

# Pre-Startup Safety Review (PSSR) Checklist

A PSSR inspection allows you to thoroughly review the status of employee training, construction, equipment, and other components involved in a company change. This PSSR checklist will help ensure that your employees are kept safe during Management of Change (MOC). Edit this pre-startup safety review (PSSR) checklist to fit your needs.

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By:

Updated:

<b>Pre-Startup Safety</b>				
1. Have all affected personnel (Operations, Maintenance, Technical, and Supervision) received adequate and appropriate training on the new equipment and operating procedures?	Yes	No	N/A	Comments
2. Has adequate and appropriate PPE (Personal Protective Equipment) been specified in the Work Procedures and/or Standard Operating Procedures?	Yes	No	N/A	Comments
3. Has appropriate PPE been provided?	Yes	No	N/A	Comments
4. Have the PPE users been trained in the use of the PPE?	Yes	No	N/A	Comments
5. Is the training documented?	Yes	No	N/A	Comments

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6. Have measures been taken to adequately guard all dangerous parts of this equipment?	Yes	No	N/A	Comments
7. Has sufficient provision been made for the electrical and/or mechanical isolation of the equipment?	Yes	No	N/A	Comments
8. Are points of isolation clearly marked/labeled and readily accessible?	Yes	No	N/A	Comments
9. Have bump/trip hazards been properly identified and adequately marked?	Yes	No	N/A	Comments
10. Have all sharp edges been removed?	Yes	No	N/A	Comments
11. Has proper guarding, handrails/barriers, been provided to prevent falls?	Yes	No	N/A	Comments
12. Have all hot/cold surfaces been adequately guarded to prevent burns?	Yes	No	N/A	Comments
13. Are all cold surfaces adequately insulated to prevent condensation drips (slip hazards)?	Yes	No	N/A	Comments
14. Are Safety Showers and Eyewash facilities provided and adequately marked?	Yes	No	N/A	Comments
15. Are the Safety Showers and Eyewash facilities routinely inspected?	Yes	No	N/A	Comments
16. Do the Safety Showers and Eyewash facilities locations comply with Corporate guidelines?	Yes	No	N/A	Comments

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17. Are the Safety Showers and Eyewash facilities readily visible and accessible?	Yes	No	N/A	Comments
18. Has sufficient lighting been provided so that operation, servicing, maintenance and repair of the facilities can be carried out safely?	Yes	No	N/A	Comments
19. Are notices, dials, screens, etc. for providing operational instructions, safety warnings, and emergency information provided, if required, and positioned so that they are clearly visible and easily read?	Yes	No	N/A	Comments
20. Have all overhead fixtures, for example, pipe-hangers, pipe sleeves, pipe sleeve covers, valve handles, floor opening covers, etc., which could fall or be dislodged, been properly secured?	Yes	No	N/A	Comments
21. Are all of the applicable Work Permit Procedures (Confined Space Entry, Lock Out/Tag Out, Hot Work, High Work, etc.) in place?	Yes	No	N/A	Comments
22. Have the Operating, Maintenance, and Supervisory personnel been properly trained on the Work Permit Procedures?	Yes	No	N/A	Comments
23. Has the re protection systems been inspected by the insurance company?	Yes	No	N/A	Comments
24. Has acceptance testing been completed and documented?	Yes	No	N/A	Comments

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25. Is there an agreed on test and inspection program for the re protection systems (including alarm systems)?	Yes	No	N/A	Comments
<b>Machinery &amp; Equipment Safety</b>				
26. Has the machinery/equipment been installed so that it will be stable and secure during operation?	Yes	No	N/A	Comments
27. Has all access to dangerous moving parts, or danger zones created by the equipment, been prevented by the provision of the correct guards, interlocks (both safety & non-safety) and/or barriers?	Yes	No	N/A	Comments
28. Have the correct safety measures been taken to prevent any risk from hot/cold surfaces, ejection of material, failure of parts and their ejection, overheating/fire?	Yes	No	N/A	Comments
29. Has safe access been provided to the equipment that requires operator and calibration and maintenance personnel access for normal operations, adjustments, service, calibration, maintenance, or repair?	Yes	No	N/A	Comments
30. Have slip, trip, trap, crush, entanglement, fall, bump, and cut hazards been minimized?	Yes	No	N/A	Comments

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31. Is the equipment provided with the properly identified START/STOP and EMERGENCY controls that are positioned for safe operation without hesitation, or loss of time, and without ambiguity?	Yes	No	N/A	Comments
32. Is the equipment provided with a clearly identified means to securely isolate it from ALL energy sources?	Yes	No	N/A	Comments
<b>Ergonomics</b>				
33. Have the workstations, workplace, or equipment been constructed so that the need for stooping, bending stretching, over-reaching and working over-head during operation has been eliminated or minimized?	Yes	No	N/A	Comments
34. Has the need to lift, carry, push or pull heavy loads, or parts, been eliminated to the extent possible?	Yes	No	N/A	Comments
35. Are all display screens, dials and START/STOP/ EMERGENCY buttons positioned so that they are readily visible and accessible by the operating personnel?	Yes	No	N/A	Comments
36. Have Visual Display Screens been positioned so that interference from glare is reduced to the minimum?	Yes	No	N/A	Comments

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37. Have workstations been designed and equipped so that the operator can adopt a comfortable position? (That is, able to stand, or change position and sit upright, angle at elbows and knees 90, feet on floor.)	Yes	No	N/A	Comments
38. Does the operation of this equipment increase the risk of Upper Limb Disorder; for example, repetitive tasks, handling operations, machine paced work and prolonged operation?	Yes	No	N/A	Comments
<b>Occupational Health</b>				
39. Have all health risks arising from the gases, liquids, dusts, mists, biological hazards or vapors used by, contained in or emitted by this equipment been assessed	Yes	No	N/A	Comments
40. Have the health risks been eliminated or are adequate engineering controls utilized to minimize the risks?	Yes	No	N/A	Comments
41. Has adequate RPE (Respiratory Protective Equipment) been specified in the Operating Procedures?	Yes	No	N/A	Comments
42. Has the need for an Occupational Health Monitoring Program been assessed?	Yes	No	N/A	Comments
43. Has a Monitoring Program been scheduled?	Yes	No	N/A	Comments
44. Have the Operating Procedures been reviewed to take into account any additional "health hazards" which	Yes	No	N/A	Comments

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may arise from operation or maintenance of this equipment?				
45. Has adequate LEV (Local Exhaust Ventilation) been installed, tested, balanced, and entered on an Inspection Schedule?	Yes	No	N/A	Comments
46. Have adequate inspection/cleaning ports been provided on ductwork?	Yes	No	N/A	Comments
47. Are relief facilities directed to a safe place away from the workplace?	Yes	No	N/A	Comments
48. Has a Noise Survey been considered and a Noise Compliance Plan prepared, if required?	Yes	No	N/A	Comments
49. Has insulation been installed and identified?	Yes	No	N/A	Comments
50. Has all pipe work, tanks, and equipment containing hazardous materials been adequately labeled?	Yes	No	N/A	Comments
<b>Process Safety &amp; Technology</b>				
51. Are up-to-date Material Safety Data Sheets available?	Yes	No	N/A	Comments
52. Have the hazardous effects of inadvertent mixing of different materials been considered (that is, has a chemical interaction matrix been prepared/updated)?	Yes	No	N/A	Comments

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53. Has the process design basis been documented or updated?	Yes	No	N/A	Comments
54. Has the control philosophy and sequence of operations been documented?	Yes	No	N/A	Comments
55. Has the equipment design basis (for example, BPF's/P&IDs) been documented/updated?	Yes	No	N/A	Comments
56. Have the recommendations from safety reviews, Process Hazards Analysis (PHA), Hazards and Operability Reviews (HAZOP), CHAZOP, or others, been implemented?	Yes	No	N/A	Comments
57. Are there any incomplete items? Identify them in comments)	Yes	No	N/A	Comments
58. Are all relief devices shown on the P&IDs?	Yes	No	N/A	Comments
59. Are standard markings used on the relief devices?	Yes	No	N/A	Comments
60. Are the relief/rupture pressures included on the P&IDs?	Yes	No	N/A	Comments
61. Have the pressure relief device calculations been provided?	Yes	No	N/A	Comments
62. Was DIERS technology utilized to size the pressure relief devices for all pressure vessels?	Yes	No	N/A	Comments

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63. Does the sizing of pressure relief devices agree with the calculated sizes?	Yes	No	N/A	Comments
64. Do the calculations take into the downstream piping?	Yes	No	N/A	Comments
65. Do the relief devices vent to safe locations?	Yes	No	N/A	Comments
66. Is containment provided for liquids and solids released from pressure relief devices?	Yes	No	N/A	Comments
67. Are there isolation valves that, if closed, will inhibit the operation of pressure relief devices?	Yes	No	N/A	Comments
68. If yes, Operations must establish control plans to insure that the isolation valves cannot inhibit the operation of the pressure relief devices.	Yes	No	N/A	Comments
69. Are all pressure relief devices included in the Preventive Maintenance Program?	Yes	No	N/A	Comments
70. Are the inspection and testing of relief devices in accordance with local regulations?	Yes	No	N/A	Comments
<b>Review &amp; Documentation</b>				
71. Has a management of change (MOC) – technology/subtle change document (for example, Change of Design - COD) been approved?	Yes	No	N/A	Comments

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72. Has a test authorization been approved?	Yes	No	N/A	Comments
73. Are all action items, arising from the COD, that were deemed necessary for startup, complete?	Yes	No	N/A	Comments
74. Have all changes made during construction been recorded and authorized?	Yes	No	N/A	Comments
75. Have hazards evaluations (PHAs, HAZOP, or CHAZOP) been done on all the changes made during construction?	Yes	No	N/A	Comments
76. Have project Process Hazards Analyses (PHAs) been approved and a final project safety report been prepared?	Yes	No	N/A	Comments
77. Are all action items, deemed necessary by the PHA team for start-up, complete?	Yes	No	N/A	Comments
78. Has the project been approved as "Safe to proceed with" by the PHA team?	Yes	No	N/A	Comments
79. Have checks and inspections been made to ensure that critical equipment is installed properly and is consistent with design specifications and vendor's recommendations (for example, alarm and interlock (safety & non-safety) tests; equipment	Yes	No	N/A	Comments

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alignment and service to process inter-connections)?				
80. Have quality assurance inspection reports, covering fabrication, assembly, and installation, been completed in accordance with the project's quality assurance plan and reports led with the equipment and design basis documentation?	Yes	No	N/A	Comments
81. List the specific items field checked as part of this Pre-Start-up Safety Review to ensure that: a) The construction meets the design specifications. b) The construction matches the drawings	Comments			
<b>82-88. Have the following items been documented and approved:</b>				
82. Instrument indexes and instrument loop diagrams?	Yes	No	N/A	Comments
83. A tabulation, including settings, of interlocks (both safety & non-safety) and trips (hardware and software), process alarms and permissive descriptions?	Yes	No	N/A	Comments
84. As-built drawings covering P&IDs, electrical, piping, and mechanical?	Yes	No	N/A	Comments
85. Data sheets for pressure equipment built to ASME or equivalent codes?	Yes	No	N/A	Comments
86. Welder certification?	Yes	No	N/A	Comments

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87. Non-destructive test (NDT) certifications?	Yes	No	N/A	Comments
88. Electrical certification for classified areas?	Yes	No	N/A	Comments
<b>Mechanical Safety</b>				
89. Have maintenance procedures been approved?	Yes	No	N/A	Comments
90. Have maintenance personnel been trained?	Yes	No	N/A	Comments
91. Have spare parts listed been developed and entered into the parts ordering software program?	Yes	No	N/A	Comments
92. Are there adequate inventories of spare parts, operating supplies and maintenance materials?	Yes	No	N/A	Comments
93. Have quality control procedures been approved for maintenance materials and spare parts?	Yes	No	N/A	Comments
<b>94-106. Have inspections and tests (including regulatory requirements) for the following equipment been included in a maintenance schedule?</b>				
94. Pressure vessels and storage tanks?	Yes	No	N/A	Comments
95. Pressure relief systems, vent systems, and devices?	Yes	No	N/A	Comments

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96. Critical controls, interlocks (both safety & non-safety), alarms and instruments?	Yes	No	N/A	Comments
97. Emergency devices (including shutdown systems and isolation systems)?	Yes	No	N/A	Comments
98. Fire protection equipment?	Yes	No	N/A	Comments
99. Piping systems (incl. Components, for example, valves, excess flow valves, expansion bellows) in critical service?	Yes	No	N/A	Comments
100. Key process-to-service tie-ins?	Yes	No	N/A	Comments
101. Electrical earthing, grounding, bonding?	Yes	No	N/A	Comments
102. MCC starters?	Yes	No	N/A	Comments
103. Emergency alarm and communication system?	Yes	No	N/A	Comments
104. Monitoring devices and sensors?	Yes	No	N/A	Comments

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105. Pumps?	Yes	No	N/A	Comments
106. Lifting equipment?	Yes	No	N/A	Comments
107. Has a reliability engineering analysis been considered/completed for PSM critical equipment?	Yes	No	N/A	Comments
108. Is the equipment inspected by any outside body and certificates on le (for example, CE marking, lifting equipment test certificates, pressure systems regulations, and other items)?	Yes	No	N/A	Comments
109. Have all commissioning tests or inspections been identified (for example, pressure, or leak tests, passivating procedures)?	Yes	No	N/A	Comments
<b>Standard Operating Procedures (SOPs) Safety</b>				
110. Have standard operating procedures been prepared/updated and approved?	Yes	No	N/A	Comments
<b>111-121. Do the operating procedures cover:</b>				
111. Initial start-up?	Yes	No	N/A	Comments

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112. Normal start-up?	Yes	No	N/A	Comments
113. Normal operations?	Yes	No	N/A	Comments
114. Normal shutdowns?	Yes	No	N/A	Comments
115. Emergency operations including emergency shutdowns?	Yes	No	N/A	Comments
116. Start-up after emergency shutdowns?	Yes	No	N/A	Comments
117. Start-up following turnarounds/prolonged shutdowns?	Yes	No	N/A	Comments
118. Non-routine procedures such as equipment clean-outs and preparation of equipment for maintenance?	Yes	No	N/A	Comments
119. Auxiliary equipment operations including, as examples, LEV and Ventilation Systems, Heat/Cool Skids, Water (Soft, RO, WFI, Tower, etc.) Systems, Instrument and Process Air Systems, Waste Treatment Systems, Cooling (Glycol Refrigeration) Systems, Steam Generation, and others?	Yes	No	N/A	Comments

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120. Safety and operational issues?	Yes	No	N/A	Comments
121. Change control procedures?	Yes	No	N/A	Comments
<b>Task Training</b>				
122. Has specific process (or job task) training been given to personnel?	Yes	No	N/A	Comments
123. Have training records been updated?	Yes	No	N/A	Comments
124. Have all contract personnel been adequately trained in appropriate: chemical awareness, maintenance, and operating activities and evacuation procedures?	Yes	No	N/A	Comments
<b>Interlocks and Alarms</b>				
125. Has the alarm/interlock (safety & non-safety) been classified and designed by the Project Team? Did the Project Team include members of the PHA team?	Yes	No	N/A	Comments
126. Did the loop testing confirm that the alarm/interlock (safety & non-safety) action proved, under all conceivable failure conditions, to be fail-safe?	Yes	No	N/A	Comments

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127. Prior to this PSSR, has an interlock/critical alarm Standard Operating Procedure for testing, through to the final element, been prepared and reviewed/authorized by a competent person for each new or upgraded control system?	Yes	No	N/A	Comments
128. For alarms/interlocks (both safety & non-safety) with more than one software or hardware circuit, have all possible interlock routes been tested?	Yes	No	N/A	Comments
129. Has all appropriate process technology been updated (for example, interlock lists, P&IDs, logic drawings, etc.)?	Yes	No	N/A	Comments
130. Does your Control System documentation adequately specify:	Yes	No	N/A	Comments
131. All major components and their model and serial numbers?	Yes	No	N/A	Comments
132. All communication cables layout and configuration?	Yes	No	N/A	Comments
133. Any configurable or custom settings and set-up?	Yes	No	N/A	Comments
134. Has consideration been given to suitable re detection and prevention systems for the equipment?	Yes	No	N/A	Comments

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135. Do you have an appropriate procedure to ensure that your software is protected (for example, routinely archived, key/password protected, etc.)?	Yes	No	N/A	Comments
136. Has the software been properly documented and led (for example, logic drawings, schematics, sequence/batch descriptions)?	Yes	No	N/A	Comments
137. Has all software been properly validated and tested?	Yes	No	N/A	Comments
138. Is there verification that the equipment does not restart, either on the re-setting of a protective device such as an interlock (safety & non-safety), or the reestablishment of power after an outage?	Yes	No	N/A	Comments
<b>Environmental</b>				
139. Are all secondary containment/bonding facilities adequate?	Yes	No	N/A	Comments
140. Are all material storage facilities adequate and appropriately labeled?	Yes	No	N/A	Comments

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141. Have adequate arrangements been made, prior to start-up, for the identification, classification, and safe disposal of all waste materials?	Yes	No	N/A	Comments
142. Have all materials, used in the system, been entered on the Area Chemicals Inventory List (or equivalent)?	Yes	No	N/A	Comments
143. Are updated Area Spill Procedures available?	Yes	No	N/A	Comments
144. Are material Unloading Facilities adequate and constructed in accordance with Corporate Safety, Health, and Environmental Standards?	Yes	No	N/A	Comments
145. Is there adequate containment (110% of truck volume) in the unloading areas for bulk liquid chemicals?	Yes	No	N/A	Comments
146. Have the Corporate Environmental Guidelines been followed during the design stage of this project?	Yes	No	N/A	Comments
147. Have all waste streams been identified, quantified, analyzed and minimized?	Yes	No	N/A	Comments

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148. Are all of the applicable Construction, Environmental and Operating Permits up to-date and approved?	Yes	No	N/A	Comments
<b>Community Awareness &amp; Emergency Response</b>				
149. Have all necessary precautions been taken to ensure that the equipment is not a source of ignition to any flammable materials, irrespective of their source?	Yes	No	N/A	Comments
150. Are re-protection facilities adequate for example, re extinguishers, re walls, sprinkler systems, Alarm Boxes, etc.)?	Yes	No	N/A	Comments
151. Are Emergency Escape Routes, including ladders, adequate and properly signposted?	Yes	No	N/A	Comments
152. Is emergency lighting adequate?	Yes	No	N/A	Comments
153. Is sufficient Respiratory Protective Equipment, such as Escape Sets or Self-Contained Breathing Apparatus (SCBA) available?	Yes	No	N/A	Comments
154. Have Emergency Procedures been prepared and relevant personnel trained?	Yes	No	N/A	Comments
155. Is the Community Panel advised of proposed new major projects?	Yes	No	N/A	Comments

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156. Has an Electrical Safety Checklist (Acceptance of Electrical Installations) been completed by a competent personnel?	Yes	No	N/A	Comments
157. Has the equipment been properly installed and constructed to Corporate guidelines and local legislation, and does it meet any special installation requirements noted on the manufacturer's certificate?	Yes	No	N/A	Comments
158. Has equipment been designed and purchased for the conditions under which it will operate (for example, hazardous areas)?	Yes	No	N/A	Comments
159. Are all live parts adequately enclosed to prevent access?	Yes	No	N/A	Comments
160. Does grounding and bonding comply with corporate and local standards/legislation?	Yes	No	N/A	Comments
161. Have fuses or circuit breakers been provided which will automatically disconnect the supply?	Yes	No	N/A	Comments
162. Are First Aid Stations, single line drawings and PPE requirements available in Motor Control Centers (MCC), Electrical Control Rooms (ECR)/Sub-stations, as appropriate?	Yes	No	N/A	Comments

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163. Have all relevant documentation and drawings (for example, P&IDs, SLDs, Schematics, equipment arrangement, I/O, logic, electrical classification and Panel Schedule drawings) been updated to reflect the current installation?	Yes	No	N/A	Comments
164. Have all new Substation Breakers, MCC isolators, starters or other appropriate equipment been registered on to the Site Inspection Schedule?	Yes	No	N/A	Comments
165. Have any electrical circuits, made redundant by this installation, been properly D&R'd?	Yes	No	N/A	Comments
<b>Field Verification</b>				
166. Is the normal lighting adequate for normal and maintenance operations?	Yes	No	N/A	Comments
167. Is emergency lighting sufficient?	Yes	No	N/A	Comments
168. Are all hot and cold surfaces, which may cause burns, in the proximity of personnel insulated?	Yes	No	N/A	Comments
169. Are all instruments, equipment and piping adequately labeled?	Yes	No	N/A	Comments

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170. Is there any rusted and/or damaged equipment?	Yes	No	N/A	Comments
171. Are swing gates or chains installed at the top of ladders and/or on access platforms?	Yes	No	N/A	Comments
172. Are there any gaps between platforms and equipment that could create a foot hazard?	Yes	No	N/A	Comments
173. Is equipment and platform access adequate?	Yes	No	N/A	Comments
174. Do safety showers/Eyewash stations create a hazard to personnel (slips), potential for contamination of product (entry to equipment) or ingress to electrical equipment?	Yes	No	N/A	Comments
175. Are safety showers and eyewash stations adequately marked and readily visible?	Yes	No	N/A	Comments
176. Is the access to the safety showers and Eyewash stations uninhibited?	Yes	No	N/A	Comments
177. Are all pipelines labeled?	Yes	No	N/A	Comments
178. Are all electrical switches, disconnects, MCCs, control panels, cables, etc labeled?	Yes	No	N/A	Comments

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179. Is all the equipment clearly labeled?	Yes	No	N/A	Comments
180. Where required are the materials and hazards included on the labeling?	Yes	No	N/A	Comments
181. Are wall penetrations adequately sealed?	Yes	No	N/A	Comments
182. Are electrical conduits sealed in accordance with code requirements?	Yes	No	N/A	Comments
183. Are evacuation routes clearly marked?	Yes	No	N/A	Comments
184. Are fire extinguishers installed properly?	Yes	No	N/A	Comments
185. Has the required signage been posted?	Yes	No	N/A	Comments
186. Are emergency stops provided where there is a potential for entrapment or exposure?	Yes	No	N/A	Comments
187. Has all scaffolding and construction equipment been removed?	Yes	No	N/A	Comments
188. Is housekeeping acceptable?	Yes	No	N/A	Comments

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189. Is all required equipment guarding installed	Yes	No	N/A	Comments
190. Does all the applicable equipment have the required CE marking displayed?	Yes	No	N/A	Comments
191. Does all the applicable equipment have the required UL listing/labeling?	Yes	No	N/A	Comments
192. Have noise-monitoring evaluations been completed?	Yes	No	N/A	Comments
193. Have signs been posted where noise levels exceed 85 dB?	Yes	No	N/A	Comments
194. Are ear-plugs available near areas exceeding 85 dB?	Yes	No	N/A	Comments
<b>Completion</b>				
195. Safe and ready for commissioning/startup?	Yes	No	N/A	Comments
Inspector Signature:				
Approval Signature:				
Approval Signature:				

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