

Workplace Inspection Checklist Workshop (Hangar)

Name: AINN NATASHA BINTI JAMIL	Location of inspection: APMM N3 HANGAR
Department: ENGINEERING	Supervisor: MOHAMAD AKMAL BIN M SALEH
Date: 1/8/2024	

During the survey of the designated area, complete the checklist below.

A	Electrical	Y	N	N/A	Remarks
1.	Electrical equipment is in good condition and tested as required by the department's electrical testing procedure.	✓			
2.	Power boards, air pumps, power cords, and power outlets are at least 200 mm above any source of water.	✓			
3.	All new power boards purchased will have an overload switch.	✓			
4.	Are electrical cables/cords kept clear of walkways etc.	✓			
B	Emergency requirements	Y	N	N/A	Remarks
1.	Exit doors are marked, clearly visible, and can be opened from inside (no padlocks).	✓			
2.	Exit corridors are clear of obstructions (including outside of the building).	✓			
3.	A first aid kit is in the near vicinity.	✓			
4.	Fire equipment (fire blanket, extinguisher, hose reel) is accessible and clear of obstruction.	✓			
5.	Fire equipment (fire blanket, extinguisher, hose reel) has been inspected/tagged within the last 6 months.	✓			
6.	Overhead sprinklers and detectors are clear of obstruction.	✓			
7.	The safety shower and emergency eye wash station are functional and easily accessible.	✓			
8.	'Experiments in Progress' are labelled with procedures outlining response in case of emergency.	✓			
C	Signage	Y	N	N/A	Remarks
1.	First aid signage is visible and contains details of first aid officers for the area.	✓			
2.	An Emergency Evacuation Diagram is in the near vicinity and is clearly displayed.	✓			
3.	Exit signs are in place and illuminated.	✓			
4.	Building warden signage is visible and contains details of building wardens for the area.	✓			

Workplace Inspection Checklist Workshop (Hangar)

5.	Hazard/safety signage on entrance/s clearly visible and contains information including: • Authorized access only. • No food or drink. • Type of chemicals. • Lab supervisor details.	✓			
D	Housekeeping	Y	N	N/A	Remarks
1.	Floors, including aisles, passageways and landings are clean and in good condition.	✓			
2.	Access / egress points always kept clear.	✓			
3.	Storage areas – obstruction free and tidy.	✓			
4.	Work Areas – clean and tidy.	✓			
5.	Tidiness - tea making / rest areas.			✓	
6.	Waste disposal bins are adequate and serviced.	✓			
E	Compressed Gas	Y	N	N/A	Remarks
1.	Compressed gas cylinder contents are appropriately identified.			✓	Under AW139 custodian
2.	Cylinders are secured appropriately by bracket or chain.			✓	Under AW139 custodian
3.	All cylinders are at least 3m away from ignition sources, combustible materials and are stored according to dangerous goods class with compatible gases.			✓	Under AW139 custodian
4.	Empty cylinders are separated from full cylinders and clearly labelled (MT/FULL).			✓	Under AW139 custodian
5.	Appropriate resources (e.g. Cylinder trolley) are available for transporting gas cylinders.			✓	Under AW139 custodian
6.	The regulator is appropriate for the gas being used (e.g. stainless steel for corrosive gases, brass for non-corrosive gases).			✓	Under AW139 custodian
7.	Gas lines are labelled and free of leaks, signs of wear and tear.			✓	Under AW139 custodian
8.	Gas use is confined to areas with good local exhaust ventilation.			✓	Under AW139 custodian
9.	Cylinders pipes and valves are protected from mechanical damage.			✓	Under AW139 custodian
F	Chemical	Y	N	N/A	Remarks
1.	Chemicals are stored in appropriate containers.	✓			
2.	Containers are labelled correctly (e.g., not handwritten, label contains minimum chemical name and GHS pictogram).	✓			
3.	Chemicals are stored according to compatibility. Compatibility chart is readily available.	✓			
4.	Dangerous goods cabinets are used and	✓			

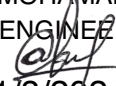
Workplace Inspection Checklist Workshop (Hangar)

	<p>maintained in accordance including:</p> <ul style="list-style-type: none"> • Self-closing and close-fitting doors. • Locking automatically (flammable) Locking mechanism in 2 or more places (flammable/corrosive). • Self-releasing locking mechanism (oxidizing agents and organic peroxides). • Clearance from ignition/heat sources (flammable, oxidizing agents, organic peroxides). • Bonding. • Ventilation. • Other specific requirements. 				
5.	There are spill trays for the storage of hazardous liquids.		✓		
6.	Materials that are subject to spontaneous combustion, such as oily rags and paint rags, placed in approved oily waste cans that are emptied daily.	✓			
7.	Spill kits are available and maintained.		✓		
8.	Segregated waste disposable containers are available and labelled correctly.			✓	
G	Fire Safety	Y	N	N/A	Remarks
1.	Fire equipment serviceability and inspected.	✓			
2.	Fire equipment adequacy is the right type.	✓			
3.	Fire equipment is accessible.	✓			
4.	Storage of flammable materials.	✓			
5.	Fire escape facilities and evacuation plans and procedures are in place.	✓			
H	PPE	Y	N	N/A	Remarks
1.	Required PPE available.	✓			
2.	PPE is correctly stored.	✓			
3.	Well maintained and in good condition.	✓			
4.	Signage of PPE requirement displayed.	✓			
5.	Standard Operating Procedure (SOPs) are available where applicable.	✓			
6.	Personal inspections are following applicable SOPs.	✓			
I	Work Environment	Y	N	N/A	Remarks
1.	The general area is tidy and free of obstruction and mess.	✓			

Workplace Inspection Checklist Workshop (Hangar)

2.	Spaces between and under benches, cabinets and equipment are accessible for cleaning.	✓			
3.	Walkways/floor areas are clear of obstruction and trip hazards (e.g. electrical cords).	✓			
4.	Floor surfaces/coverings are even, not slippery and are in good condition.	✓			
5.	Stair treads are in good condition (no worn or broken treads).	✓			
6.	Handrails present, secure, and in good condition.	✓			
7.	Landings are clear of obstruction.	✓			
8.	Lighting adequate and operational.	✓			
9.	Temperature is comfortable.		✓		Need stand fan
10.	Area is free from FODs.	✓			
11.	Noise level is acceptable or controlled to an adequate level.	✓			
12.	Ventilation is adequate.	✓			
13.	Hand basin or alternative means of decontaminating hands is available within the area.	✓			
14.	Facilities for the storage of outer garments and personal items are available outside the room.	✓			
15.	Walkways/forklift areas are clearly marked.	✓			

Checked by : AINN NATASHA BINTI JAMIL
 Dept : ENGINEERING
 Signature : 
 Date : 1/8/2024

Reviewed by : MOHAMAD AKMAL BIN M SALEH
 Dept : ENGINEERING
 Signature : 
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