

Equipment Safety Inspection Checklist

A field-level checklist for inspecting machinery and equipment safety

ISO 45001 • ISO 14001 • ISO 9001

Machinery and equipment are a leading source of serious workplace injury when guarding, isolation, or maintenance controls fail. This checklist gives inspectors a practical sequence for verifying equipment safety on site, from guarding and lockout through operator competency and emergency stops.

A Machine Guarding

- ☐ Are all moving parts (belts, chains, gears, blades) fitted with fixed or interlocked guards?
- ☐ Are guards free of damage, gaps, or unauthorised modification?
- ☐ Do interlocked guards stop the machine immediately when opened?
- ☐ Are guards reinstated correctly after maintenance before equipment is returned to service?
- ☐ Are point-of-operation hazards guarded to prevent hand or body access during operation?

B Lockout / Tagout

- ☐ Is a documented lockout/tagout procedure available for each piece of equipment?
- ☐ Are isolation points clearly identified and labelled on the equipment?
- ☐ Are personal locks and tags used and not shared between workers?
- ☐ Is a zero-energy state verified before maintenance work begins?
- ☐ Are lockout/tagout procedures followed for all energy sources, not just electrical?

C Electrical Safety on Equipment

- ☐ Are electrical enclosures and panels closed, labelled, and free of exposed conductors?
- ☐ Are cables and connectors free of damage, fraying, or improvised repairs?
- ☐ Is earthing or bonding intact and verified on relevant equipment?
- ☐ Are residual current devices or equivalent protection fitted where required?
- ☐ Are electrical inspections and test tags current and visible?

D Lifting Equipment & Slings

- ☐ Is lifting equipment (cranes, hoists, forklifts) within its current inspection or load test date?
- ☐ Are slings, chains, and shackles free of visible wear, deformation, or corrosion?
- ☐ Is safe working load clearly marked and not exceeded during operation?
- ☐ Are lifting operations planned and supervised for non-routine or complex lifts?

E Pressure Equipment

- ☐ Is pressure equipment (compressors, boilers, vessels) within its current statutory inspection date?
- ☐ Are pressure relief valves fitted, unobstructed, and tested?
- ☐ Are gauges functional and readings within normal operating range?
- ☐ Are pressure equipment records and certificates available on site?

F Maintenance & Service Records

- ☐ Is a documented preventive maintenance schedule followed for each machine?
- ☐ Are maintenance records up to date and available for inspection?
- ☐ Are defects identified during maintenance logged and closed out before return to service?
- ☐ Is equipment taken out of service and tagged when a fault is identified?
- ☐ Are third-party statutory inspection certificates current for regulated equipment?

G Operator Competency

- ☐ Are operators trained and certified for the specific equipment they use?
- ☐ Are competency records current and available for each authorised operator?
- ☐ Is equipment restricted to authorised operators only, with unauthorised use prevented?
- ☐ Are refresher training and competency reassessments conducted at a defined interval?

H Emergency Stops & Safety Devices

- ☐ Are emergency stop controls clearly visible, accessible, and correctly labelled?
- ☐ Do emergency stops function correctly when tested?
- ☐ Are light curtains, pressure mats, or other safety devices functioning and unobstructed?
- ☐ Are alarms and warning indicators (audible or visual) operational on moving equipment?

I Housekeeping Around Equipment

- ☐ Is the area around equipment kept clear of clutter, spills, and trip hazards?
- ☐ Are walkways and access routes to equipment unobstructed?
- ☐ Is equipment kept free of excessive dust, oil, or material build-up that could create a hazard?
- ☐ Are tools and loose parts stored away from moving machinery when not in use?