

Inspection Checklist

Manufacturing Facility

Name of Inspector: _____

Date Conducted: _____

General Safety	YES	NO
Are all emergency exits and escape routes clear and properly marked?		
Are all employees trained in emergency procedures?		
Are all fire extinguishers in place, properly charged, and inspected regularly?		
Are all hazardous materials properly labeled and stored according to regulations?		
Are all areas well-lit and free from clutter and debris?		
Are all work areas properly ventilated and free from hazardous fumes or dust?		
Equipment and Machinery Safety	YES	NO

Are all machinery and equipment properly guarded?		
Are all machinery and equipment regularly inspected and maintained?		
Are all employees trained on the proper use of machinery and equipment?		
Are all lockout/tagout procedures properly followed?		
Are all robots and automation equipment properly programmed and guarded?		
Electrical Safety	YES	NO
Are all electrical panels and outlets properly marked and accessible?		
Are all electrical cords and tools in good condition?		
Are all electrical circuits properly grounded?		
Are all equipment electrical safety systems functioning properly?		
Personal Protective Equipment (PPE)	YES	NO
Are all employees wearing appropriate PPE for the job they are performing?		
Is PPE readily available and in good condition?		

Are employees trained on the proper use and care of PPE?		
Material Handling and Storage	YES	NO
Are all materials properly stored to prevent damage or contamination?		
Are all materials properly labeled and identified?		
Are all material handling equipment and vehicles in good condition and properly maintained?		
Are all employees trained on proper material handling and storage procedures?		
Housekeeping	YES	NO
Are all areas of the facility clean and free from clutter and debris?		
Are all spills and leaks cleaned up promptly and properly?		
Are all waste and scrap materials properly disposed of?		
Hazard Communication	YES	NO
Are all employees trained on the hazards of chemicals used in the workplace?		
Are Material Safety Data Sheets (MSDS) readily available?		

Are all containers properly labeled?		
Training	YES	NO
Are all employees trained on safety procedures and regulations?		
Are all new employees properly trained before starting work?		
Are all employees retrained as needed?		
Recordkeeping	YES	NO
Are all required safety records properly maintained?		
Are all accidents and near misses reported and investigated?		
Are all safety audits and inspections documented?		

Comments/Remarks:

Inspector's Printed Name and Signature: