

SEM Pre-Startup Checklist for New Installations or Alterations

Project/Work Order Title:		Project #:
Area/Building #:	Maintenance Work Order #:	Date of Inspection:

Purpose: To provide a consistent risk assessment tool for reviewing new equipment and/or processes before installation, use, or application in a way that prevents injuries and accidents, increase safety awareness, identify facility hazards, and ensure proper equipment installation.

1. Equipment Hazards	Yes	No	Assigned to:	Details/Comments
1.1 Physical Conditions				
1.1.1 Movement/Guards				
1.1.2 Pressure/Pressure Test Completed				
1.1.3 Tracing Complete/Tagged and Identified				
1.1.4 Temperature/Correct Insulation				
1.1.5 Radioactive				
1.1.6 Noise				
1.1.7 Chemical Exposure				
1.1.8 Supports/Vibration				
1.1.9 Other (Specify)				
1.2 Environment				
1.2.1 Adequate Lighting				
1.2.2 Fall Protection				
1.2.3 Exits and Fire Doors				
1.2.4 Clearances and Aisle Widths				
1.2.5 Bumping or Pinch Points				
1.2.6 Storage Concerns				
1.2.7 Hazardous Area Separation or Isolation				
1.2.8 Walking/Working Surfaces				
1.2.9 Wet Surfaces				
1.2.10 Load Rating/Mezzanine and Lofts				
1.2.11 Footing/Tripping Hazards				
1.2.12 Handrails/Safety Chains/Swing Gates				
1.2.13 Label Piping/Equipment				
1.2.14 Label Instruments				
1.2.15 Bleed, Drain or Vent Discharge				
1.2.16 Waste Handling/Spill Containment				
1.2.17 Satisfies Permits				
1.2.18 Building Permit				
1.2.19 Dock Safety				
1.2.20 Special Flooring				
1.2.21 Air Permit				

1.2.22	Waste Minimizations and Handling				
1.2.23	Soil Management (Spill Containment)				
1.2.24	Chemical Storage/Special Fire Protection				
1.2.25	Petroleum Bulk Storage/Special Containment				
1.2.26	Insurance Considerations				
1.2.27	FCC Permits				
1.2.28	SPDES Permit Impacts				
1.2.29	Wastewater Discharge				
1.2.30	FAA – Height Regulations				
1.2.31	SARA 312 – Update list to local agencies				
1.2.32	SARA 313 – Update internal list of materials on site				
1.2.33	Other: Ergonomic Issues				
1.2.34	Other: (Specify)				
1.3	Instrumentation				
1.3.1	Fail-Safe Valve Position/Acceptable				
1.3.2	Safety Interlocks Installed and Functional				
1.3.3	Preventative Maintenance Records and Spare Parts				
1.3.4	Fire Panel / Alarm Systems				
1.3.5	Other: (Specify)				
2.	Procedure Hazards	OK	Special Attention	Not Applicable	Remarks
2.1	Operation				
2.1.1	Starting/Stopping/Emergency Switches				
2.1.2	Location of Controls and Accessibility				
2.1.3	Sampling Concerns				
2.1.4	Material Handling Concerns				
2.1.5	Mobile Equipment Required				
2.1.6	Other: (Specify)				
2.2	Maintenance				
2.2.1	Isolation Valves				
2.2.2	Valves Identified and Blanked				
2.2.3	Safe Access to Equipment				
2.2.4	Lockout/Tagout Procedures and Drawings				
2.2.5	Confined Space(s) and Inventory List				
2.2.6	Access Controls Required				
2.2.7	Identification of Switches/Starters				
2.2.8	Identification of Interlocks/Alarms				
2.2.9	Other: (Specify)				
2.3	Safety Equipment				
2.3.1	ANSI Approved Safety Shower/Eye Wash Station				
2.3.2	Alarms-Audible or Visible				
2.3.3	Lighting Adequate/Emergency Lighting				

2.3.4	Hazard Detection Instrument				
2.3.5	Grounding/Bonding/Lightning Protection				
2.3.6	Guards and Shields/Guardrails				
2.3.7	Safety Signs/Safety Painting				
2.3.8	Back Flow Prevention				
2.3.9	Flammable Storage Cabinets				
2.3.10	Relief Devices Installed				
2.3.11	Other: (Specify)				
3.	Multi Employer Worksite Contract	OK	Special Attention	Not Applicable	Remarks
3.1	Shared Resources				
3.1.1	Segregated Waste				
3.1.2	Approved/Licensed Contractor List				
4.	Process Safety	OK	Special Attention	Not Applicable	Remarks
4.1	Engineering				
4.1.1	Permits/Licenses				
4.1.2	Material Safety Data Sheet/Book				
4.1.3	Electrical Classification Conformance (DOE)				
4.1.4	Ventilation System Design				
4.1.5	Safety Systems and Interlocks Described				
4.1.6	Mechanical Integrity/Quality Assurance				
4.1.7	Documentation of Codes and Design Practices				
4.1.8	Process Limits Documented				
5.	Procedures	OK	Special Attention	Not Applicable	Remarks
5.1	Standard Operating Procedures Complete				
5.1.1	Operations (Equipment)				
5.1.2	Maintenance				
5.1.3	Safety				
6.	Training and Recordkeeping	OK	Special Attention	Not Applicable	Remarks
6.1	Standard Operating Procedures Complete				
6.1.1	Operations (Equipment)				
6.1.2	Maintenance				
6.1.3	Safety				

Inspection Initiated By:	Date:
Department Chair Approval (<i>signature</i>)	Date:
Building Manager Approval (<i>signature</i>)	Date: