

Manufacturing Facility Daily Checklist

Manufacturing

AUDIT VERIFICATION

Signature of the Auditor

SIGNATURE

CLEANLINESS AND MAINTENANCE

Is the work area clean and well organized?

Yes

No

NA

Is the floor free from protruding nails, splinters, holes and loose boards?

Yes

No

NA

Are the aisles and passageways obstruction free?

Yes

No

NA

Are aisles and passageways clearly labelled?

Yes

No

NA

Are the tanks, pits properly covered?

Yes

No

NA

Are door openings and ladder ways guarded by a railing?

Yes

No

NA

Do the floor opening which are temporary, have a railing or are they guarded by a staff?

Yes

No

NA

Are the stairs and handrails well maintained?

Yes

No

NA

Are the ladders being used, defect free?

Yes

No

NA

Before being used, are the ladders set up properly?

Yes

No

NA

Are the elevated platforms properly secured and do they have handrails?

Yes

No

NA

Are the elevating devices being used within capacity?

Yes

No

NA

Are capacities posted on equipment?

Yes

No

NA

Are they regularly being inspected, tested and maintained?

Yes

No

NA

Are controls of the "dead man" type?

Yes

No

NA

Is proper training given to the operators?

Yes

No

NA

EXIT DETAILS

Are the number of exits sufficient?

Yes

No

NA

Are the exits easy to access?

Yes

No

NA

Are the exits unlocked?

Yes

No

NA

Are the exits properly marked?

Yes

No

NA

Is emergency lighting seen at all the exits and exit routes?

Yes

No

NA

FIRE AND SAFETY CHECK

Does each work area have a fire response plan?

Yes

No

NA

Are all workers aware of the plan?

Yes

No

NA

Are drills being regularly conducted?

Yes

No

NA

Are relevant fire extinguishers placed in that area?

Yes

No

NA

Are there sufficient fire extinguishers in that area?

Yes

No

NA

Are the locations of the fire extinguishers noticeable?

Yes

No

NA

Are the fire extinguishers easy to access and properly mounted?

Yes

No

NA

Are all the fire extinguishers fully loaded?

Yes

No

NA

Are the fire extinguishers for any specific purpose properly marked?

Yes

No

NA

FIRST AID CHECK

Are the employees aware of how to get the first aid assistance?

Yes

No

NA

Do the first-aiders know when and to which hospital or clinic an injured person should be taken?

☐ Yes☐ No☐ NA

Are trained first aid practitioners available on each work shift?

☐ Yes☐ No☐ NA

Are first-aid kits provided as per jurisdiction's first-aid regulations?

☐ Yes☐ No☐ NA

Is the first aid stock refilled after every use?

☐ Yes☐ No☐ NA

LIGHTING CHECK

Is the lighting adequate?

☐ Yes☐ No☐ NA

Does any of the lights produce glare on work surfaces, monitors, screens and keyboards?

☐ Yes☐ No☐ NA

Is emergency lighting sufficient and being tested regularly?

☐ Yes☐ No☐ NA

LOADING AND UNLOADING CHECK

Are all the steps, railings and retractable ramps on raised platforms in good condition?

☐ Yes☐ No☐ NA

Are piping and in-line tools in good condition?

Yes

No

NA

Are loading arms functioning properly?

Yes

No

NA

Are the submerged filling two-stage valves functioning properly?

Yes

No

NA

Are bonding and grounding cables free of breaks or damage?

Yes

No

NA

Are connections tight and sound?

Yes

No

NA

Are junction boxes and wiring in good condition?

Yes

No

NA

MACHINERY CHECK

Are all dangerous machine parts adequately secured?

Yes

No

NA

Do the machines guards meet the necessary standards?

Yes

No

NA

Are Are lockout procedures being followed when performing maintenance with guards?

☐ Yes☐ No☐ NA

Is the Canadian Electrical Code adhered to in operation, use, repair and maintenance?

☐ Yes☐ No☐ NA

Are the machines properly grounded?

☐ Yes☐ No☐ NA

Are portable hand tools grounded?

☐ Yes☐ No☐ NA

Are the junction boxed closed?

☐ Yes☐ No☐ NA

Are extension cords kept out of the aisles?

☐ Yes☐ No☐ NA

Are extension cords seen being used instead of permanent wiring?

☐ Yes☐ No☐ NA

Are Are manufacturers' manuals maintained for all tools and machinery?

☐ Yes☐ No☐ NA

Do power tools comply with the standards?

☐ Yes☐ No☐ NA

Are the tools being used by the employees properly designed?

Yes

No

NA

Are the defective tools tagged and not in use?

Yes

No

NA

Are tools and machinery used so as to avoid electrical hazards?

Yes

No

NA

Are the employees given proper training to use the equipment in a safe way?

Yes

No

NA

MATERIAL STORAGE CHECK

Can the equipment be cleared safely through the doors?

Yes

No

NA

Is the material stored safely?

Yes

No

NA

Are the storage areas free from tipping hazards?

Yes

No

NA

Are forklifts being operated by trained staff?

Yes

No

NA

Are areas designated for charging electric batteries?

Yes

No

NA

Are dock boards used when loading or unloading from dock to truck or dock to rail car?

Yes

No

NA

Are proper warning signs and devices used for railway sidings?

Yes

No

NA

Are specifications posted for maximum loads which are approved for shelving, floors and roofs?

Yes

No

NA

Are racks and platforms loaded within capacity?

Yes

No

NA

Are chain hoists, ropes and slings adequate for the loads and marked accordingly?

Yes

No

NA

Are slings checked before every use?

Yes

No

NA

Are all new, repaired, or reconditioned alloy steel chain slings proof-tested before use?

Yes

No

NA

Are relevant pallets and skids used and inspected?

Yes

No

NA

Are proper lifting techniques used by the staff?

Yes

No

NA

Is the size and condition of containers hazardous to workers?

Yes

No

NA

Are elevators, hoists, conveyors, balers, etc., properly used with appropriate signals and directional warning signs?

Yes

No

NA

NOISE LEVEL CHECK

Are noise surveys being performed regularly?

Yes

No

NA

Is hearing protection equipment available and being used properly?

Yes

No

NA

PERSONAL PROTECTION EQUIPMENT

Is the required PPE provided and in good condition?

Yes

No

NA

Does the equipment meet the necessary requirement?

Yes

No

NA

Is personal protection utilized only when it is not reasonably practicable to eliminate or control the hazardous substance or process?

Yes

No

NA

Are the areas requiring PPE usage properly identified by warning signs?

Yes

No

NA

PROCESS CONTROLS

Is the job work requiring repeated motion kept to minimum??

Yes

No

NA

PROVISION FOR EMPLOYEES

Are the facilities clean?

Yes

No

NA

Are the facilities in good condition?

Yes

No

NA

Are any toxic chemicals observed near or around the cafeteria?

Yes

No

NA

Is hand washing facility available?

Yes

No

NA

SAFETY MEASURES

Is all the necessary equipment to deal with extreme conditions been provided?

Yes

No

NA

Is the equipment given light and comfortable?

☐ Yes☐ No☐ NA

When wet, are the work and grip surfaces safe?

☐ Yes☐ No☐ NA

Are the staff members made aware of the symptoms of heat cramps/heat stroke, or frostbite/hypothermia?

☐ Yes☐ No☐ NA

TEMPORARY WORK STRUCTURE

Incase it is not possible to use permanent work structures, are temporary ones available?

☐ Yes☐ No☐ NA

Are excavations properly shored, free of large objects at the edges?

☐ Yes☐ No☐ NA

TRAINING DETAILS

Is training given to all new joinees?

☐ Yes☐ No☐ NA

Please confirm if the initial training includes a review of hazards and accidents associated with the job?

☐ Yes☐ No☐ NA

Please confirm if adequate instruction in the use of personal protective equipment been provided?

☐ Yes☐ No☐ NA

Please confirm if training for the use of emergency equipment provided?

Yes

No

NA

Is information on "Right To Refuse" given to the staff?

Yes

No

NA

WAREHOUSE MAINTENANCE CHECK

Is the condition of the stairs, steps and dock platforms proper?

Yes

No

NA

Are light fixtures in good condition?

Yes

No

NA

Are all the work areas clean?

Yes

No

NA

Is the material stored properly stacked?

Yes

No

NA

Are the tools placed at a proper place?

Yes

No

NA

Are the oils rags and rubbish put in metal containers?

Yes

No

NA

Is the floor clean and free of oil spills?

Yes

No

NA

To clean oil spills, is there availability of absorbent?

Yes

No

NA

Are all flammable and combustible items stored properly?

Yes

No

NA

WORK AREA CHECK

Are the confined space procedures and training available and followed by all involved?

Yes

No

NA

Are the entry and exit procedures sufficient?

Yes

No

NA

Are the emergency and rescue procedures in place?

Yes

No

NA

WORK PROCESS

Is the accessibility of the material safety data sheets easy?

Yes

No

NA

Are the hazardous locations properly marked?

Yes

No

NA

Is all the equipment, forklifts and trucks in good condition?

☐ Yes☐ No☐ NA

Are lockout/tagout procedures in place and followed?

☐ Yes☐ No☐ NA

Is the ventilation equipment working properly?

☐ Yes☐ No☐ NA

Is the dust and fumes collection hood working properly?

☐ Yes☐ No☐ NA

Are the safety showers and eyewash locations at appropriate places and in good working condition?

☐ Yes☐ No☐ NA