Reference No: 87568



Inspection - Weekly 274 Checklist

274 Inspection _ Sample Prep - Checklist

item#	Prompt	Responses	Comments
1	1.0: General Area	() Yes	
		() No	
		() N/A	
2	Emergency evacuation procedure available and	() Yes	
	accessible	() No	
		() N/A	
3	All exits are clearly labelled with exit signs and exits doors	() Yes	
	unobstructed.	() No	
		() N/A	
4	First Aid Kit available and checklist updated(monthly),	() Yes	
	labelled clearly with signage and accessible	() No	
_	Adequate lighting	() N/A	
5		() Yes	
		()No ()N/A	
6	All demarcation lines are clearly visible	() Yes	
O	All demargation into are deally visible	() No	
		() N/A	
7	First aiders and fire warden's names displayed and	() Yes	
	regular evacuation drills regularly practiced	() No	
	regular evacuation almo regularly praesions	() N/A	
8	Adequate # of Fire Extinguisher available, tested and	() Yes	
	tagged, charged	() No	
	•	() N/A	
9	The Emergency Contacts Board is updated with the	() Yes	
	current contacts	() No	
		() N/A	
10	Notice Boards (Both Safety & General) are up to date.	() Yes	
		() No	
		() N/A	
11	SWPs for all tasks have been documented and reviewed	() Yes	
	by all team members and available on the notice board	() No	
		() N/A	
12	Prestart check books for all equipment available and	() Yes	
	checked prior to commencing of work	() No	
13	Building is generally in good condition.	() N/A	
13	Building is generally in good condition.	() Yes	
		()No ()N/A	
14	Emergency eye wash available, accessible and clear of	() Yes	
• •	trip & fall hazards	() No	
	the a fall flazarde	() N/A	
15	Warning signage of hazards in the area posted and	() Yes	
	displayed clearly and correctly (in colour and writing)	() No	
	7, 7, 7, 3,	() N/A	
16	2.0: Crushing Area	() Yes	
		() No	
		() N/A	
17	Required mandatory PPE signage displayed	() Yes	
		() No	
		() N/A	
18	Work area (floor, workstation and bench) areas are neat	() Yes	
	and tidy	() No	
		() N/A	

Item #	Prompt	Res	sponses	Comments
19	Walkways are free from slip/trip and fall hazards	() Yes	
		•) No	
) N/A	
20	No accumulation of excessive dust on equipment,	•) Yes	
	building wall, switch boards, floor etc.	•) No) N/A	
21	Workstations, Equipment and walkways are clearly) Yes	
21	defined (labelled/demarcated)	•) No	
	domina (labolica/domaroatoa)	•) N/A	
22	Warning signage of hazards in the area posted and) Yes	
	displayed clearly and correctly (in colour and writing)	() No	
		() N/A	
23	Crushed Sample waste (Rejects) packed in buckets for	•) Yes	
	disposal weigh 15kg or less	•) No	
0.4) N/A	
24	Equipment electrical test tags are current and in date. (Check tag for vacuum cleaner if in use)	•) Yes) No	
	(Check tag for vacuum cleaner ii iii use)	•) N/A	
25	Adequate lighting	•) Yes	
		•) No	
		•) N/A	
26	All electric equipment labelled and tagged.	() Yes	
		•) No	
) N/A	
27	Warning signage of hazards in the area posted and	•) Yes	
	displayed clearly and correctly (in colour and writing)) No	
28	Trolleys available and free of trip & fall risks to personnel?) N/A) Yes	
20	Trolley's available and free of the a fall risks to personner:	•) No	
		•) N/A	
29	3.0: Oven Area	•) Yes	
		() No	
		() N/A	
30	Work area (floor) is neat and tidy	•) Yes	
) No	
24) N/A	
31	No accumulation of excessive dust on equipment,	•) Yes	
	building wall, switch boards, floor etc.) No) N/A	
32	Equipment and walkways are clearly defined) Yes	
	(labelled/demarcated)	•) No	
) N/A	
33	Walkways are free from slip/trip and fall hazards	() Yes	
		•) No	
) N/A	
34	All three Ovens & Vacuum cleaner have electrical test	•) Yes	
	tags that are current and in date.	•) No) N/A	
35	Oven temperature set within required temperature range (i.e. $96^{\circ}\text{C-}106^{\circ}\text{C}$).) Yes	
		•) No	
			,) N/A	
36	Warning signage of hazards in the area posted and displayed clearly and correctly (in colour and writing)	() Yes	
		•) No	
	4.0: Pulverizing Area) N/A	
37		•) Yes	
) No	
38	Work area (floor, workstation and boneh) areas are neet) N/A) Yes	
50	Work area (floor, workstation and bench) areas are neat and tidy	•) Yes) No	
) N/A	

building wall, switch boards, floor etc. No No No No No No No N	Item #	Prompt	Res	sponses	Comments
40 Workstations, Equipment and walkways are clearly classed in the area posted and displayed clearly and convectly (in colour and writing) 41 Walkways are free from sliphtip and fall hazards 42 Pulvarised Sample waste (Rejects) packed in buckets for classed sample waste (Classed sample waste	39	No accumulation of excessive dust on equipment,	() Yes	
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Item #	Prompt	Res	sponses	Comments
59	All core boxes are kept under the roof and are not	() Yes	
	exposed to rain.	•) No	
		,) N/A	
60	7.0: Waste and Other Storage area	•) Yes	
		•) No) N/A	
61	Waste storage designated area signage visibly posted) Yes	
01	waste storage designated area signage visibly posted	`) No	
		`) N/A	
62	Mandatory PPE signs visibly displayed and used	() Yes	
		() No	
		() N/A	
63	Waste storage and disposal SWP available and	`) Yes	
	accessible	() No	
C4		() N/A	
64	Waste buckets are neatly stacked on the floor or on	•) Yes	
	pallets.) No) N/A	
65	No large amount of waste spillage in the area.	•) Yes	
		•) No	
		•	,) N/A	
66	Waste buckets are stored within the	() Yes	
	demarcated/designated area.	() No	
		() N/A	
67	All other accessories are stored according to their labels	`) Yes	
	and within their storage areas.	() No	
68	Consent Missers Stand in the ones have been tested	() N/A	
00	Cement Mixers Stored in the area have been tested tagged and is current.	() Yes) No	
	tagged and is current.	() N/A	
69	Blanks are neatly stored away and covered to avoid	() Yes	
	contamination.	•	,) No	
		() N/A	
70	Wastes and accessories protected from rain/wind	() Yes	
	exposure	() No	
		() N/A	
71	8.0: Compressor & Extraction Fan Area	•) Yes	
) No) N/A	
72	SOP available and familiarise by all authorized personnel) Yes	
	cor available and familiaries by all additing of percentiles	,) No	
		(,) N/A	
73	The equipment labels are clear and visible.	() Yes	
		() No	
		() N/A	
74	Emergency switches and all mandatory PPE signs are) Yes	
	posted and visible.) No	
75	The concrete clab (floor) in the area is free from clip/trip) N/A	
75	The concrete slab (floor) in the area is free from slip/trip and fall hazards.	:) Yes) No	
	and fall flazards.	() N/A	
76	The equipment have been electrically tested and tagged	() Yes	
	and the tags are current.	() No	
		(,) N/A	
77	There is no cracks or damage to the dust drums	() Yes	
		() No	
70		() N/A	
78	The pallet on which the dust drums are mounted is	() Yes	
	strong and not rotten.	() No) N/A	
		1	j 1977	

Item #	Prompt	Responses	Comments
79	The airlines into the lab are secured and in good	() Yes	
	condition.	() No () N/A	
80	9.0: Blanks Sieving	()N/A ()Yes	
		() No	
		() N/A	
81	The area is clean, neat and tidy with no rubbish lying	() Yes	
	around.	() No	
		() N/A	
82	Work area is well barricaded	() Yes	
		() No	
		() N/A	

Item # Explanation

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