

# Jay Industries, Inc. New, Moved & Modified Equipment Checklist

This checklist will ensure proper installation, good working order, environmental impacts addressed, and all safety features installed.

Machinery Name \_\_\_\_\_ WC # \_\_\_\_\_ Installation Location/Building \_\_\_\_\_ Date In Service \_\_\_\_\_

Department	Action	Date	Comments	Authorization
Maintenance	Guards on moving points and pinch points			
	Guards solidly attached and require a tool to remove			
	All energy disconnects are clearly labeled			
	LOTO instructions completed and attached			
	Machine guards installed properly			
Electrical	Wired according to National Electric Code			
	New equipment has accessible Electrical Disconnect			
	Electrical panels and Disconnects are clearly labeled			
	Light Curtains installed properly (N/A if not applicable)			
	Two Hand Controls installed properly (N/A if not applicable)			
	Emergency Stop Buttons meet OSHA/ANSI requirements			
	Foot Pedal guarded (N/A if not applicable)			
Environmental	Assess the Environmental Impacts			
	Check that proper waste disposal is in place			
	Conduct any materials or waste testing, as required			
Manager	Review and Approve Set-up			