

Electric Duct Heater Maintenance Log Sheet

Checklist

Manufacturing

ELECTRICAL

Are any electrical cables frayed?

Yes

No

Na

Are any electrical cables free on ground?

Yes

No

Na

Are there any electrical parts damaged?

Yes

No

Na

Are there safety switches in all circuits?

Yes

No

Na

FIRE ALARM

Is fire alarm tested regularly?

Yes

No

Na

Is fire alarm serviced regularly?

Yes

No

Na

Is path to fire alarm obstruction free?

Yes

No

Na

FIRE CONTROL EQUIPMENT

Is fire extinguisher expired?

Yes

No

Na

Are fire extinguishers serviced regularly?

Yes

No

Na

Is fire extinguisher servicing documented?

Yes

No

Na

Is there a location match between fire extinguishers on map and in reality?

Yes

No

Na

Is path to fire extinguisher obstruction free?

Yes

No

Na

Is fire extinguisher damage free?

Yes

No

Na

Are there materials piled up to obstruct sprinkler?

Yes

No

Na

Is fire extinguisher filled?

Yes

No

Na

Are all sprinklers free of obstruction?

Yes

No

Na

Are all sprinkler heads clean?

Yes

No

Na

Is last service details on fire extinguisher tag ?

Yes

No

Na

FIRE DRILLS

Date of last drill?

DATE

2017-01-01

Was the last drill successful?

Yes

No

Na

Are corrective measures from last drill taken care of?

Yes

No

Na

Are drills conducted regularly?

Yes

No

Na

FIRE EXITS

Are fire exit signage's legible?

Yes

No

Na

Is there proper labeling for fire exits?

Yes

No

Na

Are fire exit signage's illuminated?

Yes

No

Na

Are fire exits obstruction free?

Yes

No

Na

Are fire exit doors auto closed?

Yes

No

Na

Is a premises map with exit route map and fire protection equipment location available?

Yes

No

Na

Is a premises map with exit route map and fire protection equipment location displayed?

Yes

No

Na

At induction of new employees are they taken through the procedure of Fire safety?

GENERAL

Location

Unit name

Date and time

HAZARDOUS MATERIALS

Is chemicals and hazardous materials stored as per the fire safety standards?

☐ Yes ☐ No ☐ Na

Do chemicals and hazardous material storage area have a secured access system?

☐ Yes ☐ No ☐ Na

Is there exhaust fan at the storage of chemicals and hazardous materials ?

☐ Yes ☐ No ☐ Na

Are only trained employees allowed to handle chemicals and hazardous materials ?

☐ Yes ☐ No ☐ Na

Is there good ventilation when chemicals and hazardous materials are used?

☐ Yes ☐ No ☐ Na

HOT WORKS

Is regular Hot Works inspection done?

☐ Yes ☐ No ☐ Na

Is there valid Hot Works permit?

Yes

No

Na

SIGN OFF

Corrective measures

Comments

Name of Inspector

Signature of inspector

SIGNATURE

SMOKING CONTROLS

Are all "no smoking" signage's legible?

Yes

No

Na

Is there a smoking area?

Yes

No

Na

Are there "no smoking" signage's installed everywhere?

Yes

No

Na

Is there a sign of smoking in non smoking area?

Yes

No

Na

Are all "no smoking" signage's visible?

Yes

No

Na

Are cigarette dispenser regularly cleaned?

Yes

No

Na

Is smoking area far away from combustible material?

Yes

No

Na

SPRAY BOOTH

Is the Spray Painting Booths as per fire safety standards?

Yes

No

Na

Is there good ventilation and exhaust fan installed in booths?

Yes

No

Na

Are fire extinguishers available in the spray booth?

Yes

No

Na

Are fire extinguishers within reach in the spray booth?

Yes

No

Na

Are fire extinguishers available in the painting areas?

☐ Yes☐ No☐ Na

Are fire extinguishers within reach in the painting areas?

☐ Yes☐ No☐ Na

Are fire extinguishers available in the paint storage areas?

☐ Yes☐ No☐ Na

Are fire extinguishers within reach in the paint storage areas?

☐ Yes☐ No☐ Na

VEHICLES IN UNIT

Are the auto chargers kept away from combustible material?

☐ Yes☐ No☐ Na

Is fire extinguisher installed in all vehicles including forklift?

☐ Yes☐ No☐ Na

Are these installed fire extinguisher full and serviced?

☐ Yes☐ No☐ Na

WASTE MANAGEMENT

Is combustible waste material stored far away from the facility?

☐ Yes☐ No☐ Na

Is everyday cleaning of dust accumulation system happening?

Yes

No

Na