Power tool checklist

Date _____ **Site or location** _____

Tool and unit number _____ **Checked by** _____

Crew or area _____

Cord and plug

	Pass	Fail	N/A
Cord has no cuts, frays, tape repairs or exposed wire	☐	☐	☐
Plug is not cracked, bent or missing the ground pin	☐	☐	☐
Strain relief is in place where the cord enters the tool	☐	☐	☐
Extension cord is rated for the tool and in good shape	☐	☐	☐
Tool is plugged into a GFCI, where your procedure calls for one	☐	☐	☐

Body, guard and switch

	Pass	Fail	N/A
Housing is not cracked or broken	☐	☐	☐
Guard is on, undamaged and moves as it should	☐	☐	☐
Trigger or switch works and turns the tool off when released	☐	☐	☐
Lock-on and safety switches work, if the tool has them	☐	☐	☐
Handles and side handles are tight and not damaged	☐	☐	☐
No burning smell, sparking or odd noise at start up	☐	☐	☐

Bit, blade or wheel

	Pass	Fail	N/A
Bit, blade or wheel is the right one for the job	☐	☐	☐
It's not cracked, chipped, dull or bent	☐	☐	☐
It's seated and tightened, per the maker's manual	☐	☐	☐
Wheels are within their rating and date, if marked	☐	☐	☐

Tag and use

	Pass	Fail	N/A
Inspection tag or color code is current, per your program	☐	☐	☐
Tool is stored clean and dry	☐	☐	☐
Operator has the PPE the job calls for	☐	☐	☐

Defects found and action taken

_____

_____

_____

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

Inspector signature _____ **Date** _____

Supervisor review _____ **Date** _____