



Inspection - Weekly 274 Checklist

274 Inspection _ Sample Prep - Checklist

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

Item #	Prompt	Responses	Comments
19	Walkways are free from slip/trip and fall hazards	() Yes () No () N/A	
20	No accumulation of excessive dust on equipment, building wall, switch boards, floor etc.	() Yes () No () N/A	
21	Workstations, Equipment and walkways are clearly defined (labelled/demarcated)	() Yes () No () N/A	
22	Warning signage of hazards in the area posted and displayed clearly and correctly (in colour and writing)	() Yes () No () N/A	
23	Crushed Sample waste (Rejects) packed in buckets for disposal weigh 15kg or less	() Yes () No () N/A	
24	Equipment electrical test tags are current and in date. (Check tag for vacuum cleaner if in use)	() Yes () No () 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 displayed clearly and correctly (in colour and writing)	() Yes () No () N/A	
28	Trolleys available and free of trip & fall risks to personnel?	() Yes () No () N/A	
29	3.0: Oven Area	() Yes () No () N/A	
30	Work area (floor) is neat and tidy	() Yes () No () N/A	
31	No accumulation of excessive dust on equipment, building wall, switch boards, floor etc.	() Yes () No () N/A	
32	Equipment and walkways are clearly defined (labelled/demarcated)	() Yes () 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 tags that are current and in date.	() Yes () No () N/A	
35	Oven temperature set within required temperature range (i.e. 96°C-106 °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 () N/A	
37	4.0: Pulverizing Area	() Yes () No () N/A	
38	Work area (floor, workstation and bench) areas are neat and tidy	() Yes () No () N/A	

Item #	Prompt	Responses	Comments
39	No accumulation of excessive dust on equipment, building wall, switch boards, floor etc.	() Yes () No () N/A	
40	Workstations, Equipment and walkways are clearly defined (labelled/demarcated)	() Yes () No () N/A	
41	Walkways are free from slip/trip and fall hazards	() Yes () No () N/A	
42	Pulverised Sample waste (Rejects) packed in buckets for disposal weigh 15kg or less	() Yes () No () N/A	
43	Waste disposal bucket available, accessible, empty and free of trip & fall risk to personnel	() Yes () No () N/A	
44	Equipment electrical test tags are current and up to date	() Yes () No () N/A	
45	Mandatory PPE signage displayed and used correctly	() Yes () No () N/A	
46	Warning signage of hazards in the area posted and displayed clearly and correctly (in colour and writing)	() Yes () No () N/A	
47	5.0: Check Areas	() Yes () No () N/A	
48	Work area (floor, workstation and bench) areas are neat and tidy	() Yes () No () N/A	
49	Rollers and benches are firm and in good condition	() Yes () No () N/A	
50	Mandatory PPE signage clearly posted (gloves/safety glass) and used correctly	() Yes () No () N/A	
51	Warning signage of hazards in the area posted and displayed clearly and correctly (in colour and writing)	() Yes () No () N/A	
52	Sampling barricade signage clearly visible and erected to caution all personnel during sampling. Gate closed during sampling	() Yes () No () N/A	
53	Trolley available and accessible with no trip and fall risk to samplers	() Yes () No () N/A	
54	6.0: Sample Storage Area	() Yes () No () N/A	
55	Core trays are stacked neatly and clearly labelled	() Yes () No () N/A	
56	Core pallets are stacked within the demarcated storage area.	() Yes () No () N/A	
57	Core pallets are in good condition free of termites and signs of rotting	() Yes () No () N/A	
58	Walkways area free from obstruction.	() Yes () No () N/A	

Item #	Prompt	Responses	Comments
59	All core boxes are kept under the roof and are not exposed to rain.	() Yes () No () N/A	
60	7.0: Waste and Other Storage area	() Yes () No () N/A	
61	Waste storage designated area signage visibly posted	() Yes () No () N/A	
62	Mandatory PPE signs visibly displayed and used	() Yes () No () N/A	
63	Waste storage and disposal SWP available and accessible	() Yes () No () N/A	
64	Waste buckets are neatly stacked on the floor or on pallets.	() Yes () No () N/A	
65	No large amount of waste spillage in the area.	() Yes () No () N/A	
66	Waste buckets are stored within the demarcated/designated area.	() Yes () No () N/A	
67	All other accessories are stored according to their labels and within their storage areas.	() Yes () No () N/A	
68	Cement Mixers Stored in the area have been tested tagged and is current.	() Yes () No () N/A	
69	Blanks are neatly stored away and covered to avoid contamination.	() Yes () No () N/A	
70	Wastes and accessories protected from rain/wind exposure	() Yes () No () N/A	
71	8.0: Compressor & Extraction Fan Area	() Yes () No () N/A	
72	SOP available and familiarise by all authorized personnel	() Yes () No () N/A	
73	The equipment labels are clear and visible.	() Yes () No () N/A	
74	Emergency switches and all mandatory PPE signs are posted and visible.	() Yes () No () N/A	
75	The concrete slab (floor) in the area is free from slip/trip and fall hazards.	() Yes () No () N/A	
76	The equipment have been electrically tested and tagged and the tags are current.	() Yes () No () N/A	
77	There is no cracks or damage to the dust drums	() Yes () No () N/A	
78	The pallet on which the dust drums are mounted is strong and not rotten.	() Yes () No () N/A	

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79	The airlines into the lab are secured and in good condition.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
80	9.0: Blanks Sieving	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
81	The area is clean, neat and tidy with no rubbish lying around.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
82	Work area is well barricaded	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>

Item # **Explanation**

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