

DAILY WORKSHOP INSPECTION CHECKLIST

Workshop Name: _____

Date: _____ Shift: _____

Instructor / Supervisor: _____

1 PERSONAL SAFETY CHECK (PPE)

- Safety goggles available and in good condition
 - Safety gloves usable (no cuts or damage)
 - Safety shoes worn by all students
 - Apron / protective clothing used
 - No loose clothing or accessories
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2 TOOLS CONDITION CHECK

- Hand tools clean and free from damage
 - Files and chisels properly dressed
 - Measuring instruments clean and calibrated
 - No cracked or broken tool handles
 - Tools stored at proper place after use
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3 MACHINES & EQUIPMENT CHECK

- Machines properly cleaned before use
 - Guards and covers in position
 - Emergency stop working correctly
 - No abnormal noise or vibration
 - Power supply switched off after work
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4 GAS / ELECTRICAL SAFETY CHECK

- Gas cylinders secured properly
 - No leakage in hoses and connections
 - Regulators and valves working properly
 - Electrical cables insulated and undamaged
 - Switches and plugs in safe condition
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5 WORK AREA & HOUSEKEEPING

- Floor clean and dry
 - Scrap material removed
 - No oil or grease spill
 - Proper lighting available
 - Fire extinguisher accessible
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6 STUDENT DISCIPLINE & PRACTICE

- Students following safety rules
 - Correct tool used for correct job
 - No unsafe practices observed
 - Instructor supervision available
 - Job instructions clearly followed
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7 REMARKS (If Any)

INSPECTION STATUS

- Satisfactory
 - Needs Attention
 - Unsafe (Immediate action required)
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Inspector / Instructor Signature: _____

Time: _____

This checklist is designed to ensure safety, discipline and proper working conditions in the workshop.

Regular inspection helps prevent accidents and improves work quality.

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