

LABORATORY INSPECTION CHECKLIST

Inspection Team Members:-----

Laboratory No-----Laboratory Supervisor: -----Inspection Date:-----

Yes	No	NA	Questions	Inspector comments	Date corrected
Administrative Plans/Materials					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has safety training been completed and documented for all lab staff?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the lab safety rules been explained to the new lab user?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all equipments have written SOPs?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the Lab's inventory been reviewed and updated within the last year?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are incident form, waste disposal guidelines and safety guidelines available?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is First-aid kit available?		
Signage					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are contact number for lab staff and emergency contact number posted within the lab?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a lab hazard caution sign posted?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all containers clearly labelled?		
Personal Protective Equipment (Masks, gloves and goggles)					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are supplies of minimum PPE required for routine work available to all lab members?		
Emergency kits					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the lab have access to chemical/biological spill kits and first-aid kits?		
Emergency Eyewash/Shower					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are eyewash & shower accessible within 10 sec?		
Ventilation					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fume hoods kept uncluttered and exhaust fan operating properly?		
Hazardous waste and Disposal					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all chemical waste containers labeled with waste label?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are incompatible chemical wastes are segregated by hazard class?		
Chemical Storage					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hazardous materials storage cabinets properly labeled and in good condition?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are flammable liquids stored in flammable liquid storage cabinet?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is lab free of chemicals that are old and no longer needed?		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are opened peroxide forming chemicals labeled with the date they were opened and an expiry date?		

Compressed Gas Cylinder/Cryogen and LPG			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are toxic gas cylinders stored in a gas cabinet/fume hood?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are gas cylinder valve protection caps in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are compressed gas cylinder secured to prevent them falling or tipping?
Biological safety			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is biohazardous waste autoclaved timely?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If conducting BSL1/BSL2/BSL3 practices, Standard microbiological practices are followed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the lab works involves recombinant DNA or pathogenic agents, does it have authorization?
Housekeeping			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is lab free of slip and trip hazard?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is lab adequately organized and clean?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there minimal glass-ware stored in the sink or bench top?
Electrical Safety			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there any frayed or damaged electrical cords?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there any potential for water or chemical spills on or near electrical equipment?
Radiation Safety			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the lab with radioisotope have caution radioactive material signs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the lab have radiation monitor badges?
Fire safety/Prevention			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers available, easily accessible?
Exit Access			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are aisles and exits free of clutter and obstructions?
Machinery			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the points of operation and rotating equipment are properly guarded to prevent injury?
HPLC Waste collection			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are containers of hazardous waste kept properly closed and sealed with cap and not with aluminum foil/Para-film?
Comments, Corrective action & Additional Findings			
<p>-----</p> <p>-----</p>			
Important Contacts			
<p>Fire emergency response: 998, Public ambulance services:997</p>			
<p>During the Working Hours: (Pharmacology Chair # 017-241-7774. Pharmaceutical Chemistry Chair# 017-241-9735, Pharmacognosy Chair # 017-241-7769, Pharmaceutics Chair# 017-241-8598), College of Pharmacy Manager # 017-241-8282 Education Service Committee Chair # 017-241-7926. Report your Safety Concern at: https://forms.kku.edu.sa/en/1227</p>			