Factory Inspection Checklist

A checklist for inspecting a factory or production plant.

Inspected by _____ Date _____

Unit / ID _____ Location _____

Machinery and guarding	OK	DEFECT	N/A
Confirm guards are fitted on moving parts and not bypassed. Machine guarding is required by OSHA; never operate with a defeated interlock.	☐	☐	☐
Check emergency stops are accessible and function on test.	☐	☐	☐
Verify lockout/tagout procedures and devices are available.	☐	☐	☐
Inspect machines for leaks, unusual noise or vibration.	☐	☐	☐
Confirm machines have current maintenance and inspection records.	☐	☐	☐
Check operators are trained and authorized for each machine.	☐	☐	☐

Workplace safety	OK	DEFECT	N/A
Confirm required PPE is worn and available at each station.	☐	☐	☐
Check noise, dust and fume controls are working.	☐	☐	☐
Verify electrical panels are labeled, closed and accessible.	☐	☐	☐
Confirm chemicals are labeled, stored and have safety data sheets.	☐	☐	☐
Check first aid, eyewash and emergency showers are stocked.	☐	☐	☐
Verify fire extinguishers are charged, tagged and accessible.	☐	☐	☐

Quality control	OK	DEFECT	N/A
Confirm work instructions and specifications are available.	☐	☐	☐
Check measuring and test equipment is calibrated and in date.	☐	☐	☐
Verify in-process inspection and sampling are being performed.	☐	☐	☐
Confirm nonconforming product is segregated and labeled.	☐	☐	☐
Check materials are within shelf life and stored correctly.	☐	☐	☐
Verify batch and traceability records are complete.	☐	☐	☐

Housekeeping	OK	DEFECT	N/A
Confirm aisles and walkways are clear and marked.	☐	☐	☐
Check floors for spills, debris and trip hazards.	☐	☐	☐
Verify waste and scrap are removed and segregated.	☐	☐	☐
Confirm tools and materials are stored when not in use.	☐	☐	☐
Check lighting is adequate across the production area.	☐	☐	☐
Verify drains and ventilation are clear and functioning.	☐	☐	☐

Equipment and utilities	OK	DEFECT	N/A
Confirm compressed air systems and lines are leak-free and secured.	☐	☐	☐
Check pressure vessels and boilers show current inspection.	☐	☐	☐
Verify conveyors have guarding, stops and clear access.	☐	☐	☐
Inspect lifting equipment and slings for damage and certification.	☐	☐	☐
Confirm forklifts and trucks have daily pre-use checks.	☐	☐	☐
Check backup power and critical utilities operate on test.	☐	☐	☐

Compliance and records	OK	DEFECT	N/A
Confirm permits, licenses and certificates are current.	☐	☐	☐
Check environmental controls and waste handling are compliant.	☐	☐	☐
Verify training and competency records are up to date.	☐	☐	☐
Review previous findings for completed corrective actions.	☐	☐	☐
Record each defect with location, severity and photo.	☐	☐	☐
Assign owners and due dates, then sign, date and file.	☐	☐	☐

Notes / defects found