

# Machine Shop Inspection Form

Shop Supervisor: \_\_\_\_\_

EID: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Building/Room #: \_\_\_\_\_

The University requires documentation that all machine shops have their fixed powered machines inspected at least annually for employee-only shops and at least once a semester for student shops by the shop supervisor, faculty member, or department designee who is responsible for the daily operations. If you have multiple machines of the same type and manufacturer please include the serial number or UT ID number. Every piece of fixed equipment must be evaluated including those machines not specified.

<b>PEDESTAL/BENCH GRINDER</b> <input type="checkbox"/> Machine not present	Machine #1			Machine #2			Machine #3			Machine #4		
	Manufacturer			Manufacturer			Manufacturer			Manufacturer		
	Y	N	N/A	Y	N	N/A	Y	N	N/A	Y	N	N/A
1. Machine in service												
2. Tongue guard less than 1/4 inch												
3. Tool/work rest less than 1/8 inch												
4. Secured to floor or bench top												
5. Electrical cord in good working condition												
6. Anti-restart & e-stop button present, within easy reach												
7. Wheel evenly worn												

<b>DRILL PRESS</b> <input type="checkbox"/> Machine not present	Machine #1			Machine #2			Machine #3			Machine #4		
	Manufacturer			Manufacturer			Manufacturer			Manufacturer		
	Y	N	N/A	Y	N	N/A	Y	N	N/A	Y	N	N/A
1. Machine in service?												
2. Chip shield in place												
3. Rotating and/or shaft guarded												
4. Spring loaded chuck key												
5. Nip points guarded												
6. Secured to floor, bench, or table												
7. Electrical cord in good working condition												
8. Anti-restart & e-stop button present, within easy reach												
9. Task light shielded												

<b>RADIAL ARM SAW</b> <input type="checkbox"/> Machine not present	Machine #1			Machine #2			Machine #3			Machine #4		
	Manufacturer			Manufacturer			Manufacturer			Manufacturer		
	Y	N	N/A	Y	N	N/A	Y	N	N/A	Y	N	N/A
1. Machine in service?												
2. Self-adjusting blade guards in place												
3. Saw returns to home position												
4. Anti-restart & e-stop button present, within easy reach												
5. Effective ventilation												
6. Electrical cord in good working condition												
7. Anti-kickback fingers (ripping only)												

<b>MILLING MACHINE</b> <input type="checkbox"/> Machine not present	Machine #1			Machine #2			Machine #3			Machine #4		
	Manufacturer			Manufacturer			Manufacturer			Manufacturer		
	Y	N	N/A	Y	N	N/A	Y	N	N/A	Y	N	N/A
1. Machine in service?												
2. Chip shield for point of operation												
3. Anti-restart & e-stop button present, within easy reach												
4. Electrical cord in good working condition												
5. Safe means of securing work piece												

# Machine Shop Inspection Form

<b>LATHE WOOD</b> <input type="checkbox"/> Machine not present	<b>Machine #1</b>			<b>Machine #2</b>			<b>Machine #3</b>			<b>Machine #4</b>		
	Manufacturer			Manufacturer			Manufacturer			Manufacturer		
	Y	N	N/A	Y	N	N/A	Y	N	N/A	Y	N	N/A
1. Machine in service?												
2. Shield covering rotating piece												
3. Anti-restart & e-stop button present, within easy reach												
4. Electrical cord in good working condition												
5. Chuck shield installed												
<b>LATHE METAL</b> <input type="checkbox"/> Machine not present	<b>Machine #1</b>			<b>Machine #2</b>			<b>Machine #3</b>			<b>Machine #4</b>		
	Manufacturer			Manufacturer			Manufacturer			Manufacturer		
	Y	N	N/A	Y	N	N/A	Y	N	N/A	Y	N	N/A
1. Machine in service?												
2. Chuck shield prevents contact with chuck												
3. Cross slide shield present												
4. Anti-restart & e-stop button present, within easy reach												
5. Electrical cord in good working condition												
6. Other rotating components guarded (lead screw, head stock)												
7. Spring loaded chuck wrench												
<b>BAND SAW</b> <input type="checkbox"/> Machine not present	<b>Machine #1</b>			<b>Machine #2</b>			<b>Machine #3</b>			<b>Machine #4</b>		
	Manufacturer			Manufacturer			Manufacturer			Manufacturer		
	Y	N	N/A	Y	N	N/A	Y	N	N/A	Y	N	N/A
1. Machine in service?												
2. Extra blade recessed or shielded												
3. Doors to pulleys secured with tool or interlocked												
4. Adjustable blade guard left in down position when machine off												
5. Anti-restart & e-stop button present, within easy reach												
6. Electrical cord in good working condition												
<b>SANDER</b> <input type="checkbox"/> Machine not present	<b>Machine #1</b>			<b>Machine #2</b>			<b>Machine #3</b>			<b>Machine #4</b>		
	Manufacturer			Manufacturer			Manufacturer			Manufacturer		
	Y	N	N/A	Y	N	N/A	Y	N	N/A	Y	N	N/A
1. Machine in service?												
2. Adjustable shield for unused portion of belt (above and below table)												
3. Anti-restart & e-stop button present, within easy reach												
4. Electrical cord in good working condition												
5. Cover for disk (combination sander)												
6. Rotating shafts covered												
<b>TABLE SAW</b> <input type="checkbox"/> Machine not present	<b>Machine #1</b>			<b>Machine #2</b>			<b>Machine #3</b>			<b>Machine #4</b>		
	Manufacturer			Manufacturer			Manufacturer			Manufacturer		
	Y	N	N/A	Y	N	N/A	Y	N	N/A	Y	N	N/A
1. Machine in service?												
2. Effective blade guard (spreader, kick-back fingers)												
3. Anti-restart & e-stop button present, within easy reach												
4. Electrical cord in good working condition												

# Machine Shop Inspection Form

## OTHER MACHINES

Machine:

Machine:

Machine:

Machine:

Machine:

**Any items that are identified as high risk must be fixed right away or the machine must be taken out of service.**