

Petro-Chemical Facility Visual Checklist



[BradyID.com/petrochem](https://bradyid.com/petrochem)

Is your facility visually instructive?

Use the checklist below to evaluate and rate your workplace visuals. From there, you can identify target areas to improve productivity, process and safety.

Rating Guide:

EXCELLENT (10 points)

- Posted in all needed locations
- Good condition: Legible from appropriate viewing distance and look professional; not faded or damaged
- Visuals meet all 4 of the following **design characteristics**:
 - Conform with company/industry standards
 - Information is complete, accurate and up-to-date
 - Look and format is consistent & standardized
 - Graphics, color and other visual aids promote understanding at a glance

SATISFACTORY (5 points)

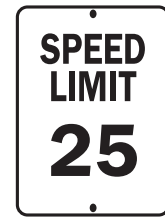
- Posted in some locations, but not all
- Moderate condition: Legible, but hard to read from appropriate viewing distance; slightly faded or damaged
- Visuals meet 2-3 of above design characteristics

POOR (0 points)

- Missing; not posted
- Poor condition: All or partially illegible; severely faded or damaged
- Visuals meet one or none of the above design characteristics

If some aspects are excellent, while others are satisfactory or poor, consider averaging the ratings. For example, if certain visuals are posted in all locations and are in good condition, but do not conform to industry or company standards, you might assign a rating of 8 points. In this case, explaining the rationale for the rating in the comments section becomes especially important.

Facility Audit



Best Practice	Rating	Comments
Are all employee and visitor entrances, security checkpoints and reception areas clearly identified?		
Are items that are prohibited on the premises clearly identified (e.g. firearms, alcohol, cameras)?		
Are site-level PPE requirements clearly posted (e.g. safety shoes, long sleeves/pants, etc.)?		
Is the current MARSEC security level posted in a prominent location?		
Are roadways properly marked (e.g. speed limit, pedestrian and railroad crossings, stop/yield)?		
Is there adequate wayfinding/directional signage (i.e. are units, lanes and buildings clearly identified)?		
Are site block coordinates and unit boundaries clearly identified (if applicable)?		
Are site safety awareness and promotion visuals posted in a prominent location (e.g. displays showing days without a recordable accident.)?		
Is information on alarm signals and the proper emergency response procedure clearly posted?		
Are emergency exits, evacuation routes, assembly points and shelters clearly identified?		
Are non-employees (contractors, visitors) clearly identified (e.g. using badges)?		
SUBTOTAL (MAX 110 POINTS)		

Area¹ / Unit Audit



Best Practice	Rating	Comments
Are special PPE requirements for the area clearly identified (e.g. hard hats, hearing protection)?		
Are items that are prohibited in the area clearly indicated (e.g. lighters, cell phones, radios)?		
Are actions that are prohibited in the area clearly indicated (e.g. no flames, no running)?		
Are restricted access areas clearly identified (e.g. employees only, authorized employees only)?		
Is the location of safety equipment clearly marked (e.g. safety showers, eyewash stations, first aid kits, SCBAs, spill control supplies)?		
Is the location of fire protection equipment clearly marked (e.g. fire alarms, extinguishers, hoses)?		
Are areas that are to be kept clear properly marked (e.g. areas in front of safety showers, eyewash stations, fire extinguishers, electrical panels)?		
Are all slip, trip and fall hazards clearly marked?		
Are hazardous chemical and waste storage areas clearly identified?		
Are areas containing high voltage equipment properly marked?		
Are loading / unloading zones clearly marked?		
Are temporary hazards clearly marked (e.g. construction, spills)?		
Are area grid or block coordinates clearly marked (if applicable)?		
SUBTOTAL (MAX 130 POINTS)		

NOTES:

¹ Signage for communicating special hazards and PPE requirements in an area or unit should be posted at all potential entry ways into the area.

Equipment Audit



Best Practice	Rating	Comments
Is all critical equipment marked with a unique descriptor or ID code? ²		
Are contents and flow direction identified on all pipes (process and utility)?		
Is the source & destination of each pipe easily identifiable and in alignment with ANSI standards?		
Are contents and hazard ratings / warnings identified on all tanks and vessels and consistent with GHS?		
Is emergency shutdown info posted?		
Are permit requirements clearly identified (e.g. confined space)?		
Are all operating controls and readouts identified with unique descriptors or ID codes (e.g. gauges, switches, valves, etc.)?		
Are normal operating conditions clearly identified (e.g. valve normally open, switch normally off, temp <100° F)?		
Is the proper response to any abnormal conditions readily available at the point of need?		
Are all preventative and predictive inspection / maintenance points clearly identified?		
Are the proper frequency, sequence and steps for performing inspection and maintenance tasks readily visible at point of need?		
Are all of the energy isolating (lockout) points clearly marked (e.g. electrical, mechanical, hydraulic)?		
Is the equipment serviced by each energy isolating point clearly identified?		
Are all electrical components marked with voltage, shock and arc flash warnings (e.g. disconnects, break panels, generators, motor control centers)?		
Are all mechanical hazards clearly identified (e.g. pinch points, sharp edges, rotating shafts)?		
Are machine guards and other safe operating instructions clearly visible at the point of need?		
Are setup and changeover instructions readily available at the point of need?		
SUBTOTAL (MAX 170 POINTS)		

NOTES:

² This might include: motors, generators, pumps, compressors, boilers, chillers, feeders, conveyors, lifts, cranes, etc.

Tools, Supplies and Inventory Audit



Best Practice	Rating	Comments
Are the proper storage locations for tools and shop supplies clearly marked (e.g. on shelves, workbenches, tool boards, floors)?		
Are the proper storage locations for inventory clearly marked (e.g. raw materials, work in progress, finished goods)?		
Are maximum inventory levels for supplies and parts clearly identified?		
Are the proper reorder points visually identified?		
Is reorder information readily accessible at the point of need (e.g. using kanban cards)?		
Are drums and secondary containers used to hold hazardous chemicals marked according to GHS standards?		
Do computers and other equipment tracked as part of an asset management program have asset identification tags?		
Does safety equipment requiring periodic inspections have last/next inspection labels or tags? ³		
Do other tools or machines requiring periodic inspections have last / next inspection tags or labels (e.g. measuring or weighing instruments)?		
SUBTOTAL (MAX 90 POINTS)		
TOTAL (MAX 500 POINTS)		

NOTES:

³ This might include fire extinguishers, scaffolds and ladders, forklifts, self-contained breathing apparatus, etc.

Kanban card example



USA
 Customer Service: 1-888-272-3946
 Inside Sales: 1-888-311-0775
 BradyID.com

Canada
 Customer Service: 1-800-263-6179
 BradyCanada.ca

Mexico
 1-800-262-7777
 Inside Sales: 1-800-262-7777 ext 177
 BradyLatinAmerica.com

