OpsAuditHub opsauditihub.com	DOC ID: **SAF-0120**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.212 / ISO 14120**	AUDIT FREQUENCY: **Weekly Audit**

Machine Guarding Safety Inspection Sop Template

Operational Scope: This standard operating procedure establishes the mandatory weekly inspection protocol for all mechanical power transmission apparatuses and point-of-operation safeguards. The primary objective is to verify physical integrity, prevent catastrophic contact injuries, and ensure absolute compliance with OSHA and ISO machinery safety directives.

MANDATORY PPE:	Safety Glasses with Side Shields (ANSI Z87.1), Steel-Toe Safety Footwear (ASTM F2413), Cut-Resistant Work Gloves (ANSI Level 4), High-Visibility Safety Vest, Hearing Protection (NRR 25+)
PREREQUISITES:	Review previous week's inspection logs and open corrective action tickets. | Verify machinery is operating under normal load or safely locked out for hands-on dimensional checks. | Ensure adequate task lighting (minimum 50 foot-candles) is active throughout the inspection zone.

FIXED AND INTERLOCKED GUARDING INTEGRITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Physical Guard Enclosures & Panels**	All mesh, polycarbonate, and sheet metal panels are securely fastened with captive hardware and show zero signs of structural cracking or deformation.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Safety Interlock Switches (Type 4)**	Actuator keys align perfectly with safety switch heads; opening the access door cuts control power instantly within the specified stopping time.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Hinges, Latches, and Fasteners**	All mounting bolts, quick-release latches, and pivot hinges are torqued to specification with no loose or missing hardware.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
4	**Clearance and Reach Distances**	Openings in guarding comply with OSHA table dimensions, preventing operator fingers, hands, or limbs from reaching danger zones.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

OPTOELECTRONIC AND PRESENCE SENSING DEVICES

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Light Curtains & Safety Scanners**	Test optical alignment and use test rods through the sensing field to ensure machine cycle stops immediately; lenses are clean and free of grime.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Emergency Stop (E-Stop) Pushbuttons**	Mushroom-head E-stop buttons operate smoothly without binding and immediately halt hazardous motion when depressed.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
7	**Safety Mat Systems**	Stepping onto pressure-sensitive safety mats halts machine operation; edges and trim strips are securely anchored to prevent trip hazards.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

WARNING SIGNAGE AND HAZARD COMMUNICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Pinch Point & Hazard Decals**	All required ANSI/ISO safety labels warning of pinch points, rotating shafts, and electrical hazards are fully legible and permanently affixed.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
9	**Lockout/Tagout (LOTO) Application Points**	Energy isolation energy source mapping placards are visible near disconnect switches and match current equipment configurations.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
10	**Area Cleanliness & Tripping Hazards**	Floor areas immediately surrounding machine guards are free of oil leaks, debris, and unapproved materials that could compromise operator footing.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

Certified Inspector / Lead Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

DIGITAL INSPECTION UPGRADE: Run this audit on mobile/tablet, attach photos & automate compliance records. Start Free Mobile Audit →