Tool Inspection Checklist

A checklist for inspecting hand and power tools before use.

Inspected by _____ Date _____

Unit / ID _____ Location _____

Hand tools	OK	DEFECT	N/A
Inspect handles for cracks, splinters or looseness.	☐	☐	☐
Check striking faces for mushrooming or chips. Dress mushroomed edges flat with a file or grinder to prevent dangerous metal shards from flying off.	☐	☐	☐
Verify cutting edges are sharp and undamaged.	☐	☐	☐
Confirm jaws, pivots and adjustments work smoothly.	☐	☐	☐
Check that tools are clean and free of grease or oil.	☐	☐	☐
Confirm the right tool is used for the task, not improvised.	☐	☐	☐

Power tool body	OK	DEFECT	N/A
Inspect the housing for cracks, melting or impact damage.	☐	☐	☐
Check switches and triggers operate and do not stick. Ensure the tool shuts off immediately when released; sticking triggers can cause severe loss of control.	☐	☐	☐
Verify bits, blades and accessories are sharp and secure.	☐	☐	☐
Confirm air vents are clear of dust and debris. Clogged motor vents cause rapid overheating, insulation breakdown, and premature tool motor failure.	☐	☐	☐
Check for unusual noise, vibration or burning smell on test.	☐	☐	☐
Verify the data plate and ratings are legible.	☐	☐	☐

Cords and plugs	OK	DEFECT	N/A
Inspect the cord for cuts, fraying or exposed wires. Tools with damaged cords must be removed from service, not taped over.	☐	☐	☐
Check the plug for bent, missing or damaged pins.	☐	☐	☐
Verify the grounding pin is intact on grounded tools. Never use a 3-prong plug with a missing or clipped ground pin, as it removes critical shock protection.	☐	☐	☐
Confirm strain reliefs at the plug and tool are secure.	☐	☐	☐
Check extension cords are rated and undamaged.	☐	☐	☐
Verify cords are kept clear of water, heat and traffic.	☐	☐	☐

Guards and safety devices	OK	DEFECT	N/A
Confirm blade and rotating-part guards are fitted and move freely.	☐	☐	☐
Check that guards have not been removed or wedged open. Never pin or wedge spring-loaded guards open; they must snap back over the blade automatically.	☐	☐	☐
Verify safety triggers, locks and dead-man switches work.	☐	☐	☐
Confirm anti-kickback and riving knives are in place where fitted.	☐	☐	☐
Check warning labels are present and legible.	☐	☐	☐
Verify required PPE such as eye and hearing protection is available.	☐	☐	☐

Electrical and GFCI	OK	DEFECT	N/A
Confirm power tools are used with GFCI protection.	☐	☐	☐
Test the GFCI device trips and resets correctly.	☐	☐	☐
Verify double-insulated tools show the marking and are intact.	☐	☐	☐
Check outlets and connections show no signs of overheating.	☐	☐	☐
Confirm tools are unplugged before changing bits or blades.	☐	☐	☐
Verify damp or wet conditions are controlled before use.	☐	☐	☐

Pneumatic, cordless and records	OK	DEFECT	N/A
Inspect air hoses, couplings and fittings for leaks and damage.	☐	☐	☐
Confirm air tools have safety clips or whip checks on connections.	☐	☐	☐
Check battery packs and chargers for damage or swelling. Swollen, cracked, or excessively hot lithium-ion battery packs present a severe fire risk; retire them.	☐	☐	☐
Verify batteries seat securely and hold a charge.	☐	☐	☐
Tag out and remove any defective tool from service.	☐	☐	☐
Record defects and replacements, then sign, date and file.	☐	☐	☐

Notes / defects found

Inspector sign-off

Result (Serviceable / Tagged out of service): _____

Defects reported to (supervisor): _____

Signature: _____