotected cables?	( ) Yes	
		( ) No	
		( ) N/A	
24	Are cables labeled?	( ) Yes	
		( ) No	
		( ) N/A	
25	Is the distribution board identified?	( ) Yes	
		( ) No	
		( ) N/A	
26	3.0: LIGHTING	( ) Yes	
		( ) No	
		( ) N/A	
27	Is lighting (natural & artificial) appropriate to the area?	( ) Yes	
		( ) No	
		( ) N/A	
28	Are there any areas of inadequate lighting or faulty lighting?	( ) Yes	
		( ) No	
		( ) N/A	
29	Are exit lights and emergency lights operational?	( ) Yes	
		( ) No	
		( ) N/A	
30	Are any light switches broken or hazardous?	( ) Yes	
		( ) No	
		( ) N/A	
31	4.0: GENERAL ELECTRICAL FACILITIES	( ) Yes	
		( ) No	
		( ) N/A	
32	Are building earths, cable tray & motor earths secure and undisturbed?	( ) Yes	
		( ) No	
		( ) N/A	
33	Are the general electrical installations in the area safe?	( ) Yes	
		( ) No	
		( ) N/A	
34	Are cable ladders covered and cables secured?	( ) Yes	
		( ) No	
		( ) N/A	
35	Are there any redundant cables obvious?	( ) Yes	
		( ) No	
		( ) N/A	
36	Are GPO's intact, secure & labeled?	( ) Yes	
		( ) No	
		( ) N/A	
37	Are yards securely fenced, free of weeds and is gravel level & clean?	( ) Yes	
		( ) No	
		( ) N/A	
38	Are all yard gates locked or capable of being locked?	( ) Yes	
		( ) No	
		( ) N/A	

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39	5.0: SAFETY, HEALTH SIGNAGE & LOCKOUT SYSTEMS	( ) Yes ( ) No ( ) N/A	
40	Check for adequate safety signs?	( ) Yes ( ) No ( ) N/A	
41	Are signs in good condition and not damaged or faded?	( ) Yes ( ) No ( ) N/A	
42	Are all signs applicable? EG. Noise level signage	( ) Yes ( ) No ( ) N/A	
43	Lockout Equipment (Haspes, Lockboxes etc) available?	( ) Yes ( ) No ( ) N/A	
44	Emergency Evacuation Point Indicated?	( ) Yes ( ) No ( ) N/A	
45	Emergency Contacts Displayed?	( ) Yes ( ) No ( ) N/A	
46	Sign-on Sheet available? Are all personnel aware of Evacuation Procedures?	( ) Yes ( ) No ( ) N/A	
47	Latest Health & Safety Alerts printed & available?	( ) Yes ( ) No ( ) N/A	
48	First Aid kit available? Current First Aid Officer known & displayed?	( ) Yes ( ) No ( ) N/A	
49	First Aid kit available? Current First Aid Officer known & displayed?	( ) Yes ( ) No ( ) N/A	
50	Safety Officer contact details known & displayed?	( ) Yes ( ) No ( ) N/A	
51	Light Vehicle Policy, Permits & Prestart Inspections displayed & completed?	( ) Yes ( ) No ( ) N/A	
52	Fitness for Work – Alcohol & Fatigue Management Policies displayed?	( ) Yes ( ) No ( ) N/A	
53	Are Hazardous Materials stored correctly?	( ) Yes ( ) No ( ) N/A	
54	Are MSDS sheets available and appropriate for stored materials?	( ) Yes ( ) No ( ) N/A	
55	Is appropriate PPE available – Hearing Protection, Gloves, Coveralls etc	( ) Yes ( ) No ( ) N/A	
56	Are any items missing from Spill Kits?	( ) Yes ( ) No ( ) N/A	
57	Do contractors have appropriate Supervision, Authorizations, PPE, JSAs, Permits etc?	( ) Yes ( ) No ( ) N/A	
58	6.0: GENERAL EQUIPMENT & APPLIANCES	( ) Yes ( ) No ( ) N/A	

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59	Are tools or appliances you have encountered correctly tagged?	( ) Yes ( ) No ( ) N/A	
60	Have any electrical appliances connected to the supply been left unattended?	( ) Yes ( ) No ( ) N/A	
61	Are appliances being operated a safe manner and in an appropriate location?	( ) Yes ( ) No ( ) N/A	
62	If sockets do not have residual current protection are portable units used?	( ) Yes ( ) No ( ) N/A	
63	Machine Guarding – Pedestal Grinder, Drill, etc. Safety Shields in place & Tagged	( ) Yes ( ) No ( ) N/A	
64	Welding Machines – Leads, Clamps, Electrode Holders in good condition?	( ) Yes ( ) No ( ) N/A	
65	Compressed Gas Cylinders stored vertically & secured in racks?	( ) Yes ( ) No ( ) N/A	
66	Compressed gas Gauges, hoses & fittings in good condition?	( ) Yes ( ) No ( ) N/A	
67	Lifting Gear – Current Inspection Tags & in Good Condition?	( ) Yes ( ) No ( ) N/A	
68	Check for Equipment Fuel Leaks	( ) Yes ( ) No ( ) N/A	
69	Check for Equipment Oil Leaks	( ) Yes ( ) No ( ) N/A	
70	7.0 : GENERAL AREA HOUSEKEEPING	( ) Yes ( ) No ( ) N/A	
71	Is waste disposed of properly? Are adequate bins provided?	( ) Yes ( ) No ( ) N/A	
72	Are access ways clear?	( ) Yes ( ) No ( ) N/A	
73	Have hazards of any kind been discovered; trips, slips, blockages, stacking etc?	( ) Yes ( ) No ( ) N/A	
74	Are Waste bins clearly labeled?	( ) Yes ( ) No ( ) N/A	
75	Are fuel storage areas clean and dry? Signs of Hydrocarbon leaks or spillage?	( ) Yes ( ) No ( ) N/A	
76	Does area vegetation and grass need trimming?	( ) Yes ( ) No ( ) N/A	
77	Are area fences & gates in good condition?	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
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33	Look for damaged conduits, loose or corroded fittings & fixings, cables pulled out of glands, etc		