

Work Equipment Assessment Checklist

Location of Equipment		Activity Undertaken		Assessor Name		Date of Assessment
1.	Identification	Yes	No	Comments		
1.1	Does the work equipment have a system of identification?	<input type="checkbox"/>	<input type="checkbox"/>			
1.2	Is the equipment CE marked?	<input type="checkbox"/>	<input type="checkbox"/>			
1.3	Does the equipment have any operating limitations e.g. maximum speed, SWL?	<input type="checkbox"/>	<input type="checkbox"/>			
1.4	Does the equipment require periodic calibration?	<input type="checkbox"/>	<input type="checkbox"/>			
2	Suitability and Stability	Yes	No	Comments		
2.1	Can the equipment be used/operated safely in its intended location?	<input type="checkbox"/>	<input type="checkbox"/>			
2.2	Is the equipment secured to prevent movement?	<input type="checkbox"/>	<input type="checkbox"/>			
2.3	Does the equipment favour left/right handedness?	<input type="checkbox"/>	<input type="checkbox"/>			
2.4	Is the use of the work equipment to be restricted to trained and authorised personnel?	<input type="checkbox"/>	<input type="checkbox"/>			
2.5	Is the environment conducive to safe use/operation?	<input type="checkbox"/>	<input type="checkbox"/>			
2.6	Is the equipment produced to appropriate British and/or European Standards?	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Specified Hazards	Yes	No	Comments		
3.1	Does the equipment produce excessive noise?	<input type="checkbox"/>	<input type="checkbox"/>			
3.2	Is the equipment excessively heavy?	<input type="checkbox"/>	<input type="checkbox"/>			
3.3	Does the equipment produce and arm vibration?	<input type="checkbox"/>	<input type="checkbox"/>			
3.4	Does the equipment produce whole body vibration?	<input type="checkbox"/>	<input type="checkbox"/>			
3.5	Does the equipment eject particles when operated?	<input type="checkbox"/>	<input type="checkbox"/>			
3.6	Does the equipment produce excessive heat when operated?	<input type="checkbox"/>	<input type="checkbox"/>			
3.7	Are there any components that can rupture or disintegrate when operated?	<input type="checkbox"/>	<input type="checkbox"/>			
3.8	Does the equipment discharge any article such as gas, dust, liquid, vapour or other substance which, in each case, is produced, used or stored in the work equipment?	<input type="checkbox"/>	<input type="checkbox"/>			
3.9	Is general ventilation of Local Exhaust Ventilation LEV required?	<input type="checkbox"/>	<input type="checkbox"/>			
4	Guarding	Yes	No	Comments		
4.1	Are dangerous parts of the equipment guarded?	<input type="checkbox"/>	<input type="checkbox"/>			

4.2	Do you need guard inspection programmes in place and documented?	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Are there effective measures in place to stop any unauthorised person approaching a moving part of a machine?	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Can any safeguard/interlock be easily by-passed or disabled?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Controls	Yes	No	Comments
5.1	Are controls which will bring the equipment to a safe condition readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Are emergency stop buttons clearly marked and suitably positioned?	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Are all the controls clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Do all controls fail to safety?	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	Has the use of two handed control been considered?	<input type="checkbox"/>	<input type="checkbox"/>	
5.6	Can equipment be readily isolated from It's power supply?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Lighting	Yes	No	Comments
6.1	Is general lighting suitable in the area where the equipment is to be operated?	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Does lighting create shadows over working areas?	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Is localised lighting required?	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Are all warning working?	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Are all warnings clear and easily understood?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Maintenance	Yes	No	Comments
7.1	Does the installation of the equipment rely on correct installation?	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Could deterioration of the equipment lead to unsafe conditions?	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Is a planned preventative maintenance program required?	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Are maintenance records required and kept?	<input type="checkbox"/>	<input type="checkbox"/>	
7.5	Can maintenance be carried out with the equipment shut down or isolated?	<input type="checkbox"/>	<input type="checkbox"/>	
7.6	If not, is a safe system of maintenance work in operation required?	<input type="checkbox"/>	<input type="checkbox"/>	
7.7	Can the power supply be locked tagged out?	<input type="checkbox"/>	<input type="checkbox"/>	
7.8	Can latent energy be discharged or nullified before maintenance operations?	<input type="checkbox"/>	<input type="checkbox"/>	

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