****

INSPECTION CHECKLIST

Document ID: CK-001

**Document Approval History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Revision No.** | **Effective Date** | **Created**  **by:** | **Reviewed & Approved**  **by:** |
| Revision 0 | DD.MM.YYYY | HSE Coordinator | HSE Manager |
|  |  |  |  |

**Document Revision History**

|  |  |  |
| --- | --- | --- |
| **Document Revision No.** | **Sections Revised** | **Description of Changes** |
| 00 | N/a | Published |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Inspector** |  | **Date of Inspection** |  |
| **Location** |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Housekeeping** | **NC** | **C** |  | **Fire Prevention** | **NC** | **C** |
| Job site free of obstructions |  |  |  | Trained fire marshal available on the job |  |  |
| Job site free of slipping and tripping hazards |  |  |  | Adequate no. of extinguishers available and inspected |  |  |
| Adequate lighting available |  |  |  | Hot work permit obtained (drilling, grinding) |  |  |
| Cables raised, covered or taped-down |  |  |  | Spark-proof tools in use |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Material Storage** | **NC** | **C** |  | **Confined Space** | **NC** | **C** |
| Storage area orderly |  |  |  | Bump test performed and recorded |  |  |
| Stacked material secured |  |  |  | Atmosphere tested prior to entering confined space |  |  |
| Proper temporary storage of waste material |  |  |  | Tripod installed above manhole |  |  |
| Chemicals properly labeled and stored |  |  |  | Ventilation fan functional and properly installed |  |  |
| Spill kits & MSDS available |  |  |  | Attendant present at all times |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Driving** | **NC** | **C** |  | **Working at Height** | **NC** | **C** |
| Licensed driver(s) |  |  |  | Ladders not metallic (if smelter) |  |  |
| Proper arrangement of material in vehicles |  |  |  | Ladders 4:1 ratio and properly secured |  |  |
| Speed limits observed |  |  |  | Scaffolds fitted with toe boards & hand/mid rails |  |  |
| Extinguishers installed/ inspected |  |  |  | Certified mobile elevated work platform operator |  |  |
| Pre-use checklist completed |  |  |  | Fall prevention/protection in use above 2 meters |  |  |
| No evidence of spills/ leaks |  |  |  | Anchor points certified |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal Protective Equipment** | **NC** | **C** |  | **Electrical Safety** | **NC** | **C** |
| Hard hat, safety footwear and reflective vest in use |  |  |  | Cords/ cables in good condition – no exposed wiring |  |  |
| Protective clothing (long sleeve pants and shirt) used |  |  |  | Electrical power tools in good condition |  |  |
| Appropriate hand gloves used for the applicable job |  |  |  | Arc flash equipment if working inside live panels |  |  |
| Safety glasses in use |  |  |  | Live work procedure in place & followed |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Barricading** | **NC** | **C** |  | **General** | **NC** | **C** |
| Warning signs in use |  |  |  | Emergency number advertised/ known |  |  |
| Manholes closed or sufficiently protected |  |  |  | Certified first aider and first aid box available |  |  |
| Pedestrians and onlookers kept out of work area |  |  |  | Emergency assembly point identified |  |  |