

ACME COMPANY

EQUIPMENT INSPECTION FORM



Millstone Avenue - Rutherford | Millstone Avenue,

MONDAY 23RD JUNE 2025

SUMMARY

Most equipment and safety systems are in satisfactory condition. However, several deficiencies were noted: a non-functional emergency stop button, visible rust on the hydraulic press, poor lighting in the rear machine bay, and a damaged machine guard. They pose moderate to high safety risks and require timely corrective action to maintain compliance and ensure safe operation.

Information, Instructions, and Safe Use

Q#	QUESTION	RESPONSE
1.	Are there written instructions covering any unusual hazards or complicated features?	YES
2.	Are there written instructions covering where appropriate, emergency shutdown?	YES
3.	Has instruction, in readily comprehensible form (written or verbal) on all hazards, been passed onto all those who use the equipment?	NO



23 Jun 25 04:39 PM

Emergency stop button on conveyor line is non-functional.

4.	Have any written instructions provided by the manufacturer been passed on to users?	YES
5.	Have all users of the equipment been given adequate training in correct use, risks, and precautions?	YES
6.	Is a training record kept which verifies the information, instructions, and safe use?	YES
7.	Is the equipment being used following the manufacturer's instructions?	YES

8. If it has been adapted, is the adaptation suitable and safe?

NO



23 Jun 25 04:39 PM

Visible corrosion on the base of the hydraulic press.

- | | | |
|-----|---|-----|
| 9. | Is the equipment used in an appropriate environment? (consider e.g. ventilation, damp, flammable conditions) | YES |
| 10. | If the equipment is moved, is the weight known? | YES |
| 11. | Are the start and stop controls clearly marked? | YES |
| 12. | Are other operating controls, and the contents of any containers, clearly marked? | YES |
| 13. | Are there clear warning notices or markings (e.g. to wear personal protection, restriction on use, list of authorized users) where appropriate? | YES |

Maintenance

- | Q# | QUESTION | RESPONSE |
|-----|--|----------|
| 14. | Are there records to indicate information, instructions, and safe use have been complied with? | YES |
| 15. | Is there a system of planned preventive maintenance, including, where appropriate, the periodic replacement or refurbishing of items before they reach the end of their useful life? | YES |
| 16. | Have clear maintenance instructions been given to those responsible for maintaining the equipment? | YES |

Specific Hazards

- | Q# | QUESTION | RESPONSE |
|-----|---|----------|
| 17. | Is protection adequate in relation to the following: <ul style="list-style-type: none">• items falling from the equipment• items being ejected• overturning• collapse• overheating or fire• disintegration | YES |
| 18. | Is the equipment made stable where appropriate by bolting, clamping, or tying? | YES |

19. Is there sufficient general and, where necessary, local lighting?

NO



23 Jun 25 04:49 PM

Poor lighting observed in rear machine bay. Could hinder visual checks.

- | | | |
|-----|---|-----|
| 20. | Is there protection against contact with hot or very cold temperatures, so far as appropriate? | YES |
| 21. | If the possibility of such contact is unavoidable has appropriate instruction and training been given? | YES |
| 22. | In the case of pressurized equipment, is there a written scheme of examination? | YES |
| 23. | If gas fume or dust is released when the equipment is used, is there: <ul style="list-style-type: none">• local exhaust ventilation, tested at least annually?• a COSHH-specific assessment? | YES |

Dangerous Parts of Machinery

- | Q# | QUESTION | RESPONSE |
|-----|--|----------|
| 24. | Are all dangerous parts of the machinery guarded? | YES |
| 25. | Are all guards of good construction, adequate strength, and well maintained? | NO |



23 Jun 25 04:58 PM

Guard on lathe #2 is dented and loosely fitted.

26.	Do guards permit an adequate view of the operation where this is necessary?	YES
27.	Is it difficult to bypass or disable guards?	YES
28.	Can the machinery only be started when a specific labeled start device is used? (N.B. the normal cycle of automated machinery is exempt from this requirement)	YES
29.	Is it impossible to start the machine just by resetting a safety device?	YES
30.	Is there a readily accessible stop device that stops the machinery in a safe way?	YES
31.	Where appropriate is there a prominent easily accessible emergency stop device?	YES
32.	Can controls be operated safely and easily?	YES
33.	Is there any system of work that ensures that nobody is in a dangerous position when machinery is about to be started?	YES
34.	Does the start device need to be activated to restart the machine if: <ul style="list-style-type: none"> • the power fails • a control or safety device fails to trip out 	YES
35.	If the power is isolated does the machinery come to rest safely without the possibility of access to dangerous parts?	YES
36.	Can the equipment be securely isolated from power, to prevent inadvertent reconnection: <ul style="list-style-type: none"> • by removing a plug from a socket that is easily visible to the person at risk? • by locking it off? 	YES

COMMENTS & ACTION PLAN

Information, Instructions, and Safe Use >> Information, Instructions, and Safe Use

(AC10036) Has instruction, in readily comprehensible form (written or verbal) on all hazards, been passed onto all those who use the equipment?

FINDINGS 'No' - Emergency stop button on conveyor line is non-functional.**ACTION REQUIRED** Replace defective stop button and test functionality immediately.**PRIORITY** High
DUE DATE 25 Jun 25
ASSIGNEE Jennifer Hunt

Information, Instructions, and Safe Use >> Information, Instructions, and Safe Use

(AC10037) If it has been adapted, is the adaptation suitable and safe?

FINDINGS 'No' - Visible corrosion on the base of the hydraulic press.**ACTION REQUIRED** Clean, repaint, and apply rust-proof coating.**PRIORITY** Medium
DUE DATE 27 Jun 25
ASSIGNEE Jennifer Hunt

Specific Hazards >> Specific Hazards

(AC10038) Is there sufficient general and, where necessary, local lighting?

FINDINGS 'No' - Poor lighting observed in rear machine bay. Could hinder visual checks.**ACTION REQUIRED** Install additional LED fixtures in the rear zone.**PRIORITY** Medium
DUE DATE 26 Jun 25
ASSIGNEE Jennifer Hunt

Dangerous Parts of Machinery >> Dangerous Parts of Machinery

(AC10039) Are all guards of good construction, adequate strength, and well maintained?

FINDINGS 'No' - Guard on lathe #2 is dented and loosely fitted.**ACTION REQUIRED** Replace or reinforce the faulty guard immediately to maintain operator safety.**PRIORITY** High
DUE DATE 25 Jun 25
ASSIGNEE Jennifer Hunt

DECLARATION

Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION