

GENERIC MACHINE Inspection Checklist (Any machine of a general nature)

Machine description / Identification: Week Starting: / /

CHECK DAILY: [✓] = OK [✗] = Action needed [N/A] = Not applicable	MON	TUE	WED	THU	FRI	SAT	SUN
Before use check the condition and/or operation of the following:							
EMERGENCY STOP: Are the start-stop controls clearly marked and working?							
WARNING DEVICES: Are alarms, sensors, lights, horns working correctly?							
INSTRUCTIONS: Are instructions clear and easy to follow?							
CONTROLS: Are the controls in good working order?							
DECALS: Are decals undamaged, clear and easy to read?							
GUAGES: Are guages in good working order?							
GUARDS: Are guards in place and secure? Are they working correctly?							
LEAKS: Are there any leaks from hoses or other areas?							
CLEANLINESS: Is machine free from debris that may cause damage?							
FLUID LEVELS: Do any fluid levels need topping up?							
CABLES: Are there any loose or damaged electrical cables/connections?							
DAMAGE: Have any belts, pins, pulleys, structure, etc been damaged?							
PPE: Does signage show what personal protective equipment must be worn?							
OTHER:							
OTHER:							
<i>Operator doing checks to initial at the bottom of each column</i>							

FAULT REPORTED TO: Date: / /

LOCK-OUT BY (if lock-out necessary):

Description of fault:

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IF MACHINE WAS LOCKED-OUT WHAT ACTION WAS TAKEN TO RETURN MACHINE TO SERVICE:

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By: Date: / /