

Machine Safety Inspection Checklist

Machine Name / ID

Date of Inspection

Inspector Name

INSTRUCTIONS:

This checklist is designed to assess the safety of machines in the workplace. 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, necessary repairs, and any required follow-up.

MACHINE GUARDS

Guards in Place: Check that all required machine guards are in place during operation.

Yes

No

NA

Guards Securely Attached: Verify that guards are securely fastened and cannot be easily removed.

Yes

No

NA

Interlock Systems: Check if interlock systems are working correctly with the guards.

Yes

No

NA

Observations / Notes /
Corrective actions, if any:

EMERGENCY STOP BUTTONS

Emergency Stops Functionality: Test the emergency stop buttons for quick and proper activation.

Yes

No

NA

Location and Visibility: Ensure that emergency stop buttons are easily accessible and clearly labeled.

Yes

No

NA

Functionality Test: Verify that the emergency stop stops the machine as expected.

Yes

No

NA

Observations / Notes /
Corrective actions, if any:

CONTROL PANELS AND LABELS

Control Panel Labels: Check that control panels are properly labeled with clear instructions.

Yes

No

NA

Control Panel Accessibility: Ensure that control panels are easily accessible to authorized personnel only.

Yes

No

NA

Safety Labels: Verify that safety labels and warnings are present as required.

Yes

No

NA

Observations / Notes /
Corrective actions, if any:

POWER SOURCES

- Power Supply: Check if machines are properly connected to the power supply. Yes No NA
- Power Cords and Wiring: Inspect power cords and wiring for damage or wear. Yes No NA
- Overcurrent Protection: Verify that overcurrent protection devices are in place and functional. Yes No NA

Observations / Notes /
Corrective actions, if any:

MACHINE OPERATION

- Safety Devices Functionality: Test any safety devices, sensors, or light curtains for proper operation. Yes No NA
- Sequence of Operation: Ensure that the machine operates as intended in a safe sequence. Yes No NA
- Limit Switches: Check if limit switches are working correctly to prevent overtravel. Yes No NA

Observations / Notes /
Corrective actions, if any:

MAINTENANCE AND LUBRICATION

- Maintenance Schedule: Verify that machines are on a regular maintenance schedule. Yes No NA
- Lubrication: Check that machines are properly lubricated as required. Yes No NA
- Maintenance Records: Ensure that maintenance records are available and up to date. Yes No NA

Observations / Notes /
Corrective actions, if any:

TRAINING AND QUALIFICATIONS

- Operator Training: Review operator training records to ensure proper machine operation. Yes No NA
- Authorized Personnel: Ensure that only authorized personnel operate and maintain the machines. Yes No NA
- Certification: Verify that qualified personnel conduct maintenance and repairs. Yes No NA

Observations / Notes /
Corrective actions, if any:

MACHINE STABILITY

Leveling: Check if machines are properly leveled and stable during operation.

Yes No NA

Secure Mounting: Verify that machines are securely mounted to prevent vibrations or movement.

Yes No NA

Anti-Tip Devices: Ensure that machines with a risk of tipping have proper anti-tip devices.

Yes No NA

Observations / Notes /
Corrective actions, if any:

ADDITIONAL NOTES/OBSERVATIONS

[Insert any additional notes or Machine Safety checklist observations made during the inspection]

STATEMENT OF INSPECTION

I hereby certify that I have conducted the above Machine Safety Inspection checklist and that the machines have been assessed for safety compliance. Any identified issues have been documented, and necessary corrective actions have been recommended.

Inspector's Name :

Signature :

Date :

APPROVED BY

Name :

Signature :

Date :