

New/Altered Equipment Review

A “New or Altered Equipment Review” is performed when a process is changed in which a new piece of equipment is put into place, when existing equipment is altered or changed in some way that impacts the hazard (either lessens existing hazards or creates new or more significant hazards), or when the way equipment is used is changed in a way that impacts the hazards presented to the operator. The New/Altered Equipment Review is a tool that can assist a company in accounting for possible safety hazards that may not be readily apparent to the company or to the operators of the equipment.

The tool is designed so that a “Yes” answer to a question means that very little or no further action is required. A “No” answer indicates that there is a potential safety problem and that further action should be taken if possible to reduce or eliminate the hazards of the equipment or process. If the question is not relevant a “N/A” answer is given to the question.

New/Altered Equipment Review

Initial Inspection

Final Review

Date: _____

Date: _____

Equipment Description:

Inspection Committee:

ITEM	YES	NO	N/A
ELECTRICAL SAFETY			
1. Electrical Equipment			
Is it accessible?			
Are all covers in place on electrical boxes and panels?			
Are electrical switches/disconnects permanently labeled?			
Does wiring meet the applicable N.E.C. standards?			
Are wires and connections guarded or protected?			
Are electrical interlocks guarded/covered?			
Has the item been properly grounded?			
2. Lighting			
Is area or local lighting adequate?			
Is emergency lighting available?			
MECHANICAL SAFETY			
3. Guards			
Are exposed belts fully guarded?			
Are gears and wheels fully guarded?			
Are exposed rotating shafts/shaft ends fully guarded?			
Are all pinch point and nips guarded?			
4. Lockouts			
Have lockouts been provided and labeled?			
Have employees been informed of their location?			
5. Hoists			
Is the hoist of proper capacity for the job?			
Has the hoist been inspected?			
Has the hoist and load beam been properly labeled?			
Has a hook with safety chain been installed?			
Has the chain of cable been inspected?			
6. Hoses, Cables, Wires			
Are cables and wires properly enclosed?			
Are aisles and floors clear?			
Should hard wiring replace any temporary wiring?			
7. Exposed Surfaces			
Are toe guards in place?			
Have low overhead areas been labeled and padded?			
Have tripping hazards been eliminated?			
Have sharp edges been rounded or padded?			
Are railings in place?			
Are steps built of non-skid surface?			
Have safety gates/chains been installed?			
FIRE PROTECTION			
8. Fire Fighting Equipment			
Are portable fire extinguishers mounted and labeled?			
Fixed fire extinguishing systems installed and tested?			

Sprinklers installed beneath ducts/mezzanines > 48" wide?			
Sprinkler systems labeled and hydrostatically tested?			
INDUSTRIAL HYGIENE			
9. Fumes, Vapors, Dust, Heat			
Has proper ventilation been installed?			
Ventilation adequate if hazardous materials are present?			
10. Noise Levels			
Are noise levels of equipments installed </+ 85 decibels?			
Are engineering methods used to reduce noise levels?			
Will hearing protection or other PPE be required?			
PROCESS SAFETY			
11. Hot Surfaces			
Are all hot surfaces properly labeled?			
Are hot surfaces guarded to prevent burns?			
12. Controls Accessibility (Are these easily accessible?)			
Emergency stop buttons?			
Valves?			
Switches?			
Levers?			
Buttons?			
Lockouts?			
Foot Pedals?			
Others (List)			
13. Maintenance Access			
Adequate clearance provided to conduct maintenance?			
Are access platforms installed and properly guarded?			
14. Training			
Have employees received training in the following items?			
<input type="checkbox"/> Start up?			
<input type="checkbox"/> Shutdown?			
<input type="checkbox"/> Emergency Shutdown?			
<input type="checkbox"/> Process Emergencies?			
<input type="checkbox"/> Job or Equipment Hazards?			
<input type="checkbox"/> Has a JSA or Safe Work Procedure been issued?			
<input type="checkbox"/> Has a process procedure been issued?			
Is personal protective equipment required for this job?			
Have employees been informed/trained in its use?			
15. Ergonomics			
Has a workplace/equipment design included ergonomics?			
Is a job or task design modification required?			
Are administrative/engineering changes required?			
16. Pre-Start Up Preparation			
Equipment checks completed?			
Is the area clean?			

Passageways and aisles clear?			
Has employee training been completed and documented?			
MSDS sheets available for all hazardous materials?			
Procedures established to handle hazardous materials?			
Are there adequate supplies?			
Are engineering methods used to reduce noise levels?			
Will hearing protection or other PPE be required?			
Are electrical and/or mechanical as-built drawings submitted to Maintenance Department/Project Engineering Department?			