

Factory Inspection Checklist

A checklist for inspecting a factory or production plant.

Machinery and guarding

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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.