

## HAND TOOLS CHECKLIST

Department/Area: .....

List No.: .....

Date: .....

Checked by: .....

No.	Item	Comments
1.	Tool box in good condition and sturdy?	
2.	Tools clean, dry and stored correctly?	
3.	Ring spanners: in good order?	
3.	Pliers - check handles and jaws for wear?	
4.	Hammers - handles secure (not loose or damaged), hammer head not damaged (cracked, broken, splintered or sharp edged, mushroomed etc.)	
5.	Screwdrivers - correct handle for the job i.e. insulated handles for electrical work etc.?	
6.	Wrenches - inspect knurl, jaw and pin for wear - all in good order?	
7.	Hand saws - check teeth and blades properly set and hand in good order?	
8.	Hacksaws - correct blade for material being cut and handle in good condition?	
9.	Chisels - check for mushroomed face or chipped edge - good order?	
10.	Cutting tools - are correct handles being used i.e. insulated handles or cushion grips are for comfort but do not protect against electric shock? Do cutters require sharpening?	
11.	Vices - Check handle not bent and do you require replacing worn jaw inserts. Ensure no cracks.	
12.	Clamps - does the swivel at the end of the screw turns freely? Are pads being used with C - clamps to avoid marring of work? Are moving parts of clamps clean and stored correctly?	
13.	Snips - are correct handles being used (insulated via cushion) etc.?	
14.	Other	