National Taiwan Normal University Workplace Facilities Automatic Inspection Program

Passed by the 1st Environmental Protection and Safety and Health Committee of the school on December 6, 2015

On September 24, 109, the school passed the 3rd Environmental Protection and Safety and Health Committee of 109

On June 29, 2011, the school passed the 2nd Environmental Protection and Safety and Health Committee of 110

1. Basis

According to Article 23 of the Occupational Safety and Health Law and Article 79 of the Occupational Safety and Health Management Regulations, the school's safety and health automatic inspection plan is formulated.

2. Purpose

Establish a regular inspection system for various mechanical equipment, and through regular active inspections, pre-discover unsafe and other related hazards

, in order to carry out relevant improvement measures and hazard prevention management to ensure the safety and health of school workers (faculty, staff and students).

3. Rights and responsibilities

(1) Environmental Safety and Health Center: formulate an automatic inspection plan, and be responsible for automatic inspection, supervision and inspection.

(2) The person in charge of the laboratory (study) site of each department and the machinery/equipment management unit: draw up an automatic checklist for the site and implement the automatic inspection of safety and health of the site under its jurisdiction, supervise the implementation of the relevant personnel, and regularly report to the department director or unit director , the inspection records should be kept for more than 3 years, in case the labor inspection agency comes to the school for inspection at any time.

(3) Supervisors and machinery/equipment management units of each department: supervise their affiliated experimental (study) sites and machinery/equipment to implement automatic safety and hygiene inspections and approve inspection result reports.

Fourth, the content of the work

(1) Description of work content:

The regular inspections and operation inspections of machinery and equipment in the experimental (study) sites of each department and institute shall be determined by themselves according to actual needs, and shall be based on inspection manuals, inspection tables, etc., and the inspection items shall not be deleted according to laws and regulations, but may be discretionary increase.

1. According to the list of automatic inspection implementation items, check whether the machinery, equipment or operations in the school need to be automatically inspected.

2. The inspection items (regular inspection, key inspection, operation inspection, etc.) and cycle of various mechanical equipment should be filled in the automatic inspection plan, and the automatic inspection should be carried out according to the aforementioned plan schedule.

3. The automatic inspection disciplinary form should be filled out during automatic inspection, and the records should be kept for 3 years in case the competent authority conducts irregular inspections.

4. Hazardous machinery and equipment shall obtain a certificate issued by the labor inspection agency, and

shall be operated and performed by qualified personnel who have passed the training or have passed the skill inspection of the dangerous machinery and equipment.
5. For the establishment of a regular inspection system for machinery and equipment, refer to the relevant machinery and equipment operation and maintenance work instructions.
(2) Automatic inspection categories: divided into the following five categories according to their attributes:
1. Periodic inspection: that is, periodic inspection of various machines and equipment in the workplace according to their nature and use time, the purpose is to understand the use status of the machinery. The inspection cycle includes: weekly, monthly, quarterly, semi-annual, annual, every two years, every three years and other different intervals.
2. Key inspection: For some special mechanical equipment, key inspections are carried out on some important parts before the installation is completed and before use or after disassembly, modification and repair.
3. Operation inspection: It can be divided into inspection of machinery and equipment operation and inspection of labor operation-related matters. It is a relatively less detailed inspection, and the purpose is to understand the general situation of machinery and equipment or operation conditions at that time.
4. Re-inspection: The machinery and equipment should be re-inspected if they are out of use for more than one year or if they are imported, moved, or transformed from abroad.
5. Listed inspection: The machinery and equipment designated in accordance with the safety inspection rules for dangerous machinery and equipment shall be carried out by the labor inspection agency or the agency inspection agency designated by the central competent authority.
(3) The safety and health automatic checklist shall record the following matters
1. Check the year, month and day.
2. Inspection method.
3. Check the part.
4. Check the results.
5. The name of the person conducting the inspection.
6. The contents of the improvement measures to be taken according to the inspection results.
(4) Precautions for automatic safety and hygiene inspection records
The "Automatic Checklist" can refer to the relevant machine and equipment operation and maintenance work instructions when the machine and equipment are changed.
Actual operators, users, or inspectors propose revisions and regular inspections in accordance with relevant laws and regulations.
(5) Precautions for handling unsafe and hygienic states and behaviors:
1. Those who can handle it by themselves should improve it immediately.
2. If it cannot be improved immediately, a danger warning should be marked at the obvious and easy-to-see place to prevent misuse by others, and reported to the relevant unit for handling.
3. If there is a danger of a disaster, the operation should be stopped immediately, the personnel should be evacuated to a safe place, and an emergency report should be made.

Professional technology (such as high-voltage electrical equipment, etc.) safety and health inspection is entrusted to professional manufacturers to carry out, and the risk specified by the central competent authority

Mechanical equipment (such as the first pressure vessel, crane, etc.) shall be subject to regular

inspection by an inspection agency, and a certificate of conformity shall be obtained after passing the inspection

can be used later. Those who use it beyond the specified period shall not continue to use it unless it passes the re-inspection.

Automatically check the implementation cycle and refer to laws and regulations

Period / law / item	Listed inspections		Overall inspections		Periodic inspections				Operational inspections		Key inspections
	Completed (Use) Inspection	Periodic Inspection	Every 3 Years	Every Year	Every Year	Every Year	Every March	Monthly	Before Daily Operation	Before Daily Operation	After Initial Use or After Modification and Repair
General Vehicles							14 (Schedule 3-23)		50 (Appendix 3-24))		
Vehicle top lifter							15 (Appendix 3-1))				
Power Centrifugal Machinery						18 (Appendix 3-2)					
lift to	existing form	annually (existing form))		22 (existing form))		22 (existing form)		22 (existing form))			
Power punching and shearing machinery						26 (Schedule 3-3)			59 (Appendix 3-4)		
drying equipment(eg oven)						27 (Appendix 3-5)					
High voltage electrical equipment (600V-22800V)						30 (existing form))					
Low voltage electrical equipment (below 600V)						31 (existing form)					
Explosion-proof electrical equipment (Example: Explosion-proof lamps)								31-1 (Appendix 3-25)			
The first pressure vessel (eg autoclave)高壓氣體容器		High Pressure Gas Container To Yearly/Internally						33 (Schedule 3-6)	64 (Appendix 3-7)		
The second pressure vessel						35 (Schedul					45 (Appendix

(eg air compressor air tank)						e 3-8)					3-9)
Small pressure vessel (eg small autoclave)						36 (Append ix 3-10)					
local exhaust (e.g. chemical fume extraction cabinets, biological safety cabinets, medicine cabinets, etc.)						40 (Schedul e 3-11)					47 (Appendix 3-12)
Air cleaning device for local exhaust system						41 (Append ix 3-13)					
Organic solvent work, specific chemical substance work, dust work									69 Organic Solvents (Appendix 3-14) specialize (Appendix 3-15) dust (Appendix 3-16)		
Electrical machinery and appliances (electric hand tools)									Electrical machinery and appliances (electric hand tools))		
High pressure gas cylinders and pipelines									105-108 (Appendix 3-18)		
Welder									77 (Appendix 3-19)		
Sawing machine									61-68 (Appendix 3-20)		
Lathe									58-60 (Appendix 3-21)		
General machinery (cutters, grinders, grinders, grinders, circular saws for woodworking)									61-68 (Appendix 3-22)		

Quarterly Periodic Checklist for Vehicle Top Elevators in National Taiwan Normal University ○○ Laboratory

Faculty/Department：

Workplace location (lab number)：

Check Date：

Inspection item	Inspection focus	Inspection method	Inspection result	Improvement measures
1. Fix the base (including the bolted part)	to see if the bolts	visual inspection		
2. Drive motor	Whether the motor is running normally	visual inspection		
3. Drive chain	Whether the chain rotates smoothly	visual inspection		
4. Whether the electromagnetic switch (including circuit configuration)	switch is norma	visual inspection		
5. Visual inspection of the top arm (including the shaft part)	for leakage and damage	visual inspection		
6. Bearing load Check	whether there is overload	visual inspection		
7. Appearance marking	Whether there is contamination	visual inspection		
Suggested improvements：				

Inspector： Site responsible person： Unit supervisor：

1. In accordance with Article 15 of the "Occupational Safety and Health Management Measures".
2. Inspection results: normal inspection, abnormal inspection ×, if there is no such inspection item, please indicate it with "—", if it is abnormal, please report for repair immediately.
3. Please place the inspection record form next to the machinery and equipment
4. The form will be kept for three years by itself for the reference of the labor inspection unit.

Annual Regular Checklist for Centrifugal Machinery and Equipment in National Taiwan Normal University ○○ Laboratory

Faculty/Department：

Workplace location (lab number)：

Check Date：

Inspection item	Inspection focus	Inspection method	Inspection result	Improvement measures
Shell	1. Whether the shell screws are fastened			
	2. When using, is the lid tightly closed?			
	3. Whether the shell is cracked or deformed			
	4. Whether the power supply is grounded			
change Body	1. Whether the screw of the rotary body is fastened			
	2. Whether to mark the maximum speed			
	3. Whether the revolving body is cracked or deformed			
host axis	1. 1. When taking out the contents from the centrifuge machine, stop the machine before taking it out.			
	2. Whether the spindle bearing is cracked or deformed			
	3. Is the sound from the rotational speed normal?			
system verb: move	1. Whether there is a braking device			
	2. Is there an equipment operation manual			
Electricity device Pack	1. The ground wire is normal, not loose, and not falling off			
	2. The lines are neat and tidy			
	3. The indicator lights and instruments of each operation panel are normal			
Others	1. All the auxiliary bolts are complete without corrosion, and they are tightly sealed			

Inspector： Site responsible person： Unit supervisor：

1. In accordance with Article 18 of the "Occupational Safety and Health Management Measures".
2. Inspection results: normal inspection, abnormal inspection ×, if there is no such inspection item, please indicate it with "—", if it is abnormal, please report for repair immediately.
3. Please place the inspection record form next to the machinery and equipment.
4. The form will be kept for three years by itself for the reference of the labor inspection office.

National Taiwan Normal University ○○ Laboratory Power Punching and Shearing Equipment Annual Work Checklist

Faculty/Department：

Workplace location

lab number：

Check Date：

Inspection item	Inspection focus	Inspection method	Inspection result
1. 1. Clutches and brakes			
2. 2. Crankshaft, flywheel, slider, connecting bolt and connecting rod			
3. 3. One-stroke one-stop mechanism and emergency brake			
4. 4. Solenoid valve, pressure reducing valve and pressure gauge			
5. 5. Wiring and switch			
6. 6. Clutches and brakes			
7. 7. Crankshaft, flywheel, slider, connecting bolt and connecting rod			
8. 8. Others			

Inspector：　　Site responsible person：　　Unit supervisor：

1. In accordance with Article 18 of the "Occupational Safety and Health Management Measures".
2. Inspection results: normal inspection, abnormal inspection ×, if there is no such inspection item, please indicate it with "—", if it is abnormal, please report for repair immediately.
3. Please place the inspection record form next to the machinery and equipment.
4. The form will be kept for three years by itself for the reference of the labor inspection office.

Daily work checklist of power punching and shearing equipment in the ○○ laboratory of National Taiwan Normal University

Faculty/Department： Faculty/Department： Faculty/Department： Faculty/Department：

檢點項目	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether the function of the clutch is normal.																															
2. Whether the function of the brake is normal.																															
3. Check the crankshaft for looseness.																															
4. Whether the flywheel is loose.																															
5. Whether the slider is loose.																															
6. Whether the connecting rod is loose.																															
7. Check whether the connecting bolts are loose.																															
8. Whether the function of the anti-return device is normal.																															
9. Whether the function of the emergency braking device is normal.																															
10. Whether the function of the safety device is normal.																															
11. Whether the electrical and instrumentation are normal.																															
12. Others																															
inspectors																															

Remark	

Person in charge of site：　　Unit supervisor：

1. In accordance with the provisions of Article 59 of the "Occupational Safety and Health Management Measures".

2. Inspection results: normal inspection, abnormal inspection ×, if there is no such inspection item, please indicate it with "—", if it is abnormal, please report for repair immediately.

3. Please place the inspection record form next to the machinery and equipment.

4. The form will be kept for three years by itself for the reference of the labor inspection unit.

National Taiwan Normal University ○○ laboratory dryer annual regular checklist

Faculty/Department:
Workplace Location (Lab Number):
Placement:
Check Date: Year Month Day

project	Check the content	Check the method	Check the results	Improvement measures
noumenon	The appearance of the equipment is complete, neat and deformation-free, no defects, no corrosion, no paint removal			
	There is no damage in the equipment, no shedding of insulation materials, and residual residues			
	Whether the safety valve and pressure gauge are normal			
Ventilation equipment	The suction and exhaust machine functions normally, and there is no leakage of gas			
	The motor is working normally, without vibration and without sound			
	The transmission belt function is normal and complete, no slippage			
	The gearing guard is intact			
	The exhaust hood is intact			
Electrical installations	1. The wiring branch lines are neat and flawless			
	2. The grounding wire is normal, no loosening, no shedding			
	3. The indicator light and instrument of each operation disk are normal			
Heating system	1. Thermometer (table) indicates normal			
Transmissions	1. Transmission rod protective cover, span bridge and other protection without defects			
	2. Pulleys and chain protective covers are intact or loose			
other	1. Set up in an appropriate position, there is no risk of flammable materials and overheating around			
	2. Equipped with protective equipment such as thermal insulation gloves and heat-resistant aprons			

Calibrator : **Location Liability:** **Unit Head :**

1. Handle it in accordance with Article 27 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. The form is kept for three years for the labor inspection unit to check.

Laboratory 00, National Taiwan Normal University
The first type of pressure vessel (sterilization pot) is checked regularly every month

Faculty/Department:
Workplace Location (Lab Number):
Placement:
Device Name (Number):
Check Date: Year Month Day

Prosecution	Check the method	Check the results	Improvement measures
Container body			
1. Whether the body is damaged, corroded or leaked			
2. Whether the body is deformed, bulging, or dented			
3. There is no corrosion and crack in the weld joint			
4. Whether the insulation is damaged or not			
5. Whether the tripod, bearing, etc. are free of damage and corrosion.			
6. Anti-stiffness paint is not falling off			
Manifold screw			
7. Whether the cover plate is free of deformation, damage, corrosion and leakage.			
8. Whether the screws are loosened or reduced			
9. There is no loss or corrosion of each part of the screw			
10. Whether the covers, flanges, and gaskets are corroded or deformed			
Pipes and valves, etc			
11. Valves and plugs have no loss, no bending, deformation or leakage			
12. There are no leaks in each joint			
13. There is no corrosion (including electric heating pipe) at the pipeline or pipe end			
14. There are no cracks and corrosion in the welded part.			
15. The fixing bolt is damaged, cracked, corroded and loose.			
16. The gasket is free of cracks, damage and deterioration.			
Accessories and safety devices			
17. Whether the performance of the safety valve is normal			
18. The ruptured plate has no corrosion, leakage, damage and cracks.			
19. Whether the release pipe is blocked or corroded.			
20. Whether the performance of the pressure gauge is normal, and the location of the maximum use pressure should be clearly marked, and the red line and blue line should be marked			
21. Whether the liquid level gauge is normal			
22. Whether the thermometer is normal			

23. The function of the automatic alarm device is not normal.			
other			
24.			

Calibrator : **Location Liability:** **Unit Head :**

1. Handle it in accordance with Article 33 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. Please place the check record form next to the instrument.
4. The form is kept for three years for the labor inspection unit to check.

National Taiwan Normal University 00 Laboratory First Pressure Vessel (Sterilization Pot) Daily Operation Inspection Table

Faculty/Department: Workplace Location (Lab Number): Check Date: Year Month Day

Checkpoint items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether there is significant damage, deformation or corrosion to the appearance of the body																															
2. Insulation and markings are peeled, peeled off or damaged																															
3. Whether there is rust, leakage or deformation of pipe fittings, valves, plugs, covers, bolts, etc																															
4. Check the operating state of temperature, pressure and other conditions, and confirm whether there are any abnormalities in safety valves, pressure gauges, temperature gauges, level gauges and other safety devices																															
5. Avoid the phenomenon of sharp load changes																															
6. The vapor pressure is maintained below the maximum use pressure																															
7. Keep the function of the safety valve normal																															
8. Check and adjust the automatic control device to maintain normal function																															
9. Keep the function of the cooling water device normal																															
10. The pressure gauge is zeroed before the pot can be picked up																															
11. Maintain the correct position of the water level device																															
12. Whether the foundation of the equipment is cracked and whether the equipment is sinking and tilting																															
13. Whether the equipment pipeline connection support frame is broken																															
Inspectors																															

remark	

Location Liability: **Unit Head :**

1. Handle it in accordance with Article 64 of the "Boiler and Pressure Vessel Safety Rules".
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. Please place the check record form next to machinery and equipment.
4. The form is kept for three years for the labor inspection unit to check.

Laboratory 00, National Taiwan Normal University
The second type of pressure vessel (mechanical part of the air compressor) is checked periodically every year

College/Department: Workplace Location (Lab Number): Placement Location: Inspection Date: Year Month Day

Item times	Prosecution	Check the method	Check the results	Exception handling and explanation
1.	There is no significant damage, cracks, deformation and corrosion on the inside and outside			
2.	Whether there are abnormalities in the cover, flange, valve, plug, etc			
3.	Whether the performance of safety valves, pressure gauges and other safety devices is abnormal			
4.	Whether the condensate has been removed before the daily start			
5.	Whether the safety valve is faulty			
6.	Whether the air compressor reaches the set pressure automatically stops running			
7.	Whether the air compressor has abnormal vibration or abnormal sound			
8.	Whether the oil level of the air compressor lubricating oil is abnormal			
9.	Whether the air pressure is maintained below the maximum allowable pressure			
10.	Whether the load fluctuates drastically			
11.	Whether the air compressor and air storage tank have abnormal heat generation			
12.	Whether there is air leakage in the air storage tank and pipe joints			
13.	Whether the compressed air storage tank and pipe fittings have corrosion phenomenon			
14.	Barometer pressure indicates whether it is normal			

15.	Whether the automatic control device is abnormal			
16.	There is no condition in which the belt is too loose or the shaft is worn			
17.	Whether there is any abnormality in the electrical switching action or electrical wiring			
18.	Whether the drain valve is working or blocked			
19.	Whether the electrostatic grounding is normal			
20.	Whether the bolts are loose, dropped, or lost			
21.	Whether the lubricating oil has a lubricating effect			
22.	Whether the filter is operating normally, cracked, leaked			

Calibrator : **Location Liability:** **Unit Head :**

1. It shall be handled in accordance with Article 35 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. The form is kept for three years.

Laboratory 00, National Taiwan Normal University
The second type of pressure vessel (mechanical part of the air compressor) focuses on the inspection record table

Faculty/Department:

Workplace Location (Lab Number):

Placement:

Check Date: Year Month Day

Prosecution	Check the method	Check the results	Handling Scenarios
1. Confirm whether the thickness of the carcass and end plate is consistent with the information attached by the manufacturer			
2. Confirm that the relief valve is sufficient.			
3. Whether the dimensions, accessories and accessories are in line with the container schedule.			
4. After the implementation of the pressure test, there is no local expansion, elongation or leakage defects.			
5. Other matters necessary to maintain performance.			
1. Performance of backup power sources.			
8. other			

Calibrator : **Location Liability:** **Unit Head :**

rema :(Take necessary renovation measures) rk

1. It shall be handled in accordance with article 45 of the Measures for the Administration of Occupational Safety and Health.
2. Key inspections: (1) When use, repair, and modification begin. (2) Change of use, including changes in raw materials and materials.
3. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
4. The form is kept for three years.

Laboratory 00, National Taiwan Normal University
Small pressure vessels are checked regularly every year

Faculty/Department:
Workplace Location (Lab Number):
Placement:
Device Name (Number):
Check Date: Year Month Day

Prosecution	Check the method	Check the results	Improvement measures
Container body			
1. Whether the body is damaged or corroded			
2. Whether the body is deformed, bulging, or dented			
3. There is no corrosion and crack in the weld joint			
4. Whether the insulation is damaged or not			
5. Anti-stiffness paint is not falling off			
6. Whether the tripod, bearing, etc. are free of damage and corrosion			
7. Whether the fixing bolt is free of slack and corrosion.			
Manifold screw			
8. Whether the screws are loosened or reduced			
9. There is no loss or corrosion of each part of the screw			
10. Are there corrosion, deformation or corrosion of covers, flanges, teeth, rings, radial rods and locking bolts			
11. Whether the gasket part is leak-free and deteriorated.			
Pipes and valves, etc			
12. Valves and plugs have no loss or leakage			
13. There are no leaks in each joint			
14. The pipeline has no corrosion (including electric heating pipes).			
15. The valve body is free of damage, corrosion, bending, deformation and leakage			
16. The fixing bolt is damaged, cracked, corroded and loose.			
Accessories and safety devices			
17. Whether the performance of the safety valve is normal			
18. The ruptured plate has no corrosion, leakage, damage and cracks.			
19. Whether the performance of the pressure gauge is normal, and the location of the maximum use pressure should be clearly marked, and the red line and blue line should be marked			
20. Whether the liquid level gauge is normal			

21. Whether the thermometer is normal			
22. Whether the release pipe is blocked or corroded.			
23. The function of the automatic alarm device is not normal.			
other			

Calibrator : **Location Liability:** **Unit Head :**

1. It shall be handled in accordance with Article 36 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. Please place the check record form next to machinery and equipment.
4. The forms are kept for three years for reference by the labor inspection unit.

National Taiwan Normal University Laboratory 00 local exhaust device annual regular checklist

Faculty/Department:

Workplace Location (Lab Number):

Placement:

Check Date: Year Month Day

Prosecution	Prosecution	Check the results	Deal with situations
1. The condition and extent of wear, corrosion, bumps and other damage to the hood and conduit			
2. Dust build-up of catheters or exhaustors			
3. Oil lubrication of the exhaustor			
4. Catheter contact partial condition			
5. The belt that connects the motor to the exhaustor is slack			
6. Whether the suction and exhaust functions are normal			
7. Whether the sampling facility installed on the discharge conduit is strong, rusty, damaged, or collapsed.			
8. Other matters necessary to maintain performance			

Inspector: Place Responsible Person: Unit Supervisor :

1. It shall be handled in accordance with Article 40 of the Measures for the Administration of Occupational Safety and Health.
2. Local exhaust devices should be inspected and recorded separately according to the system, and placed next to machinery and equipment.
3. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
4. The forms are kept for three years for reference by the labor inspection unit.

National Taiwan Normal University ○○ Laboratory Local Exhaust Device Key Checklist

Faculty/Department:
Workplace Location (Lab Number):
Placement:
Check Date: Year Month Day

Prosecution	Check the method	Check the results	Handling Scenarios
1. The accumulation of dust from the catheter or exhaustor			
2. Condition of the joint part of the catheter.			
3. Ability to inhale and exhaust.			
4. Other matters necessary to maintain performance.			

Calibrator : **Location Liability:** **Unit Head :**

remark	:(Take necessary renovation measures)	

1. It shall be handled in accordance with article 47 of the Measures for the Administration of Occupational Safety and Health.
2. Key inspections: 1. When you start using, repairing, and renovating. 2. Change of use, including changes in raw materials and materials.
3. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–", please place the inspection record form next to the machinery and equipment.
4. The forms are kept for three years for reference by the labor inspection unit.

Laboratory 00, National Taiwan Normal University

The air purification unit in the local exhaust unit is checked regularly every year

Faculty/Department:
Workplace Location (Lab Number):
Placement:
Check Date: Year Month Day

Checkpoint items	Check the equation	Check the results	Deal with situations
1. The condition and extent of wear, corrosion and other damage to the structural parts			
2. The status of dust accumulation inside the dust collection device			
3. Filter cloth dust removal device, there is a damage to the filter cloth and the installation part of the slack condition			
4. Other measures necessary to maintain performance			
Remarks			

Calibrator : **Location Liability:** **Unit Head :**

1. It shall be handled in accordance with Article 41 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. Please place the check record form next to machinery and equipment.
4. The form is kept for three years for reference by the labor inspection unit.

National Taiwan Normal University ○○ Laboratory Organic Solvent Daily Operation Inspection Table

Faculty/Department: Workplace Location (Lab Number): Check Date: Year Month Day

Checkpoint items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether there is direct contact with organic solvents.																															
2. Confirm that the organic solvent operation has been ventilated																															
3. Ventilation equipment is recognized to maintain its effective performance																															
4. Confirm that each machine is operating properly and without abnormality																															
5. Confirm that fireworks are strictly prohibited at the scene																															
6. Whether there are improper working methods that diffuse solvents.																															
7. Whether to bring a gas mask (if necessary).																															
8. Whether to cover the solvent container with your hands																															
9. Check whether the consumption of organic solvents this week is in the regulations (or original design) within the scope																															
10. Whether to locate only the solvent needed for the day indoors																															
11. Indication of hazards for all solvents																															
12. Whether the workplace has a positioning safety data sheet and hazards List of chemicals																															
13. Whether the workplace has a notice of organic solvent precautions																															
14. Whether the operator has wearing safety glasses and masks Lab coat gloves																															
15. Whether the workplace has a notice of organic solvent precautions																															
16. Confirm that drinking water and food should not be placed on the job site Food and drink																															

Inspectors																													
remark																													

Location Liability: **Unit Head :**

1. It shall be handled in accordance with Article 18 of the Rules for the Prevention of Organic Solvent Poisoning and Article 69, Paragraph 1 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. Please place the checklist next to the operator's table.
4. The forms are kept for three years for reference by the labor inspection unit.

Daily Operation Checklist of Devices for The Prevention of Health Hazards in the Laboratory of ○○ Laboratory of National Taiwan Normal University

Faculty/Department:
Dangerous Substance Name :
Workplace Location (Lab Number):
Check Date: Year Month Day

Checkpoint items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether the performance of the alarm device is good																															
2. Whether the necessary medicines and utensils to eliminate the hazard are in place																															
3. Whether the evacuation ladder is set up in two places and one of them is outdoors																															
4. Whether the evacuation ladder remains unobstructed																															
5. Whether equipment such as eye washing, bathing, mouth-coughing, changing clothes and laundry or emergency showers are all set up and available at any time																															
6. All specific chemical substances are marked for hazards and a safety information sheet and hazardous chemical list are available																															
7. Whether to issue qualified and effective respiratory protective gear, protective glasses, protective clothing, protective gloves, protective shoes and applicators to each special chemical worker																															
8. Whether the protective gear maintains its performance and cleanliness																															
9. The condition and extent of corrosion, bumping or other damage to the overall ventilation and apparatus hood, catheter, exhaustor and air cleaning device																															
10. Whether the exhaust machine of the overall ventilation device is faulty																															
11. Whether there is significant damage, deformation and corrosion on the inside and outside of the closed equipment																															

12. Whether the safety valve and emergency shutting device and other safety devices are performed good																															
Inspectors																															

Location Liability: **Unit Head :**

1. Article 69, Item 4 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. Please place the check record form next to machinery and equipment.
4. The forms are kept for three years for reference by the labor inspection unit.

National Taiwan Normal University 00 laboratory dust daily operation checkpoint table

Faculty/Department: Workplace Location (Lab Number): Check Date: Year Month Day

Prosecution	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether to clean more than once a day																															
2. Are there any improper working methods that cause dust to fly																															
3. Whether you smoke or eat at work																															
4. When it is necessary to wear effective respiratory protection, whether it is really used																															
5. Whether the hood is moved and whether the motor is malfunctioning																															
6. Whether there is an external airflow that affects the hood effect																															
7. Is there any accumulation of dust in the hood																															
8. The hood and catheter are convex, damaged or corroded																															
9. Whether the hood and catheter are obstructing the work																															
10. (If it is an air cover with a covered window) whether to cover the window with your hands																															
11. The belt is not slipped or loose																															
12. Whether the air purification device is normal																															
13. Whether the control board is in place and whether the fan fan is faulty																															
14. Whether there are new equipment that affect air flow																															
15. Whether the workplace is causing positive and negative pressure																															
16. Whether the inside and outside of the fan fan are obstructed																															
Inspectors																															

Location Liability: **Unit Head :**

1. It shall be handled in accordance with the provisions of Article 69, Paragraph 5 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. Please place the check record form next to machinery and equipment.
4. The forms are kept for three years for reference by the labor inspection unit.

National Taiwan Normal University ○○ Laboratory Power Hand Tools Daily Operation Inspection Table

Faculty/Department: Workplace Location (Lab Number): Check Date: Year Month Day

Prosecution	Check the method	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Do not use high-voltage equipment in wet areas																																
2. The use of mobile or portable electric motor with a voltage of more than 150 volts to ground should have a high sensitivity, high-speed type, and a leakage circuit breaker that can prevent inductive power																																
3. Whether the tool is well maintained and placed in a place where it will not fall																																
4. Whether the insulator and plug are not broken																																
5. Whether the wires are in good condition																																
6. Whether there is laxity in the locking area																																
7. Whether there are protective measures such as belts for the rotating parts of dangerous gears																																
8. Whether there are any abnormal sounds or abnormal conditions during operation																																
9. Whether the belt is undamaged and whether the elasticity is appropriate																																
10. Whether the specifications of the motor grounding wire are appropriate and whether they are effectively installed																																
11. Whether or not to wear protective glasses or face coverings																																
12. Whether the cable is placed in a suitable place that does not trip the person																																
13. Whether the lamp base and wire of the lighting fixture are undamaged																																
14. other																																
Inspectors																																

Location Liability: **Unit Head :**

1. It shall be handled in accordance with Article 77 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
3. Please place the check record form next to machinery and equipment.
4. The forms are kept for three years for reference by the labor inspection unit.

National Taiwan Normal University Laboratory 00 high-pressure gas cylinders and pipelines daily operation inspection table

Faculty/Department: Workplace Location (Lab Number): Check Date: Year Month Day

Checkpoint items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether the cylinder is fixed																															
2. Yes or no name, hazard indication, SDS																															
3. Whether the cylinder plunger is leaking																															
4. Whether the regulator is normal or leaks																															
5. Whether the high-pressure rubber tube is damaged																															
6. There is no tube clamp fixed																															
7. Whether the flowmeter is damaged or leaked																															
8. Whether the joint conveying line is corroded, damaged, or leaked																															
9. Empty bottle handling																															
10. Standby gas storage																															
11. When the gas cylinder is not in use, the cylinder wrench (open bottle) remove																															
12. Whether placed in a cool, non-direct sunlight																															
13. Whether the cylinder has a cap																															
14. Whether the pipeline is marked (contents and flow direction).																															
15. Near the storage place, whether it is clear or not.																															
16. Other (e.g. whether liquid nitrogen cylinders have antifreeze hands.) Set)																															

Inspectors (daily or before operation)																														
remark																														

Location Liability: **Unit Head :**

1. Handle it in accordance with the provisions of Article 69, Paragraph 5 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such inspection item, please show it with "–", when abnormal, please report for repair immediately; If there is no abnormality, it can be signed by the responsible teacher and the head of the unit at the end of each month.
3. Please place the check record form next to machinery and equipment.
4. The form is kept for three years for the labor inspection unit to check.

National Taiwan Normal University ○○ Laboratory Electric Hammer Daily Operation Inspection Table

Faculty/Department: Workplace Location (Lab Number): Check Date: Year Month Day

Checkpoint items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether the wiring coating is not peeled and deteriorated																															
2. Whether the terminal screw is not slack																															
3. Whether the wiring insulation effect is good																															
4. Whether the collector device is not in contact with poor contact																															
5. Whether the rotation is wear-free																															
6. Whether there is no abnormality in the switchboard																															
7. Whether the fuse-free circuit breaker is operating normally																															
8. Whether the welding handle is not deteriorated or damaged																															
9. Whether the warning sign is clearly legible																															
10. Whether the standard operating procedures are posted																															
11. Whether the goggles are good or not is not inferior to the eye																															
12. Whether the mask is good or not is damage-free																															
13. Whether the gloves are good or not, there is no damage																															
14. Whether the protective clothing is good or not, there is no damage																															

Inspectors																														
remark																														

Location Liability: **Unit Head :**

1. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–", when abnormal, please report immediately.
2. Please place the check record form next to machinery and equipment.
3. The forms are kept for three years for reference by the labor inspection unit.

National Taiwan Normal University ○○ Laboratory Sawing Machine Daily Operation Inspection Table

Faculty/Department:

Workplace Location (Lab Number):

Check Date: Year Month Day

Checkpoint items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether the standard operating procedures are posted in obvious places and followed operation																															
2. Whether the machine is clean and clean without chip accumulation																															
3. Whether the saw blade is normal and has no damage and wear																															
4. Whether the saw blade is properly maintained and replaced																															
5. Whether the equipment is neat and barrier-free around																															
Inspectors																															
remark																															

Location Liability: **Unit Head :**

1. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–", when abnormal, please report for repair immediately.
2. Please place the check record form next to machinery and equipment.
3. The form is kept for three years for the labor inspection unit to check.

Schedule 3-21

National Taiwan Normal University ○○ Laboratory CNC Lathe Daily Operation Checklist

Faculty/Department: Workplace Location (Lab Number): Check Date: Year Month Day

Checkpoint items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether the standard operating procedures are posted in obvious places and followed																															
2. Whether the power supply and spindle motor are running normally																															
3. Whether the machine has no chip accumulation																															
4. Whether the cooling oil is within the reticulated line																															
5. Whether there is no leakage of oil and gas and pipelines																															
6. Whether the cooling oil filter is clean																															
7. Whether the fan filter is clean																															
8. Whether the circulating oil surface is higher than the oil absorption pump																															
9. Whether the circulating oil deteriorates is replaced immediately																															
10. Whether the tool is normal and wear-free																															
11. Whether the shield is damaged or abnormal																															
12. Whether the safety door is damaged or abnormal																															
13. Brake lathe rotating parts braking function																															
14. Whether the safety interlock device stops immediately after it is activated																															
15. Whether the emergency stop switch is operating normally																															
16. Whether there is any abnormality in the switchboard and grounding																															
17. Check whether the lathe is neat and unobstructed around																															
18. Miscellaneous																															

Inspectors																														
remark																														

Location Liability: **Unit Head :**

1. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–", when abnormal, please report for repair immediately.
2. Please place the check record form next to machinery and equipment.
3. The form is kept for three years for the labor inspection unit to check

National Taiwan Normal University ○○ laboratory cutting machine, grinding wheel machine, grinding machine, grinding machine, disc saw for wood processing

Daily job checkpoint table

Faculty/Department: Workplace Location (Lab Number): Check Date: Year Month Day

Checkpoint items	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Run for one minute before the job starts																															
2. Inform or indicate that the operator shall not use gloves																															
3. The cutting piece (grinding wheel or grinding wheel) is replaced and then tested for three minutes																															
4. Whether the shield baffle is complete																															
5. Whether the cutting piece (grinding wheel or grinding wheel) is broken																															
6. Whether the motor is running normally																															
7. Whether the name of the first aid kit drug is clearly marked and the location is clear																															
8. Whether the machine and motor are grounded																															
9. Whether the emergency stop device is normal																															
10. The staff wears safety glasses																															
11. Reverse dial prevention device of disc saw																															
12. Miscellaneous																															
Inspectors																															
remark																															

Place Responsible Person: **Unit Supervisor:**

1. Handle it in accordance with article 18 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–", when abnormal, please report for repair immediately.
3. Please place the check record form next to machinery and equipment.
4. The form is kept for three years for the labor inspection unit to check.

National Taiwan Normal University General Vehicle Operation Inspection Record Table Daily Operation Inspection Table

Responsible/Management Unit:	Placement:										Vehicle Number :									Date of inspection: Year Month											
Checkpoint items	Check the method	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Whether the petrol/electricity is sufficient	Visual/Measured																															
2. Battery water, water tank water, wiper water, etc Whether the water level is norma	Visual/Measured																															
3. Whether the oil tank and brake oi amount are normal	Visual/Measured																															
4. Whether the throttle operation is normal	Visual/Measured																															
5. Whether the braking system functions normally	Visual/Measured																															
6 Generator belt, fan belt is not different	Visual/Measured																															
7. Whether the tire pressure and tir pattern are normal	Visual/Measured																															
8. Windshield and wiper functions for each door Whether it is normal	Visual/Measured																															
9. Directional lights, headlights, brake lights or not normal	Visual/Measured																															
10. Whether the door closure is normal	Visual/Measured																															
11. Whether the dashboard is functioning properly	Visual/Measured																															
Inspectors																																

Check the anomalies found and deal with them		remark	

Person in charge of the premises: Unit Head :

4. It shall be handled in accordance with Article 14 of the Measures for the Administration of Occupational Safety and Health.
5. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".
6. Check the record form please place the fixed place.
7. The forms are kept for three years for reference by the labor inspection unit.

National Taiwan Normal University General Vehicle Operation Inspection Record Form Quarterly Periodic Checklist

Responsible unit:	Placement:	Vehicle Number :	Inspection Year: Year		
Checkpoint items	Check the method	Check the date			
		Month Day	Month Day	Month Day	Month Day
Body: Check the inside and outside of the car, the frame is complete, the appearance is free of scratches, and the accessories are not loose	Visual/Measured				
Tires: Check that the tire pressure is normal, the tread is free of needles, the steel ring is not deformed, and the bolt is free loose	Visual/Measured				
Fuel tank: the tubing is well connected, and the appearance of the fuel tank is complete and leak-free	Visual/Measured				
Water tank: cooling water tank, wiper water tank and other pipelines without damage leakage, normal water level, Clean water quality	Visual/Measured				
Hydraulic device: hydraulic device test operation, no oil leakage, normal operation	Visual/Measured				
Battery and electrical system: check the battery terminal, voltage indication, front and rear vehicles Lights, warning devices, horns, wiper movements, etc. are normal; Sufficient level of cleaning liquid and battery	Visual/Measured				
Brake equipment: brake sub-pump, tubing, hand, foot brake test is normal; Brake oil The liquid level is normal	Visual/Measured				
Engine: the lubricating oil level is normal; The engine commissioning function is normal	Visual/Measured				
Exhaust pipe: whether it is well fixed, the appearance is complete without holes, and the exhaust is normal	Visual/Measured				
	Inspectors				

Check the anomalies found and deal with them		Remark:	

Person in charge of the premises: Unit Head :

1. It shall be handled in accordance with Article 14 of the Measures for the Administration of Occupational Safety and Health.
2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–"; If an abnormality is found, the necessary measures should be taken immediately to overhaul it.
3. Check the record form please place the fixed place.
4. The forms are kept for three years for reference by the labor inspection unit.

National Taiwan Normal University Laboratory 00 Explosion-proof electrical equipment monthly regular checklist

1. College/Department:
2. Workplace location (laboratory number):
3. Placement:
4. Device name (number):

Item times	Check the project	Check the method	Year, check date											
			January / day	February / day	March / day	April / day	May / day	June / day	July / day	August / day	September / day	October / day	November / day	December / day
1	Body: Inspect the body without damage or deformation	Visual												
2	Piping: Inspects the piping without damage, deformation, corrosion or loosening	Visual												
3	Wiring: Inspects the wiring without damage, corrosion, or loosening	Visual												
4	Other matters necessary to maintain explosion protection	Visual												
Calibrator :														
Check the anomalies found and deal with them					Remark:									

Person in charge of the place: Supervisor of the unit:

1. Handle it in accordance with Article 31-1 of the Measures for the Administration of Occupational Safety and Health.

2. Inspection results: normal ˇ, abnormal ×, if there is no such checkpoint item, please show it with "–".

3. Check the record form please place the laboratory.

4. The form is kept for three years for the labor inspection unit to check.