



## Inspection - Weekly 274 Checklist

### 274 Inspection \_ Weekly - Checklist

Item #	Prompt	Responses	Comments
1	1.0 . Are you conducting a Premises and Housekeeping Inspection?	( ) Yes ( ) No	
2	Are the building access ways clear and safe, all rubbish removed, nil obstruction and in good condition?	( ) Yes ( ) No ( ) N/A	
3	Are there any areas of inadequate or faulty lighting?	( ) Yes ( ) No ( ) N/A	
4	Are the toilet and crib room facilities maintained, cleaned and free from hygiene?	( ) Yes ( ) No ( ) N/A	
5	Is there clear access to equipment, work benches, and switchboards and floors marked and color coded?	( ) Yes ( ) No ( ) N/A	
6	Are fuels, oils and materials stored safely, area and tool store tidy and tools correctly stored and items correctly labelled and registered?	( ) Yes ( ) No ( ) N/A	
7	Machines, floors and benches clean and free from incomplete jobs. Work areas orderly, all tools properly stored?	( ) Yes ( ) No ( ) N/A	
8	Are adequate bins provided? Is waste disposed off correctly?	( ) Yes ( ) No ( ) N/A	
9	Are cupboards and cabinets closed?	( ) Yes ( ) No ( ) N/A	
10	2.0 . Are you conducting Mechanical, Electrical & Personal Safeguard Inspection?	( ) Yes ( ) No	
11	Check machine drives are adequately guarded, PPE is provided and machine is in good condition especially the grinders	( ) Yes ( ) No ( ) N/A	
12	Are electrical panels labelled, locked and identified, tools tagged and registered and safety latches on Lifting Equipment hooks?	( ) Yes ( ) No ( ) N/A	
13	Are all valves, switches and levers, GPOs intact, secure & labelled?	( ) Yes ( ) No ( ) N/A	
14	Extension ladders, stepladders, safety steps, stairs are all in good conditions?	( ) Yes ( ) No ( ) N/A	
15	Lifting gear and machinery in good condition, damaged items corrected or destroyed, items registered, inspection tags fitted to items?	( ) Yes ( ) No ( ) N/A	
16	Cylinders are secured, flash arrestors are fitted. Oxy/Acetylene bottles are stored appropriately, hoses, regulators, safety pins intact?	( ) Yes ( ) No ( ) N/A	
17	Hazardous materials stored and used correctly, adequate ventilations, labelling, signs,, storage and MSDS in place and PPE in place and used?	( ) Yes ( ) No ( ) N/A	
18	Check for Earth Leakage Circuit Breaker?	( ) Yes ( ) No ( ) N/A	
19	All power tools are in safe working conditions, incidental electrical devices encountered for correct inspection tags.	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
20	Are any lights or light switches broken or hazardous? IP rating and integrity of Electrical Boards and electrical installations in good condition?	( ) Yes ( ) No ( ) N/A	
21	All hand tools are stored, clean, and in a safe condition?	( ) Yes ( ) No ( ) N/A	
22	Check all equipment, work places, benches, seating, is ergonomically sound?	( ) Yes ( ) No ( ) N/A	
23	Is PPE available and being used appropriately for the application?	( ) Yes ( ) No ( ) N/A	
24	Are there adequate safety notices and signs?	( ) Yes ( ) No ( ) N/A	
25	3.0 . Are you checking Fire Protection	( ) Yes ( ) No	
26	Are the correct extinguishers and hoses on the correct boards and in the correct locations?	( ) Yes ( ) No	
27	Are locations marked and floors clear, allowing access?	( ) Yes ( ) No ( ) N/A	
28	Oil, fuel, flammable materials are stored correctly and removed as required?	( ) Yes ( ) No ( ) N/A	
29	4.0 : Are you checking the Environment?	( ) Yes ( ) No	
30	Scrap Metal Waste Management in place?	( ) Yes ( ) No ( ) N/A	
31	Is the General Waste Management in place?	( ) Yes ( ) No ( ) N/A	
32	Is the Hazardous Waste Management in place?	( ) Yes ( ) No ( ) N/A	
33	Is the Hydrocarbon Management in place?	( ) Yes ( ) No ( ) N/A	
34	No signs of Soil contamination?	( ) Yes ( ) No ( ) N/A	
35	Is Air Quality Management in place?	( ) Yes ( ) No ( ) N/A	
36	No Environmental noise in place?	( ) Yes ( ) No ( ) N/A	
37	Contaminated Water Management in place?	( ) Yes ( ) No ( ) N/A	
38	Storm water Management in place?	( ) Yes ( ) No ( ) N/A	
39	Emergency Response and Preparedness in place?	( ) Yes ( ) No ( ) N/A	
40	Spillage Response and Preparedness in place?	( ) Yes ( ) No ( ) N/A	

Item #	Prompt	Responses	Comments
41	Training and Awareness in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
42	Standard Operating Procedures and Authority in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
43	Incident and Hazard Reporting in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>

---

Item #	Prompt	Responses	Comments
Item #	Explanation		
1	Are you inspecting Premises and Housekeeping?		
2	Are the building access ways clear and safe? All rubbish removed from non-storage areas (eg rubbish, materials or parts not to be stored on pu equipment). Check stairs, floors and walkways for obstructions and their general condition		
3	Are there any areas of inadequate or faulty lighting?		
4	Inspect toilets. Are they clean and are soap and paper towels available? Inspect crib rooms. Are they clean? Are facilities maintained? Is there any evidence of vermin?		
5	Is there clear access to equipment, workbenches, and switchboards? Are floors clearly marked? Are all floors, pipes etc colour coded to OTML standard?		
6	Are fuels, oils and materials in work area stored stacked safely? Are storage areas tidy and being used correctly? Check tool store/cupboard for tidiness & correct storage of tools etc. Are items correctly labelled and registered?		
7	Machines, floors and benches, tools and cupboards, are they clean and free of incomplete jobs, n grease. Are all work areas orderly and all tools, spares, boxes, shadow boards properly placed? Is rubbish stored in the Lay Up area? Are cupboards and cabinets closed?		
8	Are adequate bins provided? Is waste disposed of correctly? No rubbish stored under benches, cupboards and cabinets.		
9	3.6. TIDINESS OF WORK AREAS, YARDS, LAYING UP AREAS:  Are cupboards and cabinets closed?		
10	Inspecting machine guards, lock out systems switch isolators etc		
11	Check drives are adequately guarded. Check protective equipment is provided & condition, especially on grinders.		
12	Are electrical panels labelled, locked and identified? Tools tagged and registered? Safety latches on Lifting Equipment hooks?		
13	Are all valves, switches and levers, GPOs intact, secure & labelled?		
14	Extension ladders, stepladders, safety steps, stairs are all in good conditions?		
15	Check condition of lifting equipment (ropes, slings, chains, shackles, cranes, eyebolts, safety latcl chain blocks, winches, hoists) Have damaged items been corrected or destroyed! Are items properly stored, identified & register Are inspection tags fitted to items requiring inspection? Are tags and labels correct?		
16	Cylinders secured, Flashback arrestors fitted, Cylinder keys, Empty cylinders marked. Check Oxy/Acetylene bottles are stored appropriately. hoses, regulators, hose couplings / lubrica Safety pins		
17	Are hazardous materials stored and being used correctly? Proper use, adequate ventilation, labelling & Identification, Signs, Storage, Material Data Safety s Protective equipment in place and being used.		
18	Check for Earth Leakage Circuit Breaker?		
19	PORTABLE ELECTRICAL EQUIPMENT  Check condition of all power tools. Check all power tools are in a safe working condition. Check incidental electrical devices encountered for correct inspection tags. Check all tagged and registered. Check for Earth Leakage Circuit Breakers.		
20	Are any lights or light switches broken or hazardous? Check IP rating and integrity of Electrical Boards and electrical installations . Check access to power points and switchboards.		

Item #	Prompt	Responses	Comments
21	Check all hand tools are stored, clean, in a safe condition.		
22	Check all equipment, work places, benches, seating, is ergonomically sound?		
23	Is PPE available and being used appropriately for the application? Are facilities for storage of PPE and personal clothing changes provided? Check tag racks are full and earplugs are available. Ensure safety harnesses are available and used. Are Welding screens available and in use?		
24	Check for adequate safety signs around machinery. Are exit signs and emergency lights operational? Check for adequate safety & health warning signs. Are signs in good condition and not damaged or faded? Are any signs not applicable?		
25	3.1. FIRE EXTINGUISHER EQUIPMENT: 3.2. LOCATIONS MARKED, FLOOR CLEAR: 3.3. STORAGE OF FLAMMABLE MATERIAL:		
26	Are the correct extinguishers and hoses on the correct boards and in the correct locations? Check condition of fire extinguishers, check for physical damage, rust, colour coding. Are fire extinguishers fully charged? Do all extinguishers have up to date inspection tags fitted? Are the extinguishers appropriate for potential fire hazards in the area?		
27	Are locations marked and floors clear, allowing access?		
28	Ensure oil, fuel, flammable materials are stored correctly and removed as required.		
29			
30	Is the Scrap Metal Waste Management in place?		
31			
32	Ensure there is Hazardous Waste Management?		
33	Storage Spill containment Waste Oil Containment Filters/Oil/Rags/Drum Disposal		
35	Is Air Quality Management in place?		
36	No Environmental noise in place?		
37	Contaminated Water Management in place?		
38	Storm water Management in place?		
39	Emergency Response and Preparedness in place?		
40	Spillage Response and preparedness in place?		
42	Standard Operating Procedures and authority in place?		
43	Incident and Hazard Reporting in place?		