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| **PUWER Checklist** |

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| The Provision and Use of Work Equipment Regulations (PUWER) 1998 places responsibilities on duty holders to ensure work equipment is suitable for its intended use. It must also be safe to use, maintained in a safe condition and inspected.  This is not an inspection checklist. Duty holders must use the findings of their risk assessments and the manufacturer's instructions to identify the inspections required and the type and frequency, as per Regulation 6 of PUWER. If a significant health and safety risk from the installation or use of work equipment is identified, it will need an inspection. Inspections must focus on any safety-related parts to ensure the work equipment operates safely.  This checklist is generic and covers the requirements in PUWER. It will help duty holders ensure their work equipment is compliant. As this is a template, any duty holders using this checklist need to modify it to ensure it is specific to the equipment they provide. For example, there are additional requirements for mobile work equipment, lifting equipment and power presses. |

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| **Equipment information** | |
| **Equipment description (e.g. name/model/type)** |  |
| **Equipment identification/asset number or mark** |  |
| **Normal location of the equipment** |  |

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| **Inspector information** | | | | | |
| **Name of inspector** |  | **Date** |  | **Review date** |  |
| **Position of inspector** |  | **Signature of inspector** |  | | |

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| **Equipment suitability** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Is the equipment suitable (designed, constructed and adapted) for its intended use?** |  |  |  |  |
| **Have ergonomic risks been taken into account when the equipment was selected?** |  |  |  |  |
| **Is the equipment suitable for the conditions in which it will be used?** |  |  |  |  |
| **Is the equipment located or used in an area that has suitable ventilation?** |  |  |  |  |
| **Is there sufficient space around the equipment for it to be used safely?** |  |  |  |  |
| **Is the equipment only used for operations for which it is suitable?** |  |  |  |  |

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| **Equipment maintenance** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Is the equipment maintained in an efficient state, in efficient order and in good repair? Is there any evidence of defects?** |  |  |  |  |
| **How often is the equipment maintained? Is it planned and preventive?** |  |  |  |  |
| **Is maintenance based on the manufacturer's recommendations?** |  |  |  |  |
| **Is the equipment subject to statutory thorough examination? If so, state the regulations (i.e. COSHH/LOLER) and the frequency.** |  |  |  |  |
| **Are maintenance logs kept? If so, are they up to date?** |  |  |  |  |
| **Have maintenance staff had appropriate information, instruction and training, and are they competent?** |  |  |  |  |

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| **Equipment inspection** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Is equipment inspected after installation and before first use?** |  |  |  |  |
| **Is equipment inspected after reassembly at any new site/location?** |  |  |  |  |
| **Is equipment inspected at suitable intervals as per the risk assessment findings? If so, detail when the last inspection was completed and when the next is due.** |  |  |  |  |
| **Is equipment inspected**  **each time exceptional circumstances occur that are liable to jeopardise the safety of the work equipment?** |  |  |  |  |
| **Are records kept of inspection results?** |  |  |  |  |

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| **Specific risks** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **If the equipment is likely to involve a specific risk to health or safety, is its use restricted to those persons given the task of using it?** |  |  |  |  |
| **Are repairs, modifications, maintenance or servicing of this type of equipment restricted to specific people?** |  |  |  |  |
| **Have specific people had adequate training to carry out repairs, modifications, maintenance or servicing? If so, detail the training received.** |  |  |  |  |

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| **Information and instruction** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Have all persons using the equipment had adequate health and safety information and instructions?** |  |  |  |  |
| **Have all staff supervising and managing the use of the equipment had adequate health and safety information and instructions?** |  |  |  |  |
| **Do the information and instructions include the conditions in which and the methods by which the work equipment may be used?** |  |  |  |  |
| **Do the information and instructions include foreseeable abnormal situations and the action to take if such a situation occurs?** |  |  |  |  |
| **Do the information and instructions include any conclusions to be drawn from experience in using the work equipment?** |  |  |  |  |
| **Are all information and instructions readily comprehensible to those concerned?** |  |  |  |  |

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| **Training** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Have all persons using the equipment had adequate health and safety training, including on methods, risks and precautions?** |  |  |  |  |
| **Have all staff supervising and managing the use of the equipment had adequate health and safety training, including on methods, risks and precautions?** |  |  |  |  |

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| **Conformity** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Is the equipment safe with all necessary safety features, e.g. guarding for machinery?** |  |  |  |  |
| **Has the equipment got appropriate conformity marking, i.e. UKCA marking or CE marking?** |  |  |  |  |
| **Does the equipment have written instructions in English?** |  |  |  |  |
| **Does the equipment have information on noise and vibration emissions? If so, detail where they are located.** |  |  |  |  |

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| **Dangerous parts** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Has the hierarchy been applied regarding guarding and protection devices (**[**PUWER Regulation 11(2)**](https://www.legislation.gov.uk/uksi/1998/2306/regulation/11/made)**)?** |  |  |  |  |
| **Are there measures in place to prevent access to dangerous parts?** |  |  |  |  |
| **If there is a risk of a person entering the danger zone, are there measures to stop the movement of dangerous parts?** |  |  |  |  |
| **Are guards and protection devices suitable for the intended purpose and do not increase health and safety risks?** |  |  |  |  |
| **Are guards and protection devices of good construction, sound material and adequate strength?** |  |  |  |  |
| **Are guards and protection devices maintained in an efficient state, in efficient working order and in good repair?** |  |  |  |  |

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| **Dangerous parts** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Are guards and protection devices not easily bypassed or disabled?** |  |  |  |  |
| **Are guards and protection devices suitably situated at a sufficient distance away from the danger zone?** |  |  |  |  |
| **Are guards and protection devices situated so they do not restrict the view of the operating cycle of the machinery?** |  |  |  |  |
| **Are guards and protection devices constructed or adapted to allow for maintenance, fitting or repairs?** |  |  |  |  |
| **Is access to the area restricted to only allow work to this particular area? If so, can the work be done without dismantling the guard or protection device?** |  |  |  |  |
| **Is there adequate information, instruction, training and supervision provided on dangerous parts, guards and protection devices?** |  |  |  |  |

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| **Protection against specified hazards** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Are measures in place to prevent or, where that is not reasonably practicable, adequately control exposure to specified hazards** [**(PUWER Regulation 12 (3))?**](https://www.legislation.gov.uk/uksi/1998/2306/regulation/12/made) |  |  |  |  |
| **Have other measures been considered before personal protective equipment or information, instruction, training and supervision?** |  |  |  |  |
| **Do the measures minimise the effects of the hazard as well as reduce the likelihood of the hazard occurring?** |  |  |  |  |
| **Has suitable personal protective equipment (PPE) been provided where a risk remains that cannot be eliminated in some other way?** |  |  |  |  |

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| **High or very low temperature** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **If equipment, parts and any article or substance produced is at a high or very low temperature, do they have appropriate protection?** |  |  |  |  |
| **Will the protection provided prevent injuries, such as burns, scalds and sears?** |  |  |  |  |

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| **Controls for starting or significantly changing operating conditions** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Does the equipment have one or more controls for the purpose of starting (including re-starting after stopping)?** |  |  |  |  |
| **Does the equipment have one or more controls for the purposes of controlling any change in the speed, pressure or other operating conditions?** |  |  |  |  |
| **Are there measures in place to prevent the above controls from inadvertent operation?** |  |  |  |  |

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| **Stop controls (including emergency)** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Does the equipment have appropriate stop controls to bring it to a safe condition in a safe manner?** |  |  |  |  |
| **Do controls bring the equipment to a complete stop where necessary for health and safety reasons?** |  |  |  |  |
| **Do controls switch off all sources of energy after stopping the functioning of the equipment where necessary for health and safety reasons?** |  |  |  |  |
| **Do controls operate in priority to any control which starts or changes the operating conditions of the work equipment?** |  |  |  |  |
| **Does the equipment have appropriate emergency stop controls? If not, detail the reasons why.** |  |  |  |  |
| **Are stop and emergency stop controls readily accessible?** |  |  |  |  |

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| **Controls** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Are all of the equipment controls clearly visible and identifiable, and appropriately marked where necessary?** |  |  |  |  |
| **Are the equipment controls positioned in a manner so that operators are not exposed to health and safety risks?** |  |  |  |  |
| **Do the equipment controls allow the operator to be in a safe place when operating the control from its position?** |  |  |  |  |
| **If the operator cannot be in a safe place, is there an effective safe system of work to ensure they are not exposed to health and safety risks when the equipment starts?** |  |  |  |  |
| **Does the equipment give an audible, visual or another warning before starting? If not, detail the reasons why.** |  |  |  |  |
| **If people are at risk because of the starting or stopping of the equipment, are there appropriate measures and sufficient time for them to avoid the risk?** |  |  |  |  |

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| **Control systems** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Are all the equipment control systems safe (**[**PUWER Regulation 18(2)**](https://www.legislation.gov.uk/uksi/1998/2306/regulation/18/made)**)?** |  |  |  |  |
| **Have the equipment control systems been chosen to allow for the failures, faults and constraints to be expected in the planned circumstances of use?** |  |  |  |  |

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| **Isolation from sources of energy** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Has the equipment been provided with suitable means to isolate it from all its sources of energy?** |  |  |  |  |
| **Are the means of isolation clearly identifiable?** |  |  |  |  |
| **Are the means of isolation readily accessible?** |  |  |  |  |
| **Are there appropriate measures to ensure equipment users are not exposed to any health and safety risks from the re-connection of any energy source?** |  |  |  |  |

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| **Stability** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Is the equipment stabilised by clamping or otherwise where necessary for purposes of health or safety?** |  |  |  |  |

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| **Lighting** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Is there suitable and sufficient lighting provided where the equipment is used?** |  |  |  |  |

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| **Maintenance operations** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Is the work equipment constructed or adapted to ensure maintenance operations can be carried out safely?** |  |  |  |  |
| **Can the equipment be shut down and isolated while maintenance operations are carried out?** |  |  |  |  |
| **Can maintenance operations be carried out without exposing maintenance personnel to health and safety risks?** |  |  |  |  |
| **If the equipment cannot be shut down or isolated, are there measures in place to protect maintenance personnel (e.g. guarding)?** |  |  |  |  |

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| **Markings** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Does the equipment have appropriate health and safety markings?** |  |  |  |  |
| **Are the equipment’s markings clear and visible?** |  |  |  |  |

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| **Warnings** |  | | | |
| **Yes** | **No** | **Comments/Action required** | **Action taken and by whom?** |
| **Does the equipment have appropriate health and safety warnings or warning devices?** |  |  |  |  |
| **Are equipment warnings or warning devices unambiguous, easily perceived and easily understood?** |  |  |  |  |

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| **Additional comments** |
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