# Gemba Walk Checklist- Manufacturing production

Manufacturing

ELECTRICAL
Are any electrical cables frayed?
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?
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?

## FIRE CONTROL EQUIPMENT 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? No Yes Na Is path to fire extinguisher obstruction free? Yes No Na Is fire extinguisher damage free? Yes No Να Are there materials piled up to obstruct sprinkler? Yes No Να Is fire extinguisher filled? Yes No Na Are all sprinklers free of obstruction? Yes No Να

Is fire extinguisher expired?
Are all sprinkler heads clean?
Is last service details on fire extinguisher tag ?
Yes No Na
FIRE DRILLS
Date of last drill?
2017-01-01
Was the last drill successful?
Are corrective measures from last drill taken care of?
Yes No Na
Are drills conducted regularly?
FIRE EXITS
Are fire exit signage's legible?
Yes No Na

Is there proper labeling for fire exits?
Are fire exit signage's illuminated?
Are fire exits obstruction free?
Are fire exit doors auto closed?
Is a premises map with exit route map and fire protection equipment location available?
Is a premises map with exit route map and fire protection equipment location displayed?
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?
Do chemicals and hazardous material storage area have a secured access system?
Is there exhaust fan at the storage of chemicals and hazardous materials ?
Are only trained employees allowed to handle chemicals and hazardous materials ?
Is there good ventilation when chemicals and hazardous materials are used?
HOT WORKS
Is regular Hot Works inspection done?

Is there valid Hot Works permit?



### SIGN OFF

#### Comments

Corrective measures

Name of Inspector

Signature of inspector

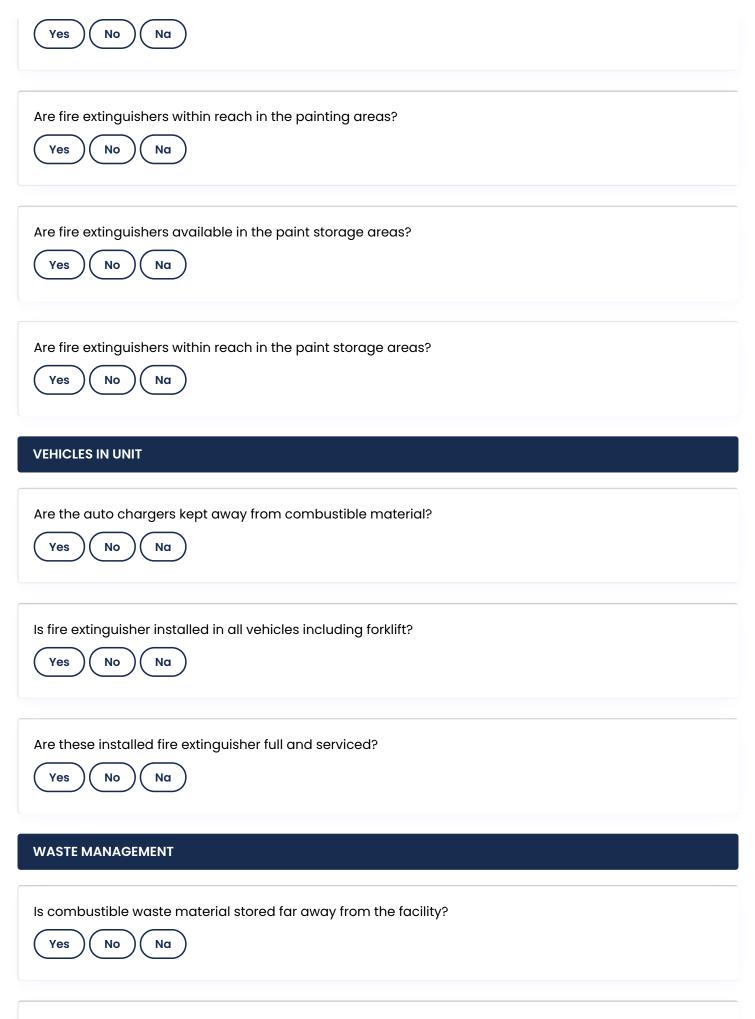


#### **SMOKING CONTROLS**

Are all "no smoking" signage's legible?
Is there a smoking area? Yes No Na
Are there "no smoking" signage's installed everywhere?

Is there a sign of smoking in non smoking area?
Are all "no smoking" signage's visible?
Are cigarette dispenser regularly cleaned? Yes No Na
Is smoking area far away from combustible material?
SPRAY BOOTH
Is the Spray Painting Booths as per fire safety standards?
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Yes No Na Is there good ventilation and exhaust fan installed in booths?

Are fire extinguishers available in the painting areas?



Is everyday cleaning of dust accumulation system happening?

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(Yes)	( No )	$(N\alpha)$
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