

LAYOUT CHECK SHEET

Layout No. Description

	Initials	Date		Initials	Date
HAVE YOU CHECKED:-			FIRE:-		
CAPACITIES OF:-			Fire Hydrants		
Air Mains			Fire Alarms ,...		
Gas Mains			Fire Exits		
Water Mains			Portable and fixed fire appliances		
Process Heat Mains			Sprinklers		
Cyanide Treatment Plant			Water Curtains		
Cranes			Spark Screens		
Hoists			No Smoking Areas		
Runways			Bulk and Local storage facilities for inflammable liquids and substances.		
Floor Loading			WELFARE:-		
Foundations			Health Hazards		
Lifts			Ventilation		
Conveyors			Dust and Fume Extraction		
Cloakrooms and Lavatories			Draughts and Weather Protection		
Clothes Lockers			Heating Arrangements and Position of Heater Units		
Overall Lockers			Lighting		
Roof Trusses			Curtains		
Drainage System (Trade Wastes)			Repairs and Re-decoration after moves		
Boilers			MISCELLANEOUS:-		
Piped Paint Supply			Locations of Columns & Stanchions		
SERVICES:-			How and When can the work be done		
Water Supply			When completed is it easily maintained .		
Gas Supply			HAVE YOU INDICATED:-		
Electricity Supply			SERVICES:-		
Air Supply			H.P. of Motors		
Fuel Oil Supply			K.V.A. of Welders		
Petrol Supply			Air Points (Normal, Low and High Pressure)		
SAFETY:-			Hicycle Points		
Factory Regulations			Power Points other than Hicycle		
Clearances, Trapping Points etc.			Gas Points		
Position of Existing Services, i.e. Electric Cables, Process Mains, Air, Gas, Water and re-circulated Water			Water Points		
Approach to Building			H.P.H.W. Points		
Material Handling Equipment in relation to Floor Loading			Temperature of Ovens		
Weights of Machines & Fixtures			Special Lighting Points		
Load bearing capacity of Manhole Covers.			Power Transformers		
Access stairways to overhead cranes.					

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	Initials	Date		Initials	Date
HAVE YOU INDICATED contd.			WELFARE:-		
SERVICES:			Drinking Fountains		
Telephones			Clothes Lockers		
Drains			Overall Lockers		
Interceptors			Wash Bowls and Clothes Lockers for Cyanide Workers		
Manhole Covers			Tea Kiosks		
Oil and Mistic Supplies .. .			Clocking Stations		
Piped Paint Supply			Notice Boards		
SAFETY:-			MISCELLANEOUS:-		
Runways and Capacity			Plant and Equipment		
Types of Hoist and Capacity .			Stillages, Pallets, Containers and Bin Racks		
Operators Position			Inspection Benches and Signs .		
Conveyors and their heights and direction			Inspection Headquarters		
Conveyor Guards			Floor Clerks Station		
Machine Guards			Area Manager's Office		
Fences, Doors and their movements			Foremen's Desks		
Stop and Start on Conveyors .			Foremen's Conference Rooms ...		
White Lines for Gangways ...			Group Leaders' Desks		
Safety Barrier Rails			Tool Cribs		
Bollards			Maintenance Dept. Stations (Divs. 87/93/4/5/6/8)		
Material Dumps and Capacity			Location of Columns and Stanchions .		
Rack and Bins Capacity			HAVE YOU CONTACTED THE FOLLOWING FOR APPROVAL:-		
Roller Track			Factory Manager		
Skid Rails			Production Manager		
Wet Decks			Asst. Production Manager		
Access Stairways to overhead cranes			Area or Dept. Manager		
FIRE:-			Forward Planning Manager		
No Smoking Notices			Foreman		
Portable and fixed fire appliances			Group Leader		
Hydrants and area to approach and operate			Production Engineer		
Fire Exits			Die Design Engineer		
Fire Alarms			Sheet Metal Assy. Planning Engineer ..		
Fire Walls			Standards Dept. Manager		
Spark Screens			Inspection Dept. Manager ...		
Water Curtains			Material Handling Manager		
Bulk and Local storage facilities for inflammable liquids and substances			Plant Engineer		
			Machine Maintenance Manager ..		