



Baking Industry Forum

June 20, 2014



Safety Checklist

Presentation.



Follow up From Puerto Rico

- ▶ **Vendor Safety Checklist**

- ▶ This was developed by the BIF group to provide equipment suppliers with a safety checklist to better prepare themselves for their clients factory acceptance tests.
- ▶ This is not a replacements for the equipment buyers, detailed inspection sheets, or their equipment specifications.

- ▶ **The Checklist is Divided Into the Following Sections**

- ▶ Preliminary Items
- ▶ Mechanical
- ▶ Safety Circuits
- ▶ Electrical
- ▶ Ergonomics
- ▶ Environmental
- ▶ Misc.
- ▶ Documentation

- ▶ **Our intent is for the Equipment Vendors to Give it a Try! And please provide any feedback you may have.**

Vendor Safety Checklist

| Preliminary Items | | | | Yes | No | Comments | Follow-Up Actions | Owner |
|--------------------------------|--|--|--|-----|----|------------------------------|-------------------|-------|
| 1 | Have we received the Client's General Equipment Specifications? | | | | | | | |
| 2 | Have we received the Client's Controls/Automation Specifications? | | | | | | | |
| 3 | Have the Specification Documents been reviewed for safety related items? | | | | | | | |
| 4 | Have Exceptions been discussed and agreed upon with the client? | | | | | | | |
| 5 | Is the exception document attached to this | | | | | If not, attach the document. | | |
| Safety Inspection - Mechanical | | | | Yes | No | Comments | Follow-Up Actions | Owner |
| 1 | Are all power transmission sources properly guarded? | | | | | | | |
| 2 | Has the machine been inspected for sharp or pointed edges? | | | | | | | |
| 3 | Are all gears and shafts with keys properly | | | | | | | |
| 4 | Are all spindles, pulleys, belts, rotating devices, etc. properly guarded? | | | | | | | |
| 5 | Are all guards securely anchored if designed for a fixed location? | | | | | | | |
| 6 | Are the pinch points properly guarded? | | | | | | | |
| 7 | Are undersides of conveyors guarded; if over workstations, walkways, or "crawl-unders" (if design requires)? | | | | | | | |
| 8 | Are all guards securely fixed to the machine? | | | | | | | |
| 9 | Do all guards, not electrically interlocked, require tools to remove? | | | | | | | |
| 10 | Are "HOT" surfaces properly insulated? | | | | | | | |
| 11 | Are working platforms provided with this equipment? | | | | | | | |

| Safety Circuits | | | | Yes | No | Comments | Follow-Up Actions | Owner |
|-----------------|--|------------------|--|-----|----|----------|-------------------|-------|
| 1 | Are the machine safety circuits hard wired to an | | | | | | | |
| 2 | Is the machine utilizing the controls "Safe Off" function? | | | | | | | |
| 3 | Are the machine safety circuits zoned? | How Many Zones? | | | | | | |
| 4 | Are E-Stops mounted on the operator panels? | How Many Panels? | | | | | | |
| 5 | Does the Equipment have remote E-Stops? | How Many? | | | | | | |
| 6 | Does the Equipment have pull cord E-Stops? | | | | | | | |
| 7 | Are energy isolation devices provided? (Electrical, Air, Gas, Water, Etc.) | | | | | | | |
| 8 | Switches accessible and access path unobstructed? | | | | | | | |

| Electrical | | | | Yes | No | Comments | Follow-Up Actions | Owner |
|------------|--|--|--|-----|----|----------|-------------------|-------|
| 1 | Are energy isolation devices provided? | | | | | | | |
| 2 | Are energy isolation devices lockable? | | | | | | | |
| 3 | Are Conduits, cables, and wiring properly attached to supports/tightly connected to junction and outlet boxes? | | | | | | | |
| 4 | Are explosion proof devices supplied where required? | | | | | | | |
| 5 | Are control devices properly labeled according to spec? | | | | | | | |
| 6 | Is all wiring labeled according to spec? | | | | | | | |
| 7 | Are the buttons the proper color and labeled correctly? | | | | | | | |

| Safety Circuits | | | | Yes | No | Comments | Follow-Up Actions | Owner |
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| 4 | Are E-Stops mounted on the operator panels? | How Many Panels? | | | | | | |
| 5 | Does the Equipment have remote E-Stops? | How Many? | | | | | | |
| 6 | Does the Equipment have pull cord E-Stops? | | | | | | | |
| 7 | Are energy isolation devices provided? (Electrical, Air, Gas, Water, Etc.) | | | | | | | |
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