Machine guarding checklist

Date _____ **Time** _____

Area or line _____ **Machine name and ID** _____

Inspector _____ **Shift** _____

Guards	Pass	Fail	N/A
Every guard is in place and fastened	☐	☐	☐
Guards aren't bent, cracked or loose	☐	☐	☐
Pinch points, nip points and rotating parts are covered	☐	☐	☐
Guard openings don't let a hand reach the hazard	☐	☐	☐
No guard has been removed, taped open or bypassed	☐	☐	☐

Interlocks and stops	Pass	Fail	N/A
Interlocks work and stop the machine when a guard opens	☐	☐	☐
Emergency stops are easy to reach and work	☐	☐	☐
Light curtains and sensors work, if fitted	☐	☐	☐
Machine can't restart on its own after a stop	☐	☐	☐
Controls are labeled and covered against accidental start	☐	☐	☐

Labels and lockout	Pass	Fail	N/A
Warning labels are on and readable	☐	☐	☐
Lockout points are marked and reachable	☐	☐	☐
Energy sources are labeled	☐	☐	☐
Operating and lockout instructions are posted or at hand	☐	☐	☐
Floor around the machine is clear and the work area is lit	☐	☐	☐

Defects found and action taken

_____

_____

_____

Taken out of service? ☐ Yes ☐ No **Reported to** _____

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____