Power Tool Inspection Checklist: Pre-Use Checks

Frequency	Completed by	Approved by	The checklist
Before each use	Tool user	Supervisor	30 checks · 6 sections

INSPECTION DETAILS

Site / area: .....
Tool (type, make, model): .....
Tool ID or serial number: .....
Power source: .....
Job to be done: .....
Date and time: .....

Tool, guards and accessory (disconnected)

1.	The tool is the right type for the job and for the place it will be used Check the manual for limits such as wet or damp locations. Ref.: [1] [2] [7]	◯ Pass ◯ Fail ◯ N/A
2.	Casing and handles are free of cracks and breaks, with no loose or missing screws or parts CRITICAL Ref.: [8] [2] [1]	◯ Pass ◯ Fail ◯ N/A
3.	The tool is dry and not heavily contaminated with dust, oil or other material Ref.: [8]	◯ Pass ◯ Fail ◯ N/A
4.	There are no burn marks or discolouration on the tool, cable or plug CRITICAL These are signs of overheating. Ref.: [8]	◯ Pass ◯ Fail ◯ N/A
5.	Every guard the tool is designed to have is fitted, undamaged and secured in the correct position CRITICAL On a grinder the guard sits between you and the wheel. Ref.: [5] [4] [1] [9]	◯ Pass ◯ Fail ◯ N/A
6.	On a circular saw, the lower guard moves freely and returns to cover the blade by itself CRITICAL Mark N/A for other tools. Ref.: [4]	◯ Pass ◯ Fail ◯ N/A

7.	The blade, disc or wheel fitted is free of cracks and visible damage CRITICAL Inspect an abrasive wheel closely before you mount it. Ref.: [4] [9] [1]	◯ Pass ◯ Fail ◯ N/A
8.	On a grinder, the maximum speed marked on the wheel is not lower than the speed of the tool CRITICAL Compare the rpm on the wheel with the rpm on the tool's rating plate. Mark N/A for other tools. Ref.: [4] [9] [7]	◯ Pass ◯ Fail ◯ N/A
9.	The abrasive wheel or disc is within the use-by date marked on it Mark N/A for other tools. Ref.: [9]	◯ Pass ◯ Fail ◯ N/A

Cable, plug and supply (corded tools)

10.	The supply cable is free of cuts, fraying and other damage along its whole length CRITICAL Ref.: [8] [3] [2]	◯ Pass ◯ Fail ◯ N/A
11.	The cable has no taped joints or improvised repairs CRITICAL Ref.: [8]	◯ Pass ◯ Fail ◯ N/A
12.	The outer sheath is held firmly where the cable enters the plug and the tool; no coloured inner cores are showing CRITICAL Ref.: [8]	◯ Pass ◯ Fail ◯ N/A
13.	The plug is not cracked, its pins are straight and none has been removed or altered CRITICAL Ref.: [8] [3] [7]	◯ Pass ◯ Fail ◯ N/A
14.	The tool is either marked as double insulated or has an earthed (three-conductor) cable and plug CRITICAL Look for the double-insulation mark on the rating plate. If you cannot see it, treat the tool as one that needs an earth. Ref.: [5] [6] [2] [8]	◯ Pass ◯ Fail ◯ N/A
15.	Any extension lead, with its plug and socket, is undamaged and suited to the tool CRITICAL Ref.: [8] [3] [2]	◯ Pass ◯ Fail ◯ N/A
16.	On a temporary or construction supply, the socket used is protected by a residual current device (RCD/GFCI) This is the US rule (OSHA 1910.304(b)(3)); elsewhere, follow the site's electrical rules. Ref.: [6] [7]	◯ Pass ◯ Fail ◯ N/A

Battery and charger (battery tools)

17.	The battery pack and charger are the ones the manufacturer specifies for this tool Ref.: [2]	◯ Pass ◯ Fail ◯ N/A
18.	The battery pack shows no cracks, swelling or other deformation and locks firmly into the tool CRITICAL Ref.: [2] [1]	◯ Pass ◯ Fail ◯ N/A
19.	The charger, its cable and its plug are undamaged Ref.: [8]	◯ Pass ◯ Fail ◯ N/A

Air hose and connections (pneumatic tools)

20.	The air hose is free of cuts, cracks and worn patches CRITICAL Ref.: [2]	◯ Pass ◯ Fail ◯ N/A
21.	The tool is secured to the hose by a positive means, using the couplings or clamps the manufacturer specifies CRITICAL Ref.: [5] [2] [7]	◯ Pass ◯ Fail ◯ N/A
22.	On impact tools, the safety clip or retainer that holds the chisel or bit is fitted and secure CRITICAL Ref.: [5] [4]	◯ Pass ◯ Fail ◯ N/A
23.	The supply pressure is set to suit the tool and does not exceed the rating of the hose and fittings CRITICAL Ref.: [2] [5]	◯ Pass ◯ Fail ◯ N/A
24.	A hose with an inside diameter over 1/2 inch (12.7 mm) has a safety device at the supply or branch line The device reduces the pressure if the hose fails. This is the US rule (OSHA 1926.302(b)(7)). Ref.: [5] [7]	◯ Pass ◯ Fail ◯ N/A
25.	A nailer or stapler has a working safety device on the muzzle, so it fires only when pressed against the work CRITICAL Mark N/A for other tools. Ref.: [5]	◯ Pass ◯ Fail ◯ N/A

Function test (connected, no load)

26.	The switch works, and the tool stops when the trigger is released or the switch is turned off CRITICAL A lock-on button must release with one movement of the same finger. Ref.: [4] [5] [1]	◯ Pass ◯ Fail ◯ N/A

27.	On a short run without load, the tool starts, runs and stops normally **CRITICAL** Stand out of the line of a wheel or blade while it comes up to speed. Ref.: [1] [7]	◯ Pass ◯ Fail ◯ N/A

Result

28.	Every defect found has been reported to the supervisor Ref.: [8] [1]	◯ Yes ◯ No ◯ N/A
29.	If a critical check failed, the tool is tagged "Do not use" and removed from the work area **CRITICAL** Ref.: [3] [7] [8] [1]	◯ Yes ◯ No ◯ N/A
30.	Notes and defects found	Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Tool user

Name: .....

Signature: .....

Date: .....

Supervisor

Name: .....

Signature: .....

Date: .....

Legal basis and references

[1] Türkiye: İş Ekipmanlarının Kullanımında Sağlık ve Güvenlik Şartları Yönetmeliği (Resmî Gazete, 25.04.2013) — Article 5 (suitable equipment); Annex I 2.3 and 2.8 (stopping, guards); Annex III 1.3 to 1.3.2: operator checks before each start of work, visual check and function test, defective equipment taken out of use.

[2] Türkiye: T.C. Çalışma ve Sosyal Güvenlik Bakanlığı, İSGGM, Güvenli İnşaat Bilgi Kartı: El Aletleri, Kontrol Tedbirleri — Control measures for electric, battery and pneumatic hand tools (guidance). Card 1 of the same series describes the hazards.

[3] United States: OSHA 29 CFR 1910.334, Use of equipment — (a)(2) visual inspection of portable cord- and plug-connected equipment before use on any shift and removal of defective items from service; (a)(3) grounding-type equipment.

[4] United States: OSHA 29 CFR 1910.243, Guarding of portable powered tools — (a)(1) circular saw guards; (a)(2) switches and controls; (a)(4) cracked saws; (b)(1) tool retainers; (c) abrasive wheel guards, inspection before mounting and spindle speed.

[5] United States: OSHA 29 CFR 1926.302, Power-operated hand tools (with 1926.300, General requirements) — 1926.302(a)(1) double-insulated or grounded electric tools; (b)(1) to (b)(7) pneumatic tools and hoses. 1926.300(b)(1) guards fitted when in use; 1926.300(d) switches.

[6] United States: OSHA 29 CFR 1910.304, Wiring design and protection — (b)(3)(ii) ground-fault circuit-interrupter protection on temporary wiring; (g)(6)(vi) and (vii) grounding of hand-held motor-operated tools and the double-insulation exemption.

[7] United States: OSHA 3080, Hand and Power Tools (2002, revised) — OSHA's summary booklet: examine each tool before use, tag damaged electric tools "Do Not Use", abrasive wheel and pneumatic tool precautions.

[8] United Kingdom: HSE, Maintaining portable electrical equipment, HSG107 (Third edition, 2013) — Paragraphs 38 and 39: user checks and what to do when a fault is found; Table 1: suggested initial intervals (not legal requirements).

[9] United Kingdom: HSE, Safety in the use of abrasive wheels, HSG17 (Third edition, 2000) — Paragraph 15 (use-by date of organic bonded wheels for hand-held use); 18 (examination and ring test); 28 (maximum operating speed marking); 68 (guards on portable machines).

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