

Machine Guarding Inspection

A machine guarding record covering guard identity, visible condition, approved interlock checks, access risks, defects and restrictions on machine use.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records checks against an approved safeguarding specification. It is not a machinery risk assessment, safety-control validation, conformity declaration or permission to bypass guards.

HSE PUWER guidance addresses measures to prevent access to dangerous machinery parts or stop their movement before access. Safeguards must be suitable and maintained. Inspection needs competent assessment of the actual machine and tasks.

2. Equipment and scope

Machine ID, model and location *

Competent person and authorisation *

Manufacturer or approved procedure reference *

Work or inspection scope and exclusions *

3. Safeguarding basis

Machine risk assessment and guarding specification *

Operating, cleaning, setting and maintenance tasks covered *

Include the relevant operating, cleaning and maintenance tasks. A guard seen in place does not cover every mode of access.

Safe isolation and authorised test procedure *

4. Guard records

Guard or protective device (copy this block for each one)

Guard ID, type and hazard protected *

Fixings, integrity, gaps and access observations *

Approved functional test and actual result

Outcome * (choose one)

☐ Meets recorded check ☐ Defect or uncertainty ☐ Not checked

Restriction, isolation and person informed * (if applicable)

Guard evidence (photos: attach, or note the file names)

5. Handover

Use decision * (choose one)

☐ Available within recorded limits ☐ Restricted use ☐ Out of service

Restrictions, isolation and person informed * (if applicable)

Repair or follow-up job reference

Condition and defect evidence (photos: attach, or note the file names)

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.