

Tool Inspection Checklist

A checklist for inspecting hand and power tools before use.

Hand tools

- ☐ Inspect handles for cracks, splinters or looseness.
- ☐ Check striking faces for mushrooming or chips.
- ☐ 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

- ☐ Inspect the housing for cracks, melting or impact damage.
- ☐ Check switches and triggers operate and do not stick.
- ☐ Verify bits, blades and accessories are sharp and secure.
- ☐ Confirm air vents are clear of dust and debris.
- ☐ Check for unusual noise, vibration or burning smell on test.
- ☐ Verify the data plate and ratings are legible.

Cords and plugs

- ☐ 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.
- ☐ 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

- ☐ Confirm blade and rotating-part guards are fitted and move freely.
- ☐ Check that guards have not been removed or wedged open.
- ☐ 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

- ☐ 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

- ☐ 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.
- ☐ 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.