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| **Machine Clearance and Maintenance Accessibility Checklist** |

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| **Company:** | Click or tap here to enter text. | **Workstation Name:** | Click or tap here to enter text. |
| **Prepared by:** | Click or tap here to enter text. | **Department:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. | **Document Number:** | Click or tap here to enter text. |

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| **“NO” answer indicates need for additional investigation.** | | | |
| **Accessibility** | | | |
| * Provide openings to components that need maintenance. | | Select YES or NO. | |
| * Provide visual access to permit a view of the maintenance activity. | | Select YES or NO. | |
| * Minimize the number of parts that must be removed to perform maintenance. | | Select YES or NO. | |
| * Consider the physical clearance required for the operator, tool, and equipment components based on anthropometric constraints | | Select YES or NO. | |
| * Locate access on the front, rather than the back, of equipment. | | Select YES or NO. | |
| **Machine Guards** | | | |
| * Guards must provide protection from moving parts and other machine hazards. | | Select YES or NO. | |
| * Guards must require use of a tool for removal. | | Select YES or NO. | |
| **Access Doors/Ports** | | | |
| * Provide access ports that are easy to remove - if possible hinge the covers. | | Select YES or NO. | |
| * Ensure doors/ports do not expose maintenance operators to hot surfaces, electrical currents or sharp edges. | | Select YES or NO. | |
| * Place where the operator can monitor necessary display(s) while making adjustments. | | Select YES or NO. | |
| * Port doors mounted so that the user’s hand will not be injured if he or she opens the door too far. | | Select YES or NO. | |
| * Locate the handles of adjacent doors so that they cannot coincide during an opening procedure. | | Select YES or NO. | |
| * Provide stops on sliding doors so that people will not pinch their fingers as they slide a door against another part of the port. | | Select YES or NO. | |
| * Design hinged covers to swing completely out of the way when open. | | Select YES or NO. | |
| * Provide props or locks to secure hinged covers in the open position. | | Select YES or NO. | |
| * Round the corners of covers if they present a hazard. | |  | |
| **Fasteners** | | | |
| * Use quick-opening fasteners that open with (in order of preference):   Hand (wing nuts, cam latches)  Standard tools (nuts, screws)  Specialized tools   * Note: Any machine guards used to provide protection from moving parts or other machine hazards must use a tool for removal. | | Select YES or NO. | |
| * Use captive fasteners; avoid loose nuts and washers whenever possible. | | Select YES or NO. | |
| * Use fasteners that release in fewer than 10 turns. | | Select YES or NO. | |
| * Design fasteners for covers so that they are easily visible and accessible. | | Select YES or NO. | |
| * Fasteners on access covers easy to operate with gloved hands. | | Select YES or NO. | |
| * Keyhole slots to release screw-type fasteners without completely removing the screw. | | Select YES or NO. | |
| * Mounting bolts and screws that can be turned with either a screwdriver or a wrench. | | Select YES or NO. | |
| * Design cases to be lifted off equipment, rather than equipment to be lifted out of cases. | | Select YES or NO. | |
| * Minimum number of fasteners used. | | Select YES or NO. | |
| * Minimum number of standard fastener sizes used to reduce tool needs and search times. | | Select YES or NO. | |