

## New / refurbished asset inspection form SHE 17

*NB: This checklist is to be used to inspect new or refurbished assets.*

<b>Inspection for:</b>	
<b>Date:</b>	<b>Inspection conducted by:</b>
<b>Responsible manager:</b>	<b>Signature:</b>
<b>Plant, equipment, location or factors to consider</b>	<b>Comments and remedial actions</b>
<p><b>1. Site access:</b> Roads, general signage on roads, one way systems, turning circles, reversing areas, protection for tanks pipelines and vulnerable plant etc, overhead cables, pedestrian footways and crossing points.</p>	
<p><b>2. Adequate lighting:</b> External lighting around the site and at remote points, adequacy of internal lighting at workstations.</p>	
<p><b>3. Safe access to plant and equipment:</b> Work at height avoided or working platforms with full protection provided, ladder access hooped and gated, no fragile roofs or no access to them i.e. fenced off and signed.</p> <p>Have yellow grating clips been located on all gratings and in the correct location?</p>	
<p><b>4. Work over or near water:</b> Adequate protection (handrails etc), adequate lighting, protective barriers for vehicles, life buoys and rings provided. Working near to deep water, e.g. filter beds?</p>	
<p><b>5. Services:</b> Have any new or altered underground (buried) or overhead services been recorded on site schematics and those schematics uploaded to company storage systems with a copy made available to the CoP? (services may include Gas, Electricity, Water, Chemical, Telemetry, Data, Telephony etc)</p>	

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<p><b>6. Moving Machinery:</b>          Moving machinery adequately guarded with fixed guards, interlocks for access provided, emergency stops provided, local lockable isolation, safe access for maintenance, safe access for daily operational tasks, plant capable of isolation.</p>	
<p><b>7. Flammable gas:</b>          Areas identified and signed electrical equipment suitable for the gas and zone, EPD available, gas pipes plant sensibly routed or protected from mechanical damage.</p>	
<p><b>8. Buildings:</b>          Fire alarm / detection system installed, detectors suitable for environment, final exits open out without a key, emergency escape lighting provided, welfare facilities adequate, ventilation and heating adequate. Noise not excessive or if so signs posted.</p>	
<p><b>9. Confined spaces:</b>          Confined spaces avoided, Need for entry avoided e.g. remote instrumentation. Safe access where entry is required. Mechanical or natural ventilation provided, gas monitoring (appropriate to the risk) provided.</p>	
<p><b>10. Toxic gas:</b>          Safe secure storage, good mechanical or natural ventilation, storage correctly signed and secured. In buildings, adequate mechanical ventilation, gas detection appropriate to the risk, visible and audible alarms.</p>	
<p><b>11. Fixed cranes:</b>          Means of safe access for inspection i.e. handrails etc, electrical components shrouded, high level trolley wheels guarded, end stops provided, SWL marked and greater than plant to be lifted, sufficient vertical space for lift, hooks with clips, pendants capable of being secured, no obstructions to man-riding platforms.</p>	

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<p><b>12. Electrical plant:</b> System referenced to earth, adequate protection in system circuit breakers etc. plant capable of lock off and isolation, line diagrams available, HV in locked signed enclosures, panels locked and labeled, panel label matches item of plant, local isolation provided, equipment appropriate to environment, adequate space for access, Sockets protected with RCD</p>	
<p><b>13. Fire:</b> Fire risk assessment completed reviewed and in date, means of raising the alarm, appropriate detection provided means of fighting fire appropriate to the risk, emergency exits open out without a key, emergency lighting provided where appropriate.</p>	
<p><b>14. Chemical storage:</b> Bunding provided (110% of stored volume), protection from vehicle damage or safe location, contents gauges, labeling, earth bonding, separate bunding for incompatibles, protection of pipelines from mechanical damage or safe location, pipelines marked with content and direction of flow, valves labeled, fill points lockable and marked with contents, hard standing for vehicles.</p>	
<p><b>15. Ionising radiation:</b> Use of sealed sources avoided, or sources correctly signed and certification available.</p>	
<p><b>16. Statutory inspection</b>  Has any new equipment requiring statutory inspection been added to the RSA programme?</p>	
<p><b>17. Other</b></p>	

***Actions arising from this inspection should be recorded on Safeguard and completed within an agreed timescale.***