



EXTRACTION SYSTEM INSPECTION REGISTER

AREA:		YEAR:							
<p>NOTE Do not "tick", write OK or use the number of the specific deviation given in the legend. Specify the exact repairs to be done on the works request or job card.</p>									
LEGEND									
<p>1. MECHANICAL</p> <p>1.1 Cover/guards missing or broken.</p> <p>1.2 Guard inadequate – moving parts are not within normal reach.</p> <p>1.3 Missing screws, bolts, etc.</p> <p>1.4 Fan dirty.</p> <p>1.5 Fan broken / damaged.</p> <p>2. ELECTRICAL</p> <p>2.1 Wiring damaged.</p> <p>2.2 No earthing.</p> <p>2.3 Joints in cable.</p> <p>2.4 Plug damaged. (if applicable)</p> <p>2.5 Polarity wrong (fan rotates wrong way round).</p>					<p>3. GENERAL</p> <p>3.1 Not numbered / number missing.</p> <p>3.2 Wrong location / position.</p> <p>3.3 Inadequate / not enough air.</p> <p>4. OTHER - Specify</p>				
ID NO	DEPARTMENT	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
		Check	Action	Check	Action	Check	Action	Check	Action
DATE INSPECTED									
INSPECTOR'S INITIALS									
AUDIT / SPOT CHECK									

