

Workshop Inspection

Workshop Name

Date of Inspection

Inspector

INSTRUCTIONS

This checklist is designed to conduct an inspection of the workshop to ensure a safe and organized working environment. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and areas for improvement. Use the "Notes/Observations" section to provide additional details, corrective actions, and any required follow-up.

1. GENERAL WORKSHOP CONDITIONS

The workshop is clean and well-maintained.

Yes No NA

Aisles and walkways are clear of obstructions and well-marked.

Yes No NA

Emergency exits are easily accessible and unblocked.

Yes No NA

Fire extinguishers and emergency equipment are in place and accessible.

Yes No NA

Observations/Notes:

[Insert workshop inspection observations and corrective actions, if any]

2. ELECTRICAL SAFETY

Electrical panels are properly labeled and accessible.

Yes No NA

Electrical cords and plugs are in good condition, without fraying.

Yes No NA

Extension cords are used appropriately for temporary purposes only.

Yes No NA

Ground fault circuit interrupters (GFCIs) are installed where required.

Yes No NA

Observations/Notes:

[Insert workshop inspection observations and corrective actions, if any]

3. TOOL AND EQUIPMENT SAFETY

Tools and equipment are in good condition and properly maintained.

Yes No NA

Guards and safety devices are in place on machinery.

Yes No NA

Workers are using the correct tools for their tasks.

Yes No NA

Lockout/tagout procedures are followed during equipment servicing.

Yes No NA

Observations/Notes:

[Insert workshop inspection observations and corrective actions, if any]

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees wear the required PPE for their job tasks. Yes No NA

PPE is in good condition and properly fitted for each employee. Yes No NA

Additional specialized PPE (e.g., eye protection, hearing protection) is provided where needed. Yes No NA

Workers are trained in the proper use and care of PPE. Yes No NA

Observations/Notes:

[Insert workshop inspection observations and corrective actions, if any]

5. HAZARDOUS MATERIALS AND CHEMICAL STORAGE

Hazardous materials are properly labeled and stored in designated areas. Yes No NA

Material Safety Data Sheets (MSDS) are accessible to employees. Yes No NA

Spill kits and emergency response procedures are in place. Yes No NA

Employees are trained in handling hazardous materials safely. Yes No NA

Observations/Notes:

[Insert workshop inspection observations and corrective actions, if any]

6. FIRE SAFETY

Fire extinguishers are present, visible, and not obstructed. Yes No NA

Fire alarms and smoke detectors are functional and tested regularly. Yes No NA

Flammable materials are stored safely and away from ignition sources. Yes No NA

Employees are trained in fire evacuation procedures. Yes No NA

Observations/Notes:

[Insert workshop inspection observations and corrective actions, if any]

7. WASTE MANAGEMENT

Waste containers are appropriately labeled and used for specific waste types. Yes No NA

Hazardous waste is stored and disposed of properly. Yes No NA

Waste is regularly removed from the workshop. Yes No NA

Recycling practices are in place for applicable materials. Yes No NA

Observations/Notes:

[Insert workshop inspection observations and corrective actions, if any]

8. EMERGENCY PREPAREDNESS

Emergency response plans are posted, and employees are familiar with them. Yes No NA

First aid kits and medical emergency procedures are accessible. Yes No NA

Workers are trained in emergency response procedures. Yes No NA

Emergency contact information is readily available. Yes No NA

Observations/Notes:

[Insert workshop inspection observations and corrective actions, if any]

9. HOUSEKEEPING

Work areas and workbenches are clean and clutter-free. Yes No NA

Tools and equipment are properly stored when not in use. Yes No NA

Floors are clean and free from slip, trip, and fall hazards. Yes No NA

Waste and debris are regularly removed from the workshop. Yes No NA

Observations/Notes:

[Insert workshop inspection observations and corrective actions, if any]

NOTES/OBSERVATIONS

[Insert any additional notes or workshop inspection observations made during the inspection]

STATEMENT OF COMMITMENT

I hereby certify that I have conducted the above workshop inspection and commit to addressing any identified non-conformities and areas for improvement promptly.

Observer's Name :

Signature :

Date :

APPROVED BY

Name :

Signature :

Date :

Inspection template by:



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