

INSPECTION PROFORMA REGULATION 6 PROVISION & USE OF WORK EQUIPMENT REGS 1998

Equipment description: _____ Asset/ID number: _____ Assessment date: _____
 Owned/hired/leased: _____
 Assessment number: _____ Assessor's position: _____
 Assessor's name: _____

Reg No.	Statutory Requirements	Yes/No N/A	Comments	Required Action	Priority H/M/L	By Whom
4	Suitability of work equipment *Is the equipment: a) used only for the job it was designed for? b) in reliable condition? c) suitable for the work area? d) suitable for the purpose of its installation? e) is it inherently/intrinsically safe?					
5	Maintenance *Is maintenance of the the equipment: a) covered by a permit? b) planned and preventive? c) adequate? Consider - d) who carries out maintenance? e) how is his/her competency checked? f) is there a maintenance log? g) is it current/up to date?					
6	Inspection *Is the equipment exempt from the regulations? (i.e. power press) if so, see regs 31-35. *Is equipment for lifting loads (if so, record lifting equipment register number on this form)? *Does the safety of the equipment depend on its installation conditions? *If yes, is the equipment inspected for safety: a) after installation in new location? b) or, if in conditions which may cause it to deteriorate, at suitable intervals? c) after any event that may have affected the safety of the equipment? *Are the records of such inspections kept? *Are such records transferred with equipment?					

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7	<p>Specific Risks</p> <ul style="list-style-type: none"> °Are there specific risks associated with using the equipment? °Refer to the Task Risk Assessment Ref. No.: a) Mechanical: b) Electrical: c) Radiation: d) Hazardous substances: COSHH Ref. No.: e) Work activity: f) Workplace environment i.e. noise, etc.: e) Other. 					
8	<p>Information and Instructions</p> <ul style="list-style-type: none"> °Are adequate written instructions available for the equipment? °Do they include information on: <ul style="list-style-type: none"> a) health and safety requirements? b) specific risks and safety devices? c) foreseeable misuse? d) emergency or fault finding procedures? °Are instructions clear and understandable to the operator? °Are instructions readily accessible? 					

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9	<p>Training</p> <ul style="list-style-type: none"> °With regard to the equipment, is appropriate training given to: <ul style="list-style-type: none"> a) the operator? b) the supervisor? c) maintenance staff? °Does this training include: <ul style="list-style-type: none"> a) methods of use? b) maintenance requirements? c) details of specific risks? d) safety precautions to be taken? °Is refresher training given? °Are written training standards provided? °Is the competency of the operator/user checked and confirmed as adequate? °Are there other training requirements from other legislation e.g. Abrasive Wheels Regulation 9? 					
10	<p>EC Marking</p> <ul style="list-style-type: none"> °Is the equipment EC marked (CE)? °Is there a Certificate of Conformity? <ul style="list-style-type: none"> — Cert. No. and/or where available: °What standards are listed on the Certificate? °Is a manufacturer's risk assessment available? °Is equipment subject to client audit? 					

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11	<p>Dangerous Parts of Machinery</p> <ul style="list-style-type: none"> °Are there any hazards associated with dangerous or moving parts of the machinery? — if appropriate, refer to TRA No: °Are the following measures in place: <ul style="list-style-type: none"> a) guarding (specify)? b) protection devices/appliances? c) information and training? d) personal protective equipment? e) other measures (specify)? °Are controls adequate in terms of: <ul style="list-style-type: none"> a) suitable type? b) adequate construction? c) not easy to bypass/remove? d) prevent access to danger zone? e) do not restrict view? f) allow safe access for maintenance etc? 					
12	<p>Protection Against Specific Hazards</p> <ul style="list-style-type: none"> °When using the equipment will persons be exposed to any of the following hazards: <ul style="list-style-type: none"> a) falling material? b) ejection of materials? c) rupture or disintegration of any part? d) catching fire or overheating? e) discharge of <ul style="list-style-type: none"> (i) dust (ii) gas (iii) liquid (iv) vapour (v) fume (vi) mist f) explosion °Are safety measures sufficient to control these hazards? °Where appropriate, refer to TRA No: 					

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13	<p>High or Very Low Temperature</p> <p>°Is there risk of injury from:</p> <p>a) unintentional contact with hot/cold equipment/parts (specify)?</p> <p>b) what control systems are used to prevent burns e.g. enclosure, insulation, lid?</p> <p>c) are these control measures adequate or can more be reasonably done to reduce risk further?</p> <p>— If appropriate, see TRA no:</p>					
14 -18	<p>Control and Control Systems</p> <p>°Are the following controls and control systems used:</p> <p>a) stop/start control?</p> <p>b) controls for making significant changes e.g. speed, pressure, temperature, etc?</p> <p>c) emergency stop?</p> <p>d) other (specify)?</p> <p>°Any hazards associated with these controls?</p> <p>°Are there any foreseeable hazards due to lack of control?</p> <p>°Are these control systems adequate e.g.?</p> <p>a) can equipment be activated accidentally?</p> <p>b) can the equipment be started/stopped without the use of the controls?</p> <p>c) do the stop controls bring the equipment to a halt in a safe manner?</p> <p>d) is there priority to emergency controls?</p> <p>e) are they easily accessible?</p> <p>f) are they clearly visible?</p> <p>g) are they labelled?</p> <p>h) can they be seen from the operating position?</p> <p>i) do they fail to safety?</p>					

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19	<p>Isolation from Source of Energy</p> <ul style="list-style-type: none"> °Can the equipment be isolated from its source of energy? °Are there any hazards associated with existing isolation equipment e.g. inaccessible, no lockoff? °What control systems are in place? <ul style="list-style-type: none"> a) lockoff system? b) permit to work? c) isolation permit? d) procedures? e) other (specify)? Are the control measures considered adequate? 					
20	<p>Stability</p> <ul style="list-style-type: none"> °How is the equipment stabilised: <ul style="list-style-type: none"> a) bolted? b) tied? c) otherwise secured to a surface? d) inherently stable? °Are there any hazards associated with instability of the equipment? 					
21	<p>Lighting</p> <ul style="list-style-type: none"> °Is the illumination of the equipment and surrounding area sufficient for the task? °Are there any hazards associated with lighting or lack of lighting: <ul style="list-style-type: none"> a) during hours of daylight? b) after daylight hours? 					
22	<p>Maintenance Operations</p> <ul style="list-style-type: none"> °Can maintenance be carried out in a safe manner? 					

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23 -24	<p>Markings and Warnings</p> <ul style="list-style-type: none"> ° Are hazard markings and warning signs/devices: <ul style="list-style-type: none"> a) adequate and appropriate? b) clearly visible/audible? c) unambiguous? d) subject to Safety Signs and Warnings Regs? 					
25	<p>Employees Carried on Mobile Work Equipment</p> <ul style="list-style-type: none"> ° Is it intended that the equipment be used for carrying persons? ° What risks might arise (wheels, tracks, etc)? ° Is the safety of persons carried ensured? 					
26	<p>Rolling Over of Work Equipment</p> <ul style="list-style-type: none"> ° Is equipment inherently stable? ° Is it designed so that it would, in the event, fall on its side? ° If it overturns more than this, is it capable of safely enclosing those being carried? 					
27	<p>Overturning of Fork-lift Trucks</p> <ul style="list-style-type: none"> ° Has it been equipped or adapted to reduce the risk of overturning to as low as is reasonably practicable? 					

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28	<p>Self-propelled Work Equipment</p> <ul style="list-style-type: none"> °Does it have devices to: a) prevent unauthorised starting? b) facilities to minimise collision consequences? c) brake/stopping devices? d) emergency stop where applicable? e) means of improving driver vision where applicable? f) means of lighting if applicable? g) fire fighting appliance where fire is a hazard? 					
29	<p>Remote-controlled Self-propelled Work Equipment</p> <ul style="list-style-type: none"> °Does it stop automatically outside its control range? °Does it have anti-crush or anti-impact features? 					
30	<p>Drive Shafts</p> <ul style="list-style-type: none"> °Could this cause risk? °If yes: a) does it have means of preventing seizures or avoiding adverse effects of such events? b) can the shaft be safeguarded? c) is there a means of preventing drive shaft touching the ground? 					
31-35	<p>Is the work equipment previously covered by the Power Press Regulations 1965/72?</p> <p>if so, see Regulations 31-35 if required.</p>					