



HSE Daily Inspection Record

I. Basic Inspection Information (Integrating Standardized and Core Business Elements)

Item	Content to Be Filled
Record No.	CLADDING-HSE-PD-51
Inspector Information	Inspector: _____ Position: (HSE Supervisor / Team Leader / Regional Safety Officer) Contact Information: _____ Reviewer: _____ (Department HSE Specialist)
Inspection Cycle and Time	Inspection Type: <input type="checkbox"/> Daily Routine Inspection <input type="checkbox"/> Special Inspection (Hazardous Chemicals / Special Equipment / Occupational Health) Inspection Date: ____ year ____ month ____ day Inspection Time: From ____ hour ____ minute to ____ hour ____ minute Total Duration: _____ hours Shift: <input type="checkbox"/> Morning Shift (8:00-16:00) <input type="checkbox"/> Afternoon Shift (16:00-24:00) <input type="checkbox"/> Night Shift (0:00-8:00)
Environment and Regional Information	Weather Condition: <input type="checkbox"/> Sunny <input type="checkbox"/> Cloudy <input type="checkbox"/> Rainy <input type="checkbox"/> Snowy <input type="checkbox"/> Strong Wind (Wind Speed: ____ Level) <input type="checkbox"/> Others: _____ Temperature: ____ °C (Linked to Temperature and Humidity Check in Warehousing Area) Inspection Area Scope: <input type="checkbox"/> Warehousing Area (Hazardous Chemical Storage Area / General Materials Area) <input type="checkbox"/> Loading and Unloading Operation Area (Forklifts / Cranes) <input type="checkbox"/> Equipment Maintenance Workshop <input type="checkbox"/> Equipment Installation Site <input type="checkbox"/> Office and Auxiliary Area (Power Distribution Room / Hazardous Waste Warehouse)
Inspection Basis	① "Company HSE Inspection Management System", "Post Safety Operation Procedures" ② "HSE On-Site Emergency Response Card (V2.0)" ③ "Special Equipment Safety

Management Specifications", "Occupational Health Monitoring Technical Specifications"

II. General Inspection Module (Applicable to All Areas, Integrating Standardized Inspection Items)

(I) Inspection of Operators' Safety Behaviors (Covering All Post Personnel)

Inspection No.	Inspection Item	Inspection Standards (Detailed Based on Business Scenarios)	Inspection Result (<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified)	Abnormality Description (Recorded by Area)	Handling Measures (Filled in Case of Abnormality)
1	Wearing of Labor Protection Equipment (LPE)	① General Requirements : Safety helmet chin straps fastened, work clothes worn neatly, labor protection shoes without damage; ② Special Requirements : - Warehousing & Hazardous Chemical Post: Gas masks / anti-static clothes worn correctly; - Maintenance Post:		(e.g., "1 hazardous chemical operator in the warehousing area did not wear a gas mask; 2 technicians in the maintenance workshop did not wear insulated shoes")	① Immediately require rectification and demonstrate correct wearing on-site; ② Responsible Person: Team Leaders of respective areas; Completion Time: Immediate

		Insulated gloves / goggles worn in compliance with standards; - Installation & High-Altitude Post: Double-hook safety belts hung on firm points			
2	Implementation of Safety Operation Procedures	① No illegal operations (e.g., rough handling in the warehousing area, forklift overspeeding in the loading and unloading area, maintenance work without power cut-off in the maintenance area); ② Hazardous operations (hot work / high-altitude work) shall be conducted with work permits as required and under supervision		(e.g., "No supervision for high-altitude work at the installation site, and no work permit applied")	① Immediately stop the operation, reapply for the work permit and arrange supervision; ② Responsible Person: Installation Team Leader; Completion Time: _____ hour on the same day
3	Personnel Qualifications	① Special operations (forklift / crane		(e.g., "The certificate of the forklift	① Suspend personnel with expired

	and Mental State	/ electric welding) shall be conducted with valid certificates (Certificate No.: _____); ② No work performed in a fatigued, intoxicated state or while using mobile phones		driver in the loading and unloading area expired 1 month ago; 1 technician in the maintenance workshop was in low spirits")	certificates and arrange re-training; ② Replace personnel in poor mental state and arrange rest; ③ Responsible Person: Department HSE Specialist; Completion Time: _____ hour on the same day
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(II) Inspection of Fire-Fighting Facilities (Applicable to All Areas, Supplementing Scenario Details)

Inspection No.	Inspection Item	Inspection Standards (Linked to Regional Scenarios)	Inspection Result (<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified)	Abnormality Description (Recorded by Area)	Handling Measures (Filled in Case of Abnormality)
1	Fire Extinguishing and Emergency Equipment	① Fire Extinguishers : Configured according to density standards in each area (1 unit per 50 m ² in the warehousing area, 1 unit per 100 m ² in the loading and		(e.g., "1 fire extinguisher in the hazardous chemical warehousing area had pressure in the red zone; 2 emergency lights at the installation	① Replace unqualified fire extinguishers and repair emergency lights; ② Responsible Person: Fire Protection Administrator ; Completion Time: _____

		<p>unloading area), pressure in the green zone, within the validity period (Valid until: _____); ② Emergency Lighting: Functional in passages and stairwells, automatically activated when power is cut off; ③ Fire Hydrants: Complete accessories (hoses / nozzles), unobstructed, normal water pressure</p>		<p>site were not functional")</p>	<p>hour on the same day</p>
2	Evacuation and Alarm Systems	<p>① Evacuation Passages: Width $\geq 1.2\text{m}$, no materials piled up (especially in the warehousing area and maintenance workshop passages); ② Evacuation Signs: Clear and visible, without</p>		<p>(e.g., "Parts piled up in the maintenance workshop passage, with a width of only 0.8m; 2 evacuation signs in the warehousing area fell off")</p>	<p>① Clear materials in the passage and reattach signs; ② Responsible Person: Team Leaders of respective areas; Completion Time: _____ hour on the same day</p>

		damage; ③ Fire Alarm System: No fault alarms, test buttons functional			
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(III) Inspection of Occupational Health and Environment (Supplementing the Missing Module in the Original Record)

Inspection No.	Inspection Item	Inspection Standards (Aligned with Business Scenarios)	Inspection Result (<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified)	Abnormality Description (Recorded by Area)	Handling Measures (Filled in Case of Abnormality)
1	Occupational Health Protection	① Noise Control: Noise-prone areas ($\geq 85\text{dB}$) in the maintenance workshop and installation site shall have signs, and operators shall wear earplugs; ② Dust Control: Dust removal facilities at maintenance grinding and installation cutting sites operate normally; ③ Eye Wash		(e.g., "Dust collector at the grinding site in the maintenance workshop malfunctioned , causing excessive dust; No water supply for the eye wash station in the warehousing area")	① Repair the dust collector and check the water supply for the eye wash station; ② Responsible Person: Equipment Administrator ; Completion Time: _____ hour on _____ day

		Stations / Emergency Showers: Functional in the maintenance workshop and hazardous chemical warehousing area, with normal water pressure			
2	Environmenta l and Waste Management	① Chemical Management : Hazardous chemicals in the warehousing area stored by category, with complete MSDS posted; Rust removers / cleaning agents in the maintenance workshop sealed properly; ② Waste Disposal: Waste classified and collected (metal / hazardous waste / domestic waste), with hazardous		(e.g., "Hazardous waste mixed with domestic waste in the maintenance workshop; Oil stains on the loading and unloading area floor not cleaned")	① Reclassify waste and clean oil stains on the floor; ② Responsible Person: Team Leaders of respective areas; Completion Time: _____ hour on the same day

		waste barrels labeled "Hazardous Waste"; ③ Ground Condition: No stagnant water or oil stains in all areas (especially the loading and unloading area and maintenance workshop floor)			
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III. Business Area-Specific Inspection Content (Retaining the Core Customization of the Original Format, Integrating Equipment Inspection)

(I) Warehousing Area Inspection (Focus: Hazardous Chemicals + Material Storage)

Inspection No.	Inspection Item	Inspection Standards (Integrating Equipment and Storage Requirements)	Inspection Result (☐Qualified ☐Unqualified)	Abnormality Description	Handling Measures
1	Safety of Hazardous Chemicals and Equipment	① Gas Cylinders / Oil Drums: Distance between acetylene and oxygen		(e.g., "Valve of Acetylene Cylinder No.1 slightly leaking;	① Close the cylinder valve and rearrange materials on the shelf; ② Responsible

		<p>cylinders $\geq 10\text{m}$, no damage or leakage, "dual-person, dual-lock" management (Key Custodian: _____); ②</p> <p>Temperature and Humidity: $10\text{-}30^{\circ}\text{C}$ and $40\%\text{-}60\%$ humidity in the hazardous chemical area, meters displaying normally; ③</p> <p>Shelf Equipment: No deformation or loosening, load-bearing \leq rated value (Labeled: _____ kg)</p>		<p>Load-bearing of Shelf No.2 exceeding 100kg")</p>	<p>Person: Warehousing Team Leader; Completion Time: _____ hour on the same day</p>
2	Materials and Environment	<p>① Piling: Material stacking height $\leq 1.5\text{m}$ (bottom elevated by 30cm), no tilting; ②</p> <p>Signs: Clear material zoning (hydraulic oil / pipe fittings), intact safety signs (No</p>		<p>(e.g., "Stacking height of Oil Drum Area No.3 exceeding 2m; Cartons piled up in the passage")</p>	<p>① Rearrange stacked materials and clear the passage; ② Responsible Person: Warehousing Team Leader; Completion Time: _____ hour on the same day</p>

		Smoking / Hazardous Chemicals); ③ Passages: Width ≥1.2m, unobstructed			
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(II) Loading and Unloading Operation Area Inspection (Focus: Special Equipment + On-Site Operation)

Inspection No.	Inspection Item	Inspection Standards (Integrating Equipment Requirements of the New Format)	Inspection Result (<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified)	Abnormality Description	Handling Measures
1	Condition of Special Equipment	① Forklifts: Sensitive brakes (braking distance ≤1.5m during test), no cracks on tires, power / fuel level ≥70%, no operation with faults; ② Cranes: No boom deformation, number of broken wires on steel ropes ≤3 per lay length, intact hook anti-drop devices, functional load moment limiters; ③ Lifting Tools:		(e.g., "Soft brakes on Forklift No.3; 5 broken wires on the crane steel rope")	① Suspend the forklift and crane, and contact for maintenance; ② Responsible Person: Equipment Administrator ; Completion Time: ____ hour on the same day

		No cracks on electromagnetic chucks / hooks, firm connections			
2	On-Site Operation Environment	① Ground: No stagnant water or oil stains, intact anti-slip mats on the loading and unloading platform; ② Warning: No unrelated personnel in the operation area, clear "Forklift in Operation" signs; ③ Spacing: Distance between stacked goods and the operation area $\geq 3\text{m}$		(e.g., "2 damaged areas on the anti-slip mat of the loading and unloading platform; Unrelated personnel lingering in the operation area")	① Replace the anti-slip mat and clear unrelated personnel; ② Responsible Person: Loading and Unloading Team Leader; Completion Time: Immediate

(III) Equipment Maintenance Workshop Inspection (Focus: Electrical Systems + Tools + Chemicals)

Inspection No.	Inspection Item	Inspection Standards (Supplementing Electrical Requirements of the New Format)	Inspection Result (<input type="checkbox"/> Qualified <input type="checkbox"/> Unqualified)	Abnormality Description	Handling Measures

1	Safety of Electrical Systems and Tools	<p>① Electrical Equipment: Distribution box doors closed, no exposed wires, electrical testers within the calibration period (Valid until: _____), good equipment grounding (resistance $\leq 4\Omega$);</p> <p>② Tool Management: Maintenance tools stored by category, no damage, intact insulation for electric drills;</p> <p>③ Spare Parts: Flammable and explosive spare parts (gasoline) stored separately, away from fire sources</p>		(e.g., "Exposed wires at Maintenance Workbench No.2; Damaged power cord of the electric drill")	<p>① Cut off power and insulate the wires, suspend the damaged electric drill;</p> <p>② Responsible Person: Maintenance Team Leader; Completion Time: _____ hour on the same day</p>
2	Emergency Preparedness and Protection	<p>① First-Aid Kits: Sufficient supplies (tourniquets / povidone-iodine, Valid until: _____);</p> <p>② Protective Equipment: Insulated gloves /</p>		(e.g., "Expired povidone-iodine in the first-aid kit; Leakage from the waste liquid barrel")	<p>① Replenish supplies and replace the waste liquid barrel;</p> <p>② Responsible Person: Maintenance Team</p>

		goggles without damage, neatly arranged; ③ Waste Liquid: Collection barrels corrosion-resistant, no leakage, labeled "Hazardous Waste"			Leader; Completion Time: _____ hour on the same day
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(IV) Equipment Installation Site Inspection (Focus: High-Altitude Work + Temporary Facilities)

Inspection No.	Inspection Item	Inspection Standards (Integrating Safety Requirements of the New Format)	Inspection Result (□Qualified □Unqualified)	Abnormality Description	Handling Measures
1	High-Altitude Work and Scaffolding	① Scaffolding: Spacing between vertical poles ≤1.5m, horizontal poles ≤1.8m, fully paved and fixed scaffold planks, protective railings ≥1.2m, toe boards ≥18cm; ② High-Altitude Protection:		(e.g., "Spacing between vertical poles of Scaffolding No.3 is 2m; No supervision for high-altitude work")	① Add vertical poles and arrange supervisors; ② Responsible Person: Installation Team Leader; Completion Time: Immediate

		Operators use double-hook safety belts (hung high and used low), supervisors assigned in the warning area below (radius ≥ 1.5 times the work height)			
2	Temporary Electricity and Tools	① Temporary Cables: Aerial or piped, no rolling or soaking; ② Distribution Boxes: Rainproof and sunproof, functional leakage protectors; ③ Tools: Placed in tool bags, no throwing, intact insulation for electric tools		(e.g., "Temporary cable crushed and damaged; 1 installer throwing wrenches")	① Replace the cable, stop the wrench-throwing behavior and conduct education; ② Responsible Person: Installation Team Leader; Completion Time: ____ hour on the same day

IV. Hidden Danger Summary and Closed-Loop Management (Integrating Two Formats, Enhancing Traceability)

Hidden Danger No.	Area of Hidden Danger	Description of Hidden Danger (Concise)	Level of Hidden Danger	Responsible Person for	Planned Completion Time	Actual Completion Time	Verification Result (<input type="checkbox"/> Rectified)	Reason for Non-Rectification (If Any)
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		e and Clear)	r (<input type="checkbox"/> General <input type="checkbox"/> Major <input type="checkbox"/> Critical)	Handlin g			<input type="checkbox"/> Not Rectified)	
1	(e.g., Hazardous Chemical Area of Warehouse Area)	Slight leakage from the valve of Acetylene Cylinder No.1, with pungent odor	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	
2	(e.g., Crane in Loading and Unloading Area)	5 broken wires on the crane steel rope, exceeding the standard (≤ 3 per lay length)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	
3	(e.g., Electrical System in Maintenance Workshop)	Exposed wires at Maintenance Workshop No.2, without insulation,	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>	

		posing an electric shock risk						
4	(e.g., Scaffolding at Installation Site)	Spacing between vertical poles of Scaffolding No.3 is 2m, exceeding the standard ($\leq 1.5\text{m}$), posing a collapse risk	□ □ □				□ □	
Remarks	1. General Hidden Dangers : Rectified on the same day; Major Hidden Dangers : Rectified within 3 days; Critical Hidden Dangers : Immediately suspend							

ed + reported to the HSE Committee within 24 hours; 2. On-site photos shall be attached for rectification verification; Unrectified hidden dangers shall be tracked daily								
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V. Inspection Summary and Signature Confirmation (Quantitative Statistics, Responsibility Traceability)

(I) Inspection Statistics and Overall Evaluation

Statistical Item	Data to Be Filled
Total Number of Inspection Items	_____ items in general modules + _____ items in area-specific modules = _____ items in total
Number of Qualified / Unqualified Items	_____ qualified items, _____ unqualified items, qualification rate _____%
Number of Hidden Dangers	_____ critical hidden dangers, _____ major hidden dangers, _____ general hidden dangers, _____ rectified on-site immediately

Overall Evaluation	<input type="checkbox"/> Excellent (Qualification rate $\geq 95\%$, no critical hidden dangers) <input type="checkbox"/> Good (Qualification rate 85%-94%, no critical hidden dangers) <input type="checkbox"/> Qualified (Qualification rate 70%-84%, no critical hidden dangers) <input type="checkbox"/> Unqualified (Qualification rate $< 70\%$ or with critical hidden dangers)
Key Notes	(e.g., "Alternative equipment shall be coordinated during the suspension of Forklift No.3; Supervision for high-altitude work at the installation site shall be strengthened")

(II) Signature Confirmation

Role	Signature	Date	Comments (If Any)
Inspector			
Reviewer (Department HSE Specialist)			(e.g., "Hidden danger descriptions are accurate, handling measures are reasonable, and rectification shall be carried out as planned")
Department Head Review			(e.g., "Focus on the rectification of cranes and scaffolding, and ensure safety during the suspension period")
Rectification Verifier			(e.g., "Hidden dangers No.1-3 have been rectified; Hidden danger No.4 is under rectification, expected to be completed tomorrow")

VI. Archiving Requirements and Instructions

1. Archiving Management: This record shall be archived by the department to which the inspection area belongs, and submitted to the Quality, Safety and Environmental Protection Department for filing within 24 hours after completion each day;
2. Retention Period: Not less than 3 years; Records involving critical hidden dangers shall be retained for 3 years after the hidden dangers are closed;
3. Filing Specifications:
 - Abnormality descriptions shall specify "Area + Specific Location + Phenomenon" (e.g., "Acetylene Cylinder No.1 in the warehousing area"), and vague descriptions are prohibited;
 - Handling measures shall clarify "Responsible Person + Time Limit"; For critical hidden dangers, the "Critical Hidden Danger Report Form" shall be submitted simultaneously;
1. Special Circumstances: During disasters such as heavy rain / typhoons, inspections shall be conducted every 2 hours, focusing on drainage, wind protection, and equipment fixation, and the "Natural Disaster Special Inspection Form" shall be recorded separately.

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