ChecklistGuro

Machine Guarding Inspection Checklist

General Information

Records details about the inspection itself and the machine being inspected.

Inspection Date

Enter date...

Inspection Time

Machine Location (Building/Area/Specific Coordinates)

Set My Current Location

Machine Name/Model

Write something...

Machine Serial Number

Write something...

Inspector Name

Write something...

Machine Speed (RPM/FPM)

Enter a number...

Department Responsible

- [ ] Production
- [ ] Maintenance
- [ ] Engineering
- [ ] Other

Brief Description of Machine Function

Write something...

Machine Identification & Operation

Confirms accurate machine identification and observation of operational procedures.

Machine Name/Model

Write something...

Machine Serial Number

Write something...

Location of Machine (Building/Room)

Write something...

Machine Speed (RPM/Cycles per Minute)

Enter a number...

Brief Description of Machine Operation

Write something...

Is a Standard Operating Procedure (SOP) available for this machine?

- [ ] Yes
- [ ] No
- [ ] N/A

Date of Last Operational Review

Enter date...

Is the machine operating within its design specifications?

- [ ] Yes
- [ ] No
- [ ] Unsure

Guard Condition & Integrity

Assesses the physical state and effectiveness of existing guards.

Guard Material Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor
- [ ] Damaged

Guard Attachment Security

- [ ] Securely Attached
- [ ] Slightly Loose
- [ ] Moderately Loose
- [ ] Significantly Loose
- [ ] Missing/Absent

Guard Thickness (inches/mm)

Enter a number...

Detailed Description of Guard Condition

Write something...

Interlock Functionality

- [ ] Operational
- [ ] Non-Operational
- [ ] Missing
- [ ] Bypassed

Photos/Videos of Guard Condition

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Presence of Warning Signage

- [ ] Present and legible
- [ ] Present, but faded/damaged
- [ ] Missing

Notes on Guard Modifications

Write something...

Point of Operation Hazard Assessment

Focuses on the areas where the machine performs its function and where potential hazards are present.

Is a physical barrier present at the point of operation?

- [ ] Yes
- [ ] No
- [ ] Partial/Inadequate

Describe the type of guarding in place (e.g., fixed barrier, interlocked guard, light curtain).

Write something...

Is the guarding adequate to prevent contact with moving parts?

- [ ] Yes
- [ ] No
- [ ] Uncertain

Describe any observed hazards at the point of operation (e.g., pinch points, shear points, crush points).

Write something...

Distance between operator and moving parts (mm/inches – specify unit)

Enter a number...

Potential Hazards Observed (Select all that apply)

- [ ] Pinch Point
- [ ] Shear Point
- [ ] Crush Point
- [ ] Wrap Point
- [ ] Impact Point
- [ ] Entanglement Point
- [ ] None Observed

Attach photos/videos of the point of operation area (if applicable)

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Ingoing/Outgoing Points Hazard Assessment

Evaluates hazards at the points where materials or parts enter and exit the machine.

Are guards present at all ingoing material points?

- [ ] Yes
- [ ] No
- [ ] N/A

Are guards present at all outgoing material points?

- [ ] Yes
- [ ] No
- [ ] N/A

Describe any observed hazards at ingoing points (e.g., pinch points, crush hazards).

Write something...

Describe any observed hazards at outgoing points (e.g., ejected materials, sharp edges).

Write something...

Distance from point of operation to nearest accessible surface (inches)

Enter a number...

Are any moving parts exposed during material feed/removal?

- [ ] Yes
- [ ] No
- [ ] N/A

If 'Yes' to exposed moving parts, describe the specific parts and potential hazard.

Write something...

Upload photos/videos of ingoing/outgoing points (if applicable).

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Emergency Stop Functionality

Verifies that emergency stop mechanisms are present and working correctly.

Are Emergency Stop Buttons Present?

- [ ] Yes
- [ ] No
- [ ] N/A

Are Emergency Stop Buttons Clearly Marked?

- [ ] Yes
- [ ] No
- [ ] N/A

Were Emergency Stop Buttons Tested?

- [ ] Yes
- [ ] No
- [ ] N/A

Did Emergency Stop Buttons Function Correctly?

- [ ] Yes
- [ ] No
- [ ] N/A

Describe any issues found during Emergency Stop testing (if applicable)

Write something...

Number of Emergency Stop Buttons Tested

Enter a number...

Date of Last Emergency Stop Test

Enter date...

Lockout/Tagout (LOTO) Compliance

Checks adherence to LOTO procedures for maintenance and servicing.

Is a written LOTO procedure available for this machine?

- [ ] Yes
- [ ] No
- [ ] N/A

Are authorized employees properly trained on LOTO procedures?

- [ ] Yes
- [ ] No
- [ ] N/A

Date of last LOTO training for this machine

Enter date...

Are lockout/tagout devices readily available?

- [ ] Yes
- [ ] No
- [ ] N/A

Observed deviations from LOTO procedures (if any)

Write something...

Are energy isolating devices properly secured during servicing?

- [ ] Yes
- [ ] No
- [ ] N/A

Number of lockout/tagout devices used during last servicing (if applicable)

Enter a number...

Inspector Signature to verify LOTOTO compliance

Employee Training & Awareness

Confirms employee knowledge of machine guarding and safety procedures.

Has the employee received machine-specific guarding training?

- [ ] Yes
- [ ] No
- [ ] N/A - New Employee

Date of last machine guarding training

Enter date...

Does the employee understand the purpose of machine guards?

- [ ] Yes
- [ ] No
- [ ] Unsure

Briefly describe employee’s understanding of machine hazards.

Write something...

Which of the following safety procedures are the employees familiar with?

- [ ] Lockout/Tagout (LOTO)
- [ ] Emergency Stop Procedures
- [ ] Safe Operating Procedures
- [ ] Reporting Hazards
- [ ] Personal Protective Equipment (PPE) Requirements

Was a refresher training conducted during the last year?

- [ ] Yes
- [ ] No

Trainer Name/Signature

Write something...

Corrective Actions & Follow-Up

Records necessary actions to address identified deficiencies and verifies completion.

Detailed Description of Corrective Action Required

Write something...

Priority Level (1-High, 5-Low)

Enter a number...

Target Completion Date

Enter date...

Assigned To (Department/Individual)

- [ ] Maintenance
- [ ] Engineering
- [ ] Production
- [ ] Safety
- [ ] Other

Notes/Comments Regarding Corrective Action

Write something...

Status of Corrective Action

- [ ] Not Started
- [ ] In Progress
- [ ] Completed
- [ ] On Hold

Actual Completion Date (If Completed)

Enter date...

Supporting Documentation (Photos, Reports)

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Verification Initials (Person verifying completion)

Write something...