

Shop Inspection Checklist

| Inspector Name: | Location: | | Date: |
|---|-----------|------|----------|
| Description | Pass | Fail | Comments |
| Oily shop rags are placed in sealed, labeled metal containers and are managed properly. | | | |
| Sorbents are disposed of and not left on floor. | | | |
| All storage containers are labeled properly and are legible. | | | |
| Flammable materials are stored in flame resistant cabinets and doors are kept closed. | | | |
| Flammable liquids are grounded and bonded during transfer. | | | |
| Flammable liquids are grounded during storage. | | | |
| Drums of waste stored outside of building have secondary containment (berms). | | | |
| Floors are clear and have 3-foot walkway throughout shop and to all exits. | | | |
| Floors free from debris, spills or cracks. | | | |
| Floor drains are clear and not full of debris. | | | |
| All electrical outlets have cover plates. | | | |
| Circuit breakers are labeled, closed and have 5-10-foot clearance access. | | | |
| Fire extinguishers have location signs and have been inspected. | | | |
| First aid kits have location signs and have been inspected. | | | |
| First aid kits are fully stocked with appropriate materials. | | | |
| AED has location sign and has been inspected. | | | |
| Eyewash station, clear and clean, accessible, have location signs and provides 15 minutes of continuous flush. | | | |
| Spill kits have location sign and are fully stocked. | | | |
| Emergency exits signs are clear and posted over doors. | | | |
| Emergency exit doors are unlocked during operation. | | | |
| Disposed oil filters have been properly punctured. | | | |
| No smoking signs posted as required around flammable materials and buildings. | | | |
| Electrical cords are in good repair, not frayed, damaged or taped off. | | | |
| Hearing protection and respirators available and in good clean storage location. | | | |
| Overhead doors operate appropriately and smoothly. | | | |
| Batteries are stored in a single layer on pallets or shelving with an impermeable base and are properly recycled. | | | |
| Tires stored outside are covered and properly disposed. | | | |
| Welding PPE in good repair and available. | | | |
| Adequate ventilation provided for welding locations. | | | |
| Flammables not stored near welding location. | | | |
| Gas cylinders are stored appropriately and securely and labeled properly. | | | |

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| Shelves have been secured to prevent tipping and are not over load bearing weight or sagging. | | | |
| All supplies within safe reach, not requiring any strain or heavy lifting overhead. | | | |
| LOTO instructions available on all equipment. | | | |
| Paved surfaces are smooth and free from cracks. | | | |
| Stairways have handrails in good repair, clearly marked and are secure. | | | |
| ADA access in good repair. No sagging or missing traction. | | | |
| Appropriate indoor and outdoor lighting. No bulbs burnt out or not working. | | | |
| Air filters are clean and in good condition. | | | |
| Appropriate access to working heat and cooling | | | |
| Bathrooms are clean with documented cleaning schedule. | | | |
| Bathrooms have access to clean water, soap and hand towels (paper). | | | |
| Suitable drinking water is available. | | | |
| Kitchen/break areas are clean, with record of cleaning schedule. | | | |
| Safety signs posted in accessible locations. (OSHA) | | | |
| Safety signs posted in accessible locations. (Emergency action plan, Spill response, Fire Prevention) | | | |