

# Personal hygiene log 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

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

Is fire extinguisher expired?

☐ 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

Comments

Corrective measures

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?

Are fire extinguishers within reach in the painting areas?

Are fire extinguishers available in the paint storage areas?

Are fire extinguishers within reach in the paint storage areas?

## VEHICLES IN UNIT

Are the auto chargers kept away from combustible material?

Is fire extinguisher installed in all vehicles including forklift?

Are these installed fire extinguisher full and serviced?

## WASTE MANAGEMENT

Is combustible waste material stored far away from the facility?

Is everyday cleaning of dust accumulation system happening?



Yes

No

Na