

高雄醫學大學自動檢查計畫

Kaohsiung Medical University

Autonomous Inspection Program

104 年 06 月 24 日 103 學年度第四次環保暨職業安全衛生委員會會議通過
110 年 01 月 26 日 109 學年度第二次環保暨職業安全衛生委員會會議審議
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1、法源依據：

Article 1 Legal Basis:

(1) 職業安全衛生管理辦法第 79 條暨職業安全衛生法第 23 條第 1 項。

1. Article 79 of the Regulations Governing Occupational Safety and Health and Article 23, Paragraph 1 of the Occupational Safety and Health Act.

(2) 本校職業安全衛生管理規章第 22 條。

2. Article 22 of the KMU Occupational Safety and Health Regulations.

二、目的：

Article 2 Purpose:

(一) 藉由定期主動檢查安全衛生事項，預先發現不安全與不衛生因素，並設法消除或控制，以防止災害發生，保障人員安全與健康。

1. Prevent disasters and protect personal safety and health by proactively and regularly carrying out autonomous inspection on safety and health-related matters, identifying potentially unsafe and unhealthy factors in advance, and working to eliminate or control them.

(二) 改進不安全與不衛生的工作環境、機械設備及動作行為，宣示校方關心教職員工生的安全與健康。

2. Improve unsafe and unhealthy work environments, machinery and equipment, operations and behaviors to show the University's concern for the safety and health of its faculty/staff members and students.

(三) 建立各種機械設備良好之檢查、保養制度，增進人員作業安全，並延長機械設備使用年限。

3. Establish a robust inspection and maintenance system for various machinery and equipment to enhance work safety and extend the useful life of the machinery and equipment.

三、權責：

Article 3 Authority and Responsibilities:

(1) 安全衛生自動檢查計畫：由環保暨安全衛生室管理師在每年度確定計畫有無修正，經學校環保暨職業安全衛生委員會審查或修訂後，公告並使校內各單位配合執行之。依法令規定之檢查項目

納入自動檢查計畫中，但作業場所可依據各該場所之實際狀況，增訂檢查項目並執行書面記錄(檢查紀錄表須保存 3 年)，職業安全衛生管理單位提供各單位諮詢與督導。

1. Autonomous safety and health inspection plan: Occupational safety and health management specialist at the Office of Environmental Protection, Occupational Safety and Health shall confirm annually if there is any amendment to the plan, and announcement shall be made after review and revision by the KMU Environmental Protection, Occupational Safety and Health Committee to all KMU units for implementation. Inspection items mandated by the law and regulations shall be included in the autonomous inspection plan, but work sites may add inspection items based on their actual condition and maintain written records (the inspection records shall be kept for 3 years). The occupational safety and health administration unit shall provide consultation and supervision to all units.

(2) 自動檢查周期管理之擬訂：環保暨安全衛生室安全衛生組(自動檢查實施項目週期表，如附表 1)。

2. Formulation of autonomous inspection cycle: Health and Safety Section of the Office of Environmental Protection, Occupational Safety and Health (The Autonomous Inspection Implementation Cycle is shown in Table 1.)

(3) 自動檢查周期實施之審查 / 核准：環保暨安全衛生室職業安全衛生委員會。

3. Review/approval of the autonomous inspection cycle implementation: Environmental Protection, Occupational Safety and Health Committee

(4) 自動檢查表擬訂 (可參閱附表 2 至附表 14 範本)：各工作場所負責人。

4. Drafting the Autonomous Inspection Form (refer to the templates from Table 2 through Table 14): All work site directors

(5) 年度自動檢查周期確認：環保暨安全衛生室安全衛生組。

5. Confirmation of the annual autonomous inspection cycle: Health and Safety Section of the Office of Environmental Protection, Occupational Safety and Health

(6) 月、季、年自動檢查執行：實驗室、試驗室、實習工場、試驗工場(以下稱：實驗(習)場所)從事操作或管理之人員或工作作業場所安全衛生聯絡人。

6. Execution of the monthly, quarterly, and annual autonomous inspection: Personnel engaged in the operation or management of laboratories, testing laboratories, practicum workshops, experimental sites (“the laboratories (practicum sites)”) or safety and health coordinator of the work sites

(7) 每日作業檢點及地震、颱風停止作業恢復使用或作業前之檢點：實驗(習)場所從事操作、管理之人員或工作作業場所安全衛生聯絡人。

7. Daily operational inspection and the inspection before resumption to use or work after suspension due to earthquake or typhoon: Personnel engaged in the operation or management of laboratories, testing laboratories, practicum workshops, experimental sites (“the laboratories (practicum sites)”) or safety and health coordinator of the work sites

四、作業內容：

Article 4 Work Content:

(1) 作業內容說明：

1. Description of work content:

對於機械、設備之定期檢查，應依實際需要自行訂定，並以檢點手冊、檢點表等為之。確實依據自動檢查實施項目週期表（如附表 1 所示）查詢校內機械、設備、或作業是否需進行自動檢查，各單位可依據前述計畫期程確實執行自動檢查。自動檢查時應確實填寫自動檢查紀錄表（如附表 2 至附

表 14 所示)。各單位應依自動檢查紀錄表，按時檢查並於次月前將檢查結果擲交環保暨安全衛生室管理師乙份，自存乙份。

Regular inspection of machinery and equipment shall be scheduled according to actual needs and carried out by using inspection manuals and inspection forms. The Autonomous Inspection Implementation Cycle (as shown in Table 1) shall be used to check if autonomous inspection is required for the machinery, equipment, or operations. Each unit may execute the autonomous inspection according to the abovementioned plan and schedule. When carrying out autonomous inspection, the Autonomous Inspection Records Form (as shown in Table 2 to Table 14) shall be filled out accurately. All units shall carry out the inspection on a timely basis according to the Autonomous Inspection Records Form, and submit a copy of the inspection results to the occupational safety and health management specialist at the Office of Environmental Protection, Occupational Safety and Health before the next month, while keeping a copy for themselves.

(2) 自動檢查類別：

2. Type of autonomous inspection:

定期檢查：即對工作場所各種機器、設備，依照其性質、使用時間而進行週期性檢查(依每月、每季、每年等不同間隔。)，目的是為了明瞭機械的使用狀況。

Regular inspection: It means that periodic inspections (at different intervals including monthly, quarterly, or annually) are carried out on all machinery and equipment in the work sites according to their nature and usage time, for the purpose of understanding the status of machinery usage.

(3) 自動檢查表應就下列事項紀錄

3. Autonomous Inspection Form shall record the following:

- 1、 檢查月、季、年。
 - (1) The month, quarter, or year of inspection
- 2、 檢查方法。
 - (2) Inspection method
- 3、 檢查部份。
 - (3) The part(s) inspected
- 4、 檢查結果。
 - (4) Inspection results
- 5、 實施檢查者之姓名。
 - (5) Name of the person who carries out the inspection
- 6、 依檢查結果採取改善措施之內容。
 - (6) Content of improvement measures adopted based on the inspection results

(4) 自動檢查紀錄注意事項

4. Notes on autonomous inspection records

- 1、 『自動檢查表』於機器、設備改變時，應由實際操作、使用人員、或檢查人員提出修訂，並

於修訂後應知會環保暨安全衛生室管理師，然後重新執行。

(1) When the machinery and equipment are changed, revision of the “Autonomous Inspection Form” shall be proposed by the personnel who actually operate or use them or the inspector, and the occupational safety and health management specialist at the Office of Environmental Protection, Occupational Safety and Health shall be informed after the revision, and then inspection shall be re-executed.

2、自動檢查記錄應保存 3 年。

(2) The autonomous inspection records shall be kept for 3 years.

3、學校應統計於本年度校內所執行自動檢查結果，並依據統計結果分析本年度之執行成效，以作為未來改善之依據。

(3) The University shall compile statistics on the results of all autonomous inspections carried out in the current year, and analyze the implementation outcomes for the current year based on the statistical results to serve as a basis for future improvement.

(5) 自動檢查發生異常之行為處理注意事項：

5. Notes on handling anomalies found during autonomous inspection:

1、職業安全衛生管理辦法第 81 條規定作業人員、主管人員、及職業安全衛生管理人員實施檢查、檢點，如發現對校內工作者有危害之虞時應即報告上級主管。於實施自動檢查，發現有異常時，應立即檢修及採取必要措施。

(1) Article 81 of the Regulations Governing Occupational Safety and Health stipulates that if workers, supervisors, and occupational safety and health management officers find potential hazards to internal workers when carrying out inspection and routine check, they shall report to the higher-level supervisor immediately. When an anomaly is found through the implementation of autonomous inspection, immediate repair and necessary measures shall be taken.

(6) 其他自動檢查必要措施

6. Other necessary measures for autonomous inspection

1、職業安全衛生管理辦法第 84 條規定，學校以其事業之全部或部分交付承攬或再承攬時，如該承攬人使用之機械、設備或器具係由學校提供，該機械、設備或器具應由原事業單位實施定期檢查及重點檢查。前項定期檢查及重點檢查於有必要時得由承攬人或再承攬人會同實施。

(1) Article 84 of the Regulations Governing Occupational Safety and Health stipulates that when a school entrusts all or part of its business to a contractor or subcontractor, and the machinery, equipment, or apparatus used by the contractor is provided by the school, the principal business unit shall implement regular inspections and major inspections. The aforesaid regular inspections and major inspections may be jointly carried out with the contractor or subcontractor when necessary.

2、前述之定期檢查及重點檢查如承攬人或再承攬人具有實施之能力時，得以書面約定由承攬人或再承攬人為之。

(2) If the contractor or subcontractor is capable of carrying out the aforesaid regular inspections and

major inspections, the contractor or subcontractor may undertake the tasks by written agreement.

3、 職業安全衛生管理辦法第 85 條規定，學校承租、承借機械、設備或器具供校內使用者，應對機械、設備或器具實施自動檢查。

(3) Article 85 of the Regulations Governing Occupational Safety and Health stipulates that the school shall carry out autonomous inspection on the machinery, equipment, or apparatus if it has leased or borrowed the machinery, equipment, or apparatus for the use of internal users in the school.

4、 前項自動檢查之定期檢查，於學校承租、承借機械、設備或器具時，得以書面約定由出租、出借人為之。

(4) If a school has leased or borrowed machinery, equipment, or apparatus, regular inspections under the aforesaid autonomous inspection may be undertaken by the lessor or lender based on written agreement.

(7) 專業技術事項之安全衛生定期檢查、設備合格檢查應按時檢查，危險性機械、設備應委請

(代) 檢查機構，經檢查合格取得合格證後才能使用。使用超過規定期間者，非經再檢查合格不得繼續使用。

7. Regular safety and health inspections and equipment qualification inspections for professional technical items shall be carried out on schedule. For dangerous machinery and equipment, an inspection agency shall be entrusted to carry out the inspection, and the machinery and equipment can only be used after passing the inspection and obtaining a qualifying certificate. If the period of use exceeds the prescribed time, the machinery and equipment shall not be used unless passing a re-inspection.

(8) 本計畫經環保暨職業安全衛生委員會審議通過後，自公布日起實施，修正時亦同。

8. This Program shall be reviewed and passed by the Environmental Protection, Occupational Safety and Health Committee and then implemented on the date of promulgation and shall apply to subsequent amendments.

(附表 1)自動檢查實施週期

(Table 1) Autonomous Inspection Implementation Cycle

機械設備 Machinery and equipment	檢查種類 Type of inspection	週 期 Cycle	檢 查 項 目 Inspection items	備 註 Remarks
一般車輛 General automotives	定期檢查 (第 14 條) Regular inspection (Article 14)	每三個月 Every 3 months	車輛之各項安全性性能定期實施檢查。 Regularly carry out inspection on various safety performances of automotives.	定義:校長座車。 Definition: The President's vehicle 執行單位:總務處事務組。 Execution unit: Division of General Affairs, Office of General Affairs
離心機械 Centrifugal machinery	定期檢查 (第 18 條) Regular inspection (Article 18)	每 年 Annually	1.回轉體、覆蓋、連鎖裝置。Rotary parts, cover, interlocking devices 2.主軸軸承。Spindle bearings 3.制動器。Brakes 4.外殼。Enclosure 5.前各款之附屬螺栓。Bolts accompany the above parts	定義:係指離心分離機、離心脫水機, 利用 迴轉離心力將內裝物分離、脫水者。 Definition: Referring to centrifugal separator and centrifugal hydro-extractor, which separate or dehydrate the contents inside the machine through the principle of centrifugal force. 執行單位:各實驗單位。 Execution unit: All experimental units
升 降 機 Elevators	定期檢查 (第 22 條) Regular inspection (Article 22)	每 月 Monthly	一、每月定期實施檢查一次。 1. Carry out inspection once a month. 二、每月檢查項目: 2. Monthly inspection items: 1.終點極限開關、緊急停止裝置、制動器、 控制裝置及其他安全裝置有無異常。 (1) Are the final limit switch, emergency stop device, brake, control device, and other safety devices working properly? 2.鋼索或吊鏈有無損傷。 (2) Is the steel wire or hoisting chain damaged? 3.導軌之狀況。 (3) Condition of the guide rails	定義:校內各棟大樓設置之電梯。 Definition: Elevators in all KMU buildings 執行單位:總務處營繕組。 Execution unit: Division of Construction and Maintenance, Office of General Affairs

機械設備 Machinery and equipment	檢查種類 Type of inspection	週 期 Cycle	檢 查 項 目 Inspection items	備 註 Remarks
			<p>4.設置於室外之升降機者，為導索結頭部分有無異常。</p> <p>(4) For outdoor elevators, are the wire rope terminal ends working properly?</p>	
乾燥設備 Drying equipment	定期檢查 (第 27 條) Regular inspection (Article 27)	每 年 Annually	<p>1. 內、外部是否有損傷，變型或腐蝕 Is there any internal or external damage, deformation, or corrosion?</p> <p>2. 換氣設備或安全閥、壓力錶是否正常 Are the ventilation equipment or safety valves, pressure gauges working properly?</p> <p>3. 窺視孔、出入孔、排氣孔等開口部是否正常 Are the openings including observation port, access hole, and exhaust vent working properly?</p> <p>4. 內部溫度設定裝置及調整裝置是否正常 Are the internal temperature setting device and adjustment device working properly?</p> <p>5. 設置於內部之電氣及配線是否正常 Are the internal electrical parts and wiring working properly?</p> <p>6. 設置於內部之機械是否正常 Are the interior mechanical parts working properly?</p>	

機械設備 Machinery and equipment	檢查種類 Type of inspection	週 期 Cycle	檢 查 項 目 Inspection items	備 註 Remarks
低、高壓 電氣設備 Low- and high-voltage electrical equipment	定期檢查 (第 30、31 條) Regular inspection (Articles 30 and 31)	<u>每月</u> Monthly	1. 高、低壓受電盤及分電盤(含各種電驛、儀 表及其切換開關等)之動作試驗。Operation tests on the high- and low-voltage incoming panel and distribution panel (including various relays, meters, and their switching controls). 2. 高、低壓用電設備絕緣情形接地電阻及其 其他安全設備狀況。The insulation condition, grounding resistance, and other safety device condition of the high- and low-voltage electrical equipment. 3. 自備屋外高低壓配電線路情況 。 Condition of the self-installed outdoor high- and low-voltage distribution lines.	定義: Definitions: 1.高壓:係指超過六百伏特至二萬二千八 百伏特之電壓。High voltage: Refers to voltage ranging from over 600V to 22,800V. 2.低壓:係指六百伏特以下之電壓。Low voltage: Refers to voltage below 600V. 3.校內各大樓總配電室及各負載處之配電盤。 The main distribution panels in all KMU buildings and the distribution panels at all load points. 執行單位: 總務處營繕組。 Execution unit: Division of Construction and Maintenance, Office of General Affairs
鍋爐 Boilers	定期檢查 (第 32 條) Regular inspection (Article 32)	每 月 Monthly 每 年 Annually	1. 內部檢查 Internal check 2. 外部檢查 External check 3. 附屬品裝置 Accessories and auxiliary equipment	
第一種 壓力容器/高 壓氣體容器 Class 1	定期檢查 (第 33 條) Regular inspection	每 月 Monthly	1.本體有無損傷、變形。Is the main body damaged or deformed? 2.蓋板螺栓有無損耗。Is there any wear and tear of the lid bolts?	定義:實驗單位設置之壓力容器。 Definition: Pressure vessels in experimental units 執行單位:各實驗單位。

機械設備 Machinery and equipment	檢查種類 Type of inspection	週 期 Cycle	檢 查 項 目 Inspection items	備 註 Remarks
pressure vessels/high- pressure gas vessels	(Article 33)	每學期 Every semester	3.管及閥等有无損傷、洩漏。 Are the pipes and valves damaged or leaking? 4.壓力表及溫度計及其他安全裝置有无損傷。 Are the pressure gauges, thermometers, and other safety devices damaged? 5.平台支架有无嚴重腐蝕。 Are the platform supports seriously corroded?	Execution unit: All experimental units
特定化學設備 Specific chemical equipment	定期檢查 (第 38 及 39 條) Regular inspection (Articles 38 and 39)	每兩年 Every 2 years	1.內部有否足以形成其損害原因之物質存在。 Are there any substances in the interior that may cause damage? 2.內面及外面有否顯著損傷、變形及腐蝕。 Is there any obvious damage, deformation, or corrosion in the interior and exterior? 3.蓋、凸緣、閥、旋塞等之狀態。 Condition of the covers, flanges, valves, and plugs. 4.安全閥、緊急遮斷裝置與其他安全裝置及自動警報裝置之性能。 Performance of the safety valve, emergency shutdown device, and other safety devices and auto-alarm systems. 5.冷卻、攪拌、壓縮、計測及控制等裝置之性能。 Performance of the cooling, stirring, compression, measuring, and control devices. 6.備用動力源之性能。 Performance of the backup power source. 7.其他為防止丙類第一種物質或第丁類物質之洩漏必要事項。 Other necessary items for prevention of leakage of Type C Class 1 substances or Type D substances. 8.熔接接頭有否損傷、變形及腐蝕。 Are the welded joints damaged, deformed, or corroded? 9.凸緣、閥、旋塞等之狀態。 Condition of the	

機械設備 Machinery and equipment	檢查種類 Type of inspection	週 期 Cycle	檢 查 項 目 Inspection items	備 註 Remarks
			flanges, valves, and plugs. 10. 鄰接於配管供為保溫之蒸氣管接頭有否損傷、變形或腐蝕。 Is the ground joint coupling adjacent to piping for insulation purpose damaged, deformed, or corroded?	
局部排氣裝置或除塵裝置 Local exhaust ventilation system or dust removal system	重點檢查 (第 40 條) Major inspection (Article 40)	每 年 Annually	1. 氣罩、導管及排氣機之磨損、腐蝕、凹凸及其他損之狀況及程度。 Condition and extent of wear, corrosion, dents and bumps, and other damages to the hoods, ducts, and exhausters. 2. 導管或排氣機之塵埃聚積狀況。 Dust accumulation condition in the ducts and exhausters. 3. 排氣機之注油潤滑狀況。 Lubrication status of the exhausters. 4. 導管接觸部份之狀況。 Condition of the contact parts of the ducts. 5. 連接電動機與排氣機之皮帶之鬆弛狀況。 Slackening status of the belt that	定義:實驗場所使用之抽、排氣裝置。 Definition: Chemical hoods used in the experimental sites 執行單位:各實驗單位。 Execution unit: All experimental units

機械設備 Machinery and equipment	檢查種類 Type of inspection	週 期 Cycle	檢 查 項 目 Inspection items	備 註 Remarks
			<p>connects the electric motor and the exhauster.</p> <p>6. 吸氣及排氣之能力。 Air intake and exhaust capabilities.</p> <p>7. 設置於排放導管上之採樣設施是否牢固、鏽蝕、損壞、崩塌或其他妨礙作業安全事項。 Are the sampling devices installed on the exhaust duct secure, free from corrosion, damage, collapse, or other issues that may interfere with safe operation?</p> <p>8. 其他保持性能必要事項。 Other necessary items to ensure the system performance.</p>	
實驗室環境自動檢查 Autonomous inspection of lab environment	定期檢查 Regular inspection	每 季 Quarterly	<p>1. 水龍頭開關有無關閉或漏水 Are the faucets turned off or leaking?</p> <p>2. 瓦斯開關有無關閉或漏氣 Are the gas valves turned off or leaking?</p> <p>3. 氣體鋼瓶 開關有無關閉並上鐵鍊固定 Are the gas cylinder valves turned off and secured with a chain?</p> <p>4. 化學品櫃有無依照化學品特性分類，並放置於低處，並設有檔板，以免因震動打開內部化學品傾倒，不使用時應緊閉上鎖 Are the chemical cabinets organized by chemical properties, placed on lower shelves, equipped with baffle plates to prevent accidental opening and chemical spills due to vibration, and securely locked when not in use?</p> <p>5. 加熱器開關有無關閉 Is the heater turned off?</p> <p>6. 開飲機開關有無關閉 Is the water dispenser turned off?</p> <p>7. 熱水瓶開關有無關閉 Is the electric water</p>	

機械設備 Machinery and equipment	檢查種類 Type of inspection	週 期 Cycle	檢 查 項 目 Inspection items	備 註 Remarks
			boiler turned off? 8. 延長線實驗場所應禁止使用延長線 The use of extension cords shall be prohibited in experimental sites. 9. 高壓滅菌鍋開關有無關閉 Is the autoclave turned off? 10. 廢液儲存桶廢液儲存桶有無設置防漏承接盤 Is the waste liquid storage container equipped with a spill containment tray? 11. 其它 Other	

(附表 2)一般車輛自動檢查紀錄表(參考範例)

(Table 2) Autonomous Inspection Records Form for General Automotives (Template for reference)

高雄醫學大學一般車輛定期檢查表(每季)

Kaohsiung Medical University

Regular Inspection Form for General Automotives (Quarterly)

檢查週期：每季
Inspection
cycle:

保管單位：_____ 車牌號碼：_____ 保管人：_____

Custodian unit: _____ License plate number: _____ Custodian: _____

檢查日期：____年__月__日

Inspection date: _____(YYYY/MM/DD)

項次 No.	檢查項目 Inspection item	檢查基準 Inspection standard	檢查方法 Inspection method	檢查結果 Inspection result
1.	車體 Body	檢查車內外 車架完整 外表無擦撞痕 配件無鬆動 Check the interior and exterior of the vehicle; make sure the vehicle frame is intact; no sign of collision or scrapes on the exterior; all components are not loosened.	<input type="checkbox"/> 目視 Visual <input type="checkbox"/> 操 作 Operational	
2.	輪胎 Tires	檢查胎壓正常 胎面無針刺物 鋼圈無變形 螺栓無鬆動 完整 Check if the tire pressure is normal; make sure there are no punctures on the tire surface; the rims are not deformed; nuts and bolts are not loosened; the tires are intact.	<input type="checkbox"/> 目視 Visual <input type="checkbox"/> 操 作 Operational	
3.	油箱 Fuel tank	油箱外表完整無滲漏 Exterior of the fuel tank is intact with no leaks.	<input type="checkbox"/> 目視 Visual <input type="checkbox"/> 操 作 Operational	
4.	冷卻水箱 Coolant tank	水箱及輸送管路 水質正常 水位正常無破漏 The water quality and water level in the coolant tank and delivery pipe are normal with no cracks or leaks.	<input type="checkbox"/> 目視 Visual <input type="checkbox"/> 操 作 Operational	
5.	油壓裝置 Hydraulic system	油壓裝置試動作。 無漏油 操作正常 Trial run the hydraulic system; make sure there is no oil leak and operation is normal.	<input type="checkbox"/> 目視 Visual <input type="checkbox"/> 操 作 Operational	
6.	蓄電池及電氣 系統 Battery and electrical system	檢查電池接線頭 電瓶液位 電壓指示 前後車燈 警示燈 喇叭 雨刷動作 清潔液無鬆動正常 液充足 Check the battery terminals, the battery fluid level, the voltage indicator, the front and rear lights, the warning lights, the horn, the windshield wiper functioning, the cleaning fluid, and make sure they are working properly with no loosened part and the fluid is sufficient.	<input type="checkbox"/> 目視 Visual <input type="checkbox"/> 操 作 Operational	

7.	煞車設備 Braking system	煞車油液位 煞車分泵 油管 手、腳煞車測試 正常無漏油 性能良好 Check the brake fluid level, the brake master cylinder, and the brake lines; test the hand and foot brakes, and make sure they are working properly with no oil leaks, and they have good performance.	<input type="checkbox"/> 目視 Visual <input type="checkbox"/> 操作 Operational	
8.	引擎 Engine	檢查潤滑油位正常 啟動容易 試運轉無異響 檢查排煙 Check if the lubricating oil level is normal, and make sure the engine starts easily, there are no abnormal noises during test run; check the exhaust system.	<input type="checkbox"/> 目視 Visual <input type="checkbox"/> 操作 Operational	
9.	排氣管火焰捕捉器 Flame arrester of the exhaust pipe	檢查固定是否良好 檢查外觀完整無破孔 以通條試通確定內濾網完好 Check if the fixings are secure; check if the exterior is intact with no holes; confirm the internal filter is in good condition with a gauge.	<input type="checkbox"/> 目視 Visual <input type="checkbox"/> 操作 Operational	
檢查發現危害及危害分析： Hazard found and hazard analysis:		評估危害風險（嚴重性及可能性分析）： Assess the hazard risks (severity and possibility):	評估結果改善措施： Evaluation results and improvement measures:	檢討改善措施之合宜性： Review the appropriateness of the improvement measures:

備註：1. 依「職業安全衛生管理辦法」第14條規定一般車輛應每三個月就車輛各項安全性能定期實施檢查一次，紀錄保存三年。

Notes: 1. In accordance with Article 14 of the Regulations Governing Occupational Safety and Health, regular inspections on various safety performances of the vehicle shall be carried out once every 3 months for general automobiles, and the records shall be kept for 3 years.

2. 檢查結果欄：正常狀態打 v，可能有異常△，異常狀態打 x，無此項目打一。

2. In the inspection result field, please mark “v” for normal, “△” for possible anomaly, “x” for abnormal, and “—” if there is no such item.

3. 檢查結果若發現有危害之異常時，請立即報修。

3. If a hazardous anomaly is found in the inspection result, please send the vehicle for repair immediately.

檢查人員：

Inspector:

單位主管：

Head of unit:

(附表 3) 離心機械設備(名稱:) 每年定期檢查紀錄表 (參考範本)

(Table 3) Annual Regular Inspection Records Form for Centrifugal Machinery and Equipment

(Name:) (Template for reference)

設置場所 :

放置地點 :

檢查日期 : 年 月 日

Setup site:

Location:

Inspection date: _____

(YYYY/MM/DD)

項目 Item	檢查內容 Inspection content	檢查方法 Inspection method	檢查結果 Inspection result	改善措施 Improvement measure
外 殼 Enclosure	1.外殼螺絲是否栓緊 Are the screws on the enclosure tightened?			
	2.使用時, 蓋子是否蓋緊 Is the cover closed tightly when in use?			
	3.外殼有無龜裂、變形現象 Is the enclosure cracked or deformed?			
	4.電源是否接地 Is the power source grounded?			
回 轉 體 Rotary parts	1.回轉體螺絲是否栓緊 Are the screws on the rotary parts tightened?			
	2.是否標示最大轉速 Is the maximum rotational speed indicated?			
	3.回轉體有無龜裂、變形現象 Are the rotary parts cracked or deformed?			
主 軸 軸 承 Spindle bearings	1. 自離心機機械取出內裝物時、應使該機械停止運轉後再行取出 When removing contents from the centrifuge, the machine shall be stopped before taking out the contents.			
	2.主軸軸承有無龜裂、變形現象 Are the spindle bearings cracked or deformed?			
	3.轉速所發出的聲音是否正常 Is the sound emitted at the current rotational speed normal?			

制 動 器 Brakes	1.是否有制動裝置 Is there a braking system?			
	2.是否有設備操作手冊 Is there an operational manual for the equipment?			

檢查人員：

Inspector:

場所負責人：

Site director:

單位主管：

Head of unit:

備註：

Notes:

1. 依「職業安全衛生管理辦法」第 18 條規定辦理。It shall be implemented in accordance with Article 18 of the Regulations Governing Occupational Safety and Health.
2. 檢查結果：正常打✓，異常打✗，如無此項檢點項目請以"—"示之。Inspection results: Please mark "v" for normal and "x" for abnormal; please mark "—" if there is no such inspection item.
3. 表格保存三年。This form shall be kept for 3 years.
4. 每年檢查完後，送一份至職業安全衛生管理單位或管理人員彙整備查。After the annual inspection, submit a copy to the occupational safety and health administration unit or management officer for compilation and future reference.

(附表 4) 升降機每月定期檢查記錄表 (參考範本)

(Table 4) Monthly Regular Inspection Records Form for Elevators (Template for reference)

樓名： 樓至 樓

地點：

檢查日期：

Building: F to F

Location:

Inspection date:

項目 No.	檢查項目 Inspection item	檢 查 方 法 Inspection method	檢 查 結 果 Inspection result	改 善 措 施 Improvement measure
1.	終點極限開關、緊急停止裝置、制動器是否正常 Are the final limit switch, emergency stop device, and brakes working properly?			
2.	鋼索或吊鏈有無損傷 Is the steel wire or hoisting chain damaged?			
3.	導軌狀況是否良好 Are the guide rails in good condition?			
4.	安全門動作及沖道鐵門是否正常 Are the safety door operation and the metal door working properly?			
5.	車廂升降是否正常 Is the elevator car working properly?			
6.	變速箱之機油是否適量、設備是否清潔 Is the transmission gear oil level appropriate? Is the equipment clean?			
7.	控制裝置及機動傳導裝置是否正常 Are the control device and mechanical transmission device working properly?			
8.	連鎖開關、調速機等安全裝置是否正常 Are the safety devices such as the interlocking switch and speed controller working properly?			

9.	其他 Other			
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檢查人員：
Inspector:

場所負責人：
Site director:

單位主管：
Head of unit:

(附表 5) 乾燥機每年定期檢查(參考範本)

(Table 5) Annual Regular Inspection for Dryers (Template for reference)

場所名稱：

放置地點：

檢查日期： 年 月 日

Site name:

Location:

Inspection date: _____
(YYYY/MM/DD)

項次 No.	檢 點 項 目 Inspection item	檢查方法 Inspection method	檢查結果 Inspection result	改善措施 Improvement measure
1.	內、外部是否有損傷，變型或腐蝕 Are the interior and exterior damaged, deformed, or corroded?			
2.	換氣設備或安全閥、壓力錶是否正常 Are the ventilation equipment or safety valve, and pressure gauge working properly?			
3.	窺視孔、出入孔、排氣孔等開口部是否正 常 Are the openings including observation port, access hole, and exhaust vent working properly?			
4.	內部溫度設定裝置及調整裝置是否正常 Are the internal temperature setting device and adjustment device working			

	properly?		
5.	設置於內部之電氣及配線是否正常 Are the internal electrical parts and wiring working properly?		
6.	設置於內部之機械是否正常 Are the internal mechanical parts working properly?		
7.	其他 Other		

檢查人員：

Inspector:

場所負責人：

Site director:

單位主管：

Head of unit:

1. 依「職業安全衛生管理辦法」第 27 條辦理。It shall be implemented in accordance with Article 27 of the Regulations Governing Occupational Safety and Health.
2. 檢查結果：正常打✓，異常打✕，如無此項檢點項目請以“—”示之。Inspection results: Please mark “v” for normal and “x” for abnormal; please mark “-” if there is no such inspection item.
3. 表格保存三年。This form shall be kept for 3 years.
4. 每年檢查完後，送一份至職業安全衛生管理單位或管理人員彙整備查。After the annual inspection, submit a copy to the occupational safety and health administration unit or management officer for compilation and future reference.

(附表 6) 用電設備 (低電壓部分) (巡)檢查月報表(參考範本)

(Table 6) Monthly Inspection (Walk-through) Report for Electrical Equipment (Low-voltage)
(Template for reference)

科別：

地點：

檢查日期： 年 月 日

Department:

Location:

Inspection date: _____
(YYYY/MM/DD)

檢 查 項 目 Inspection item	檢 查 方法 Inspection method	結 果 Result	改善 措施 Improvement measure	檢 查 項 目 Inspection item	檢 查 方法 Inspection method	結 果 Result	改善 措施 Improvement measure
1 進屋線 Service line entering the facilities				PVC 管大無燒焦之現象 Is there any sign of burning or scorching on the PVC conduit?			
線徑有無過載 Is the wire overloaded according to its line diameter?				配管之支持物是否良好 Is the support structure for the conduit in good condition?			
有無燒焦現象 Is there any sign of burning or scorching?				7 電磁開關 Magnetic switch			
2 電表箱 Meter box				電磁開關之容量是否符合馬達 Does the capacity of the magnetic switch match with the motor?			
表箱有無生銹 Is the meter box rusty?				ON OFF 押扣開關是否良好 Is the ON/OFF push-button switch in good condition?			
外殼是否破損 Is the enclosure damaged?				熱動過負荷繼電器是否正常 Is the thermal overload relay working properly?			
接地線是否良好 Is the grounding wire in good condition?				接觸點有無燒損或脫落現象 Is there any sign of burning or loosening at the contact point?			
3 總開關 Master power switch				配線是否良好 Is the wiring properly installed?			
有無過載燒損之現象 Is there any sign of overload or burn damage?				接地線是否完整 Is the grounding wire intact?			
開關之前後配線是否完整 Is the front and back wiring for the switch intact?				8 低壓馬達 (200V、 380V) Low-voltage motor (200V, 380V)			

	使用中是否有超過常溫之熱度 Is there excessive heat beyond the normal operating temperature when it is in use?				馬達外殼有無接地 Is the motor enclosure grounded?			
	開關箱接地線是否良好 Does the switch box have good grounding wire?				接線端常動部分由無露出 Is the frequently touched part of the wire end exposed?			
4	分路開關 Branch circuit switch				馬達固定位置是否良好 Is the motor securely mounted in a good position?			
	開關與配線頭是否完整 Are the switch and wire connectors intact?				馬達外殼由無生鏽或污穢 Is the motor enclosure rusty or dirty?			
	有無過載燒損之現象 Is there any sign of overload or burn damage?			9	低壓電容器 (200V、380V) Low-voltage capacitor (200V, 380V)			
	線徑與開關是否配合 Does the wire gauge match with the switch?				外殼是否生鏽現象 Is there any sign of rust on the enclosure?			
	開關箱接地線是否良好 Does the switch box have good grounding wire?				體積又無膨脹現象 Is there any sign of swelling in size?			
5	幹線 Trunk line				接地線有無連結而完整 Is the grounding wire intact and properly connected?			
	各幹線有無過載之現象 Is there any sign of overload on the trunk lines?				有無漏油現象 Is there any sign of oil leaks?			
	線頭與開關接觸是否良好 Is the wire end in good contact with the switch?			10	漏電斷路器 Earth-leakage circuit breaker			
	保險絲與線徑是否良好 Are the fuse and the wire gauge in good condition?				按測試鈕開關是否跳脫 Does it trip when the test button is pushed?			
	幹線線頭有無燒焦之現象 Is there any sign of burning or scorching at the ends of the trunk lines?				潮濕地方是否安裝漏電器 Is the earth-leakage circuit breaker installed in damp locations?			
6	導管線 Conduit line				接觸端的導線是否燒焦現線 Does the wire show any sign of burning or scorching at the connection points?			
	管徑與導線是否符合內規 Are the conduit size and wire in compliance with the internal regulations?			11	功率因數 Power factor			
	導線管有無破損 Is the conduit damaged?				效率是否良好 Is it efficient?			

明管之連接處是否良好 Are the exposed conduit connections in good condition?				12	台電電力公司契約容量 Taiwan Power Company contract capacity			
導線管是否焊接接地線 Is a grounding wire welded to the conduits?					是否超過 Is the capacity exceeded?			
檢查人員： Inspector:		場所負責人： Site director:			單位主管： Head of unit:			

備註：Notes:

依「職業安全衛生管理辦法」第 31 條規定辦理。

It shall be implemented in accordance with Article 31 of the Regulations Governing Occupational Safety and Health.

檢查結果：正常打 ，異常打×，如無此項檢點項目請以“-”示之。

Inspection results: Please mark “v” for normal and “×” for abnormal; please mark “-” if there is no such inspection item.

表格保存三年。

This form shall be kept for 3 years.

4.每三個月檢查完後，送一份至職業安全衛生管理單位或管理人員彙整備查。

4. After the inspection every 3 months, submit a copy to the occupational safety and health administration unit or management officer for compilation and future reference.

(附表 7) 用電設備 (高電壓部分) (巡)檢查月報表(參考範本)

(Table 7) Monthly Inspection (Walk-through) Report for Electrical Equipment (High-voltage)
(Template for reference)

科別：

地點：

檢查日期： 年 月 日

Department:

Location:

Inspection date: _____
(YYYY/MM/DD)

檢 查 項 目 Inspection item		檢查 方法 Inspection method	結 果 Result	改善 措施 Improvement measure	檢 查 項 目 Inspection item		檢查 方法 Inspection method	結 果 Result	改善 措施 Improvement measure
1	屋外架空線路 Outdoor overhead power line					接線處有無過熱現象 Is there any sign of overheating at the connection?			
	高壓電桿有無傾斜 Is the high-voltage power pole tilted?					套管有無裂痕現象 Is there any crack on the conduit?			
	橫擔有無腐蝕情形 Is the crossarm corroded?					外殼有無生鏽 Is the enclosure rusty?			
	礙子有無破損 Is the insulator damaged?					紅綠表示器是否良好 Is the red/green indicator in good condition?			
	拉線有無生鏽或斷落情形 Is the guy wire rusty or broken?					控制迴路是否良好 Is the control circuit in good condition?			
	電線弛度是否適中 Is the wire sag appropriate?					接地線是否良好 Is the grounding wire in good condition?			
2	變壓器 Transformer				8	配電盤 (箱) Distribution switchboard (box)			
	主體或散熱片有無生鏽 Is the main body or thermal pad rusty?					儀表指示是否正常 Is the instrument indicator working properly?			
	呼吸器之乾燥劑是否良好 Is the desiccant in the breather in good condition?					電譚是否良好 Is the relay in good condition?			
	有無漏油現象 Is there any sign of oil leaks?					指示燈是否良好 Is the indicator light in good condition?			
	接線處有無過熱現象 Is there any sign of overheating at the connection?					控制開關是否良好 Is the control switch in good condition?			

	溫度計指示是否準確 Is the thermometer reading accurate?					配電盤箱有無生銹 Is the distribution switchboard/box rusty?			
	接地線是否良好 Is the grounding wire in good condition?				9	比流器 Current transformer			
3	避電器 Surge arrester					二次測線路是否正常 Is the secondary wiring working properly?			
	外部表層有無裂痕 Is there any crack on the external surface?					接線處有無過熱現象 Is there any sign of overheating at the connection?			
	接地線有無過熱或鬆弛現象 Does the grounding wire show any sign of overheating or loosening?					接地線是否良好 Is the grounding wire in good condition?			
4	保險絲器 (PF 或 PCS) Fuse (PF or PCS)				10	比壓器 Voltage transformer			
	接觸處有無過熱現象 Is there any sign of overheating at the contact point?					外殼有無生銹現象 Is there any sign of rust on the enclosure?			
	底座有無生銹 Is the base rusty?					瓷套管是否良好 Is porcelain bushing in good condition?			
	熔絲容量是否適中 Is the fuse capacity appropriate?					接地線是否良好 Is the grounding wire in good condition?			
5	分段開關 (DS) Disconnecting switch (DS)				11	電容器 Capacitor			
	底座有無生銹 Is the base rusty?					外部有無生銹現象 Is there any sign of rust on the enclosure?			
	接觸處有無過熱現象 Is there any sign of overheating at the contact point?					瓷套管是否良好 Is porcelain bushing in good condition?			
6	高壓電纜 High-voltage cable					體積有無膨脹現象 Is there any sign of swelling in size?			
	防雨罩有無破損 Is the rain cover damaged?					接地線有無連結而完整 Is the grounding wire intact and properly connected?			
	電纜頭支撐物有無脫落 Are the cable head supports fallen off?				12	高壓馬達 High-voltage motor			

	電纜頭膠布有無龜裂破損 Is the cable head tape cracked or damaged?				起動開關是否良好 Is the starter switch in good condition?			
	電纜頭接地球是否良好 Is the cable head properly grounded?				外殼是否清潔良好 Is the enclosure clean and in good condition?			
7	油斷路器 Oil circuit breaker				接地線是否完整良好 Is the grounding wire intact and in good condition?			

檢查電氣技術人員：
Inspecting electrical technician:

場所負責人：
Site director:

單位主管：
Head of unit:

備註：

Notes:

1. 依「職業安全衛生管理辦法」第 30 條規定辦理。It shall be implemented in accordance with Article 30 of the Regulations Governing Occupational Safety and Health.

2. 檢查結果：正常打✓，異常打✗，如無此項檢點項目請以“—”示之。Inspection results: Please mark “v” for normal and “x” for abnormal; please mark “—” if there is no such inspection item.

3. 3.表格保存三年。This form shall be kept for 3 years.

4. 4.每半年檢查完後，送一份至職業安全衛生管理單位或管理人員彙整備查。After the half-yearly inspection, submit a copy to the occupational safety and health administration unit or management officer for compilation and future reference.

(附表 8) 鍋爐每月自動檢查記錄表

(Table 8) Monthly Autonomous Inspection Records Form for Boilers

樓別：_____樓

放置場所：

Building & Floor: _____F

Setup site:

檢查日期：

Inspection date:

檢點項目 Inspection item	檢查方法 Inspection method	檢查結果 Inspection result	改善措施 Improvement measure
鍋爐本體 Main body			
1. 鼓月同（或上、下汽水鼓）有無損傷變形 1. Are the surge tanks (or upper and lower steam drums) damaged or deformed?			
2. 爐筒有無損傷過熱或壓潰膨出 2. Is the boiler barrel damaged, overheated, or bulged/collapsed?			
3. 煙管或水管有無局部過熱或洩漏 3. Is the smoke tube or water tube locally overheated or leaking?			
4. 外殼、磚壁、保溫有無損傷、鬆弛龜裂 4. Is the enclosure, bricklayer, or insulation damaged, loosened, or cracked?			
燃燒裝置 Combustion device			
1. 燃料油加熱器有無損傷 1. Is the fuel oil heater damaged?			
2. 燃料輸送泵及管有無損傷 2. Is the fuel handling pump or tube damaged?			
3. 噴燃器有無損傷及污染 3. Is the fuel injection burner damaged or contaminated?			
4. 過濾器有無堵塞或損傷 4. Is the filter blocked or damaged?			
5. 燃燒器及壁爐有無污染及損傷 5. Is the burner and furnace contaminated and damaged?			
6. 煙道有無洩漏、損傷及風壓異常 6. Is the exhaust duct leaking, damaged, or having abnormal air pressure?			
自動控制裝置 Auto-control device			
1. 自動啟動停止裝置機能有無異常 1. Is the automatic START/STOP device working properly?			
2. 火焰檢出裝置有無異常 2. Is the flame detection device working properly?			
3. 燃料切斷裝置有無異常 3. Is the fuel cutoff device working properly?			
4. 水位調節裝置有無異常 4. Is the water level controller working properly?			

5.壓力調節裝置有無異常 5. Is the pressure regulator working properly?			
6.電器配線端子有無異常 6. Are the electrical wiring terminals working properly?			
附屬裝置 Auxiliary equipment			
1.給水裝置有無損傷及作動狀態 1. Is the water feed device damaged and in an operational state?			
2.蒸汽管及停止閥有無損傷及保溫狀態 2. Are the steam piping and shut-off valve damaged and in an insulating state?			
3.壓力錶及水位計是否正常 3. Are the pressure gauge and water level gauge working properly?			
4.安全閥性能是否正常性 4. Is the safety valve performance normal?			

檢查人員：

Inspector:

場所負責人：

Site director:

單位主管：

Head of unit:

備註：

Notes:

1. 依「職業安全衛生管理辦法」第 32 條辦理。It shall be implemented in accordance with Article 32 of the Regulations Governing Occupational Safety and Health.

2. 檢查結果：正常打√，異常打×，如無此項檢點項目請以“—”示之。**Inspection results: Please mark “v” for normal and “x” for abnormal; please mark “—” if there is no such inspection item.**

3. 表格保存三年。This form shall be kept for 3 years.

4. 每月檢查完後，送一份至職業安全衛生管理單位或管理人員彙整備查。After the monthly inspection, submit a copy to the occupational safety and health administration unit or management officer for compilation and future reference.

(附表 9) 小型鍋爐每年定期檢查(參考範本)

(Table 9) Annual Regular Inspection for Small Boilers (Template for reference)

場所名稱： 放置地點： 檢查日期： 年 月 日
Site name: Location: Inspection date: _____
(YYYY/MM/DD)

檢 點 項 目 Inspection item		檢查方法 Inspection method	檢查結果 Inspection result	檢 點 項 目 Inspection item	檢查方法 Inspection method	檢查結果 Inspection result
內 部 檢 查 Intern al check	1.腐 蝕 Corrosion			5.接 頭 Connector		
	2.溝 蝕 Grooving			6.支 撐 Support		
	3.龜 裂 Cracking			7.給水內管 Internal water feed pipe		
	4.水 垢 Scale			8.其 他 Other		
外 部 檢 查	1.腐 蝕 Corrosion			8.磚 灶 Brick stove		
	2.洩 漏 Leakage			9.防 爆 門 Explosion-proof door		
	3.過熱變形 Overheating and deformation			10.瓦斯通路 Gas path		
	4.龜 裂 Cracking			11.安裝基礎 Installation base		
	5.接 頭 Connector			12.保護材料 Protection material		
	6.管 端 Pipe end			13.保溫材料 Insulation material		
	7.燃 燒 口			14.其 他		

External check	Burner port			Other		
附屬品裝置 Accessories and auxiliary equipment	1.安全閥 Safety valve			6.溢水閥 Overflow valve		
	2.水位計 Water level gauge			7.開放管 Open pipe		
	3.壓力錶 Pressure gauge			8.U型豎管 U-tube vertical pipe		
	4.排吹裝置 Exhaust and blow-off device			9.自動控制裝置 Auto-control device		
	5.給水裝置 Water feed device			10.其他 Other		

檢查人員：
Inspector:

場所負責人：
Site director:

單位主管：
Head of unit:

備註：

Notes:

- 依「職業安全衛生管理辦法」第 34 條規定辦理。It shall be implemented in accordance with Article 34 of the Regulations Governing Occupational Safety and Health.
- 檢查結果：正常打✓，異常打×，如無此項檢點項目請以“-”示之。Inspection results: Please mark “v” for normal and “x” for abnormal; please mark “-” if there is no such inspection item.
- 表格保存三年。This form shall be kept for 3 years.
- 每年檢查完後，送一份至職業安全衛生管理單位或管理人員彙整備查。After the annual inspection, submit a copy to the occupational safety and health administration unit or management officer for compilation and future reference.
- 依檢查結果採取改現措施之內容為下：Contents of the improvement measures based on the inspection results are:

安全閥試跳紀錄： kg/cm² 跳開 kg/cm² 關閉。
Safety valve pop test record: Open at kg/cm² ; close at kg/cm²
水壓試驗情形： kg/cm² 維持 分鐘無洩漏。
Hydraulic pressure test: Maintain at kg/cm² for minutes without leakage

(附表 10) 高壓氣體容器鋼瓶自動檢查表 (參考範本)

(Table 10) Autonomous Inspection Form for High-pressure Gas Cylinder (Template for reference)

單位：_____系_____實驗室名稱 ()

Unit: Department of _____, Name of Laboratory _____ ()

檢查日期:(年、月、日) Inspection date: monthly	每月一次 (YYYY/MM/DD),					
檢查重點 Inspection focus	是 Yes	否 No	是 Yes	否 No	是 Yes	否 No
1. 鋼瓶之固定措施是否依規定(二條鍊條或固定架多點固定)直立固定好。Are the securing measures for the cylinder in compliance with the regulations (two-chain or multiple-point with a fixed frame) to ensure it is securely upright?						
2. 鋼瓶內容物名稱是否有明顯標示。Is the name of the cylinder content explicitly labeled?						
3. 是否對鋼瓶柱塞, 高壓軟管, 流量計, 調節器進行測漏試驗。Are leak tests performed on the cylinder valves, high-pressure hoses, flow meters, and regulators?						
4. 鋼瓶置放處是否避開易燃物, 或是火源及高熱處。Is the storage location of the gas cylinder kept away from flammable substances or fire and high heat?						
5. 鋼瓶未安裝於管線系統時是否加裝護蓋。Is a protective cap installed on the gas cylinder when it is not connected to the pipeline system?						
6. 氣體鋼瓶開啟後, 人員是否在實驗室現場 Are there people at the laboratory site after the gas cylinder is opened?						
7. 空鋼瓶是否以吊牌等標示[空] Is an empty cylinder labeled with a tag marking [EMPTY]?						
8. 管線是否以顏色或吊牌等標示內容氣體。Are the pipelines color-coded or labeled with tags indicating the content gas?						
9. 有毒及易燃氣體鋼瓶儲放處是否有洩漏感知器 Is there a leak detector in the storage area for toxic and flammable gas cylinders?						
10. 瓶身是否腐蝕、凹損或變形 Is the cylinder body corroded, dented, or deformed?						
11. 氧氣鋼瓶瓶口是否接觸或靠近油脂 Is the oxygen cylinder opening in contact with or near grease?						
12. 不相容氣體鋼瓶是否分類儲存 Are incompatible gas cylinders stored separately?						
13. 氫氣、乙炔等鋼瓶是否遠離高溫、電氣、日照 Are hydrogen and acetylene cylinders, etc. kept away from high temperatures, electrical sources, and direct sunlight?						

14. 板手使用後是否取下 Is the wrench removed after use?						
15. 瓶口是否有（定期：15 年內每三年、15-20 每兩年、20 年以上每年）檢查合格安全色環 Is there a safety color valve at the cylinder opening that indicates passing the inspection (regular inspection: every three years in the first 15 years, every two years between 15th-20th year, and annually after the 20th year)?						
<div>檢查人員簽名：</div> <div>Inspector' s signature:</div>						
<div>實驗室負責老師簽章：</div> <div>Lab instructor' s signature:</div>						

(附表 11)自動檢查紀錄表

(Table 11) Autonomous Inspection Records Form

壓力容器(高壓滅菌釜) 定期檢查表(參考範本)

Regular Inspection Form for Pressure Vessels (High-pressure Autoclave) (Template for reference)

檢查週期：每學期

Inspection cycle: Each semester

檢查日期：____年____月____日 設備位置：

Inspection date: _____ (YYYY/MM/DD) Equipment location: _____

檢查人員：____ 單位及聯絡電話：

Inspector: _____ Unit and contact number: _____

	檢查項目 Inspection item (包括有關之工作流程圖及機械設備結構圖) (including the relevant workflow diagrams and equipment structural diagrams)	檢查方法 Inspection method	檢查結果 Inspection result		說明 Description
			正常 Normal	異常 Abnormal	
容器 本體 Main body	1. 本體有無損傷、腐蝕 Is the body damaged or corroded?	檢視 Visual inspection			
	2. 焊接縫有無腐蝕或裂縫 Is there any corrosion or crack at the welding seam?	檢視 Visual inspection			
	3. 防銹油漆有無脫落 Is the anti-rust paint fallen off?	檢視 Visual inspection			
蓋板螺栓 Lid bolts	1. 各部螺栓有無鬆動或減少 Are the bolts in any parts loosened or reduced in number?	檢視 Visual inspection			
	2. 各部螺栓有無損耗、腐蝕 Are the bolts in any parts damaged or corroded?	檢視 Visual inspection			
	3. 蓋板、凸緣有無腐蝕或變形 Are the lid and flange corroded or deformed?	檢視 Visual inspection			
管及閥等 Pipes and valves, etc.	1. 閥、旋塞有無損耗或洩漏 Are there any wear or leaks in the valves or plugs?	檢視 Visual inspection			
	2. 各接頭有無漏洩 Are there any leaks at the connectors?	檢視 Visual inspection			
	3. 管線有無腐蝕 Are the pipelines corroded or damaged?	檢視 Visual inspection			
附屬及 安全裝置 Auxiliary and safety devices	1. 安全閥之性能有否正常 Is the safety valve performance normal?	實地檢測 Field inspection			
	2. 水蒸汽錶壓力是否正常 Is the steam gauge pressure normal?	實地檢測 Field inspection			
	3. 壓力偵測器是否有正常有無破損 Is the pressure sensor working properly and without damage?	檢視 Visual inspection			
	4. 溫度偵測器是否有正常 IS the temperature detector working properly?	檢視 Visual inspection			
危害 及分析 Hazards and analysis	經分析後會有下列危害因素產生： After analysis, it is found that the following hazards may occur: <input type="checkbox"/> 火災 Fire <input type="checkbox"/> 爆炸 Explosion <input type="checkbox"/> 毒氣洩漏 Toxic gas leak <input type="checkbox"/> 化學品洩漏 Chemical leak <input type="checkbox"/> 感電 Electric shock <input type="checkbox"/> 窒息 Suffocation <input type="checkbox"/> 物體飛落、掉落 Falling objects <input type="checkbox"/> 跌倒、滑倒 Slipping and falling <input type="checkbox"/> 其他 Other				

風險危害評估 Risk and hazard assessment	<p>經危害評估後，其危害風險之嚴重性如下（請打勾）</p> <p>After hazard assessment, the hazard severity is as follows: (please check as appropriate)</p> <p><input type="checkbox"/> 非常高度風險（不能接受之風險）：立即檢討現有保護措施之完整性且儘速進行工程、管理改善方案或作業管制或加強應變能力。Extremely high risk (unacceptable risk): Immediately review the integrity of existing protective measures and promptly implement engineering and management improvement plans, operational controls, or enhance emergency response capabilities.</p> <p><input type="checkbox"/> 高度風險（不能接受之風險）：立即檢討現有保護措施之完整性且於合理期限前進行工程、管理改善方案或作業管制或加強應變能力。High risk (unacceptable risk): Immediately review the integrity of existing protective measures and implement engineering and management improvement plans, operational controls, or enhance emergency response capabilities within reasonable time.</p> <p><input type="checkbox"/> 中高度風險（暫時接受之風險）：暫時可接受，但需要注意是否具更有效之保護措施或採取適當之作業程序、控制與安全措施。Medium to high risk (temporarily acceptable risk): Temporarily acceptable, but attention should be paid to whether more effective protective measures are available, or take appropriate operational procedures, controls, and safety measures.</p> <p><input type="checkbox"/> 中度風險（暫時接受之風險）：暫時可接受，但需要注意目前管制狀況。Medium risk (temporarily acceptable risk): Temporarily acceptable, but attention should be paid to the current control status.</p> <p><input type="checkbox"/> 低度風險（接受之風險）：可接受，以現有方式監控。Low risk (acceptable risk): Acceptable, keep the current monitoring method.</p>		
依檢查及風險評估結果採取改善措施之內容 Content of improvement measures based on the results of inspection and risk assessment	<p>內容：Content:</p>		
定期檢討 Regular review	<p>定期檢討改善措施之合宜性： Regularly review the appropriateness of the improvement measures:</p> <p><input type="checkbox"/> 1. 本改善措施已相當合宜且已改善完成。The improvement measures are quite appropriate and improvement has been completed.</p> <p><input type="checkbox"/> 2. 本改善措施有需要敬會相關部門改善。The improvement measures require coordination with relevant departments for further enhancement.</p>	<p>實驗室負責人簽名處 Lab director's signature</p>	
備註 Notes			

(附表 12) 特定化學設備、附屬設備定期/重點檢查紀錄表(參考範本)

(Table 12) Regular/Major Inspection Records Form for Specific Chemical Equipment and Auxiliary Equipment (Template for reference)

設置場所：

放置地點：

檢查日期： 年 月 日

Setup site:

Location:

Inspection date: _____
(YYYY/MM/DD)

檢 點 項 目 Inspection item		檢查方法 Inspection method	檢查結果 Inspection result	處理情形 Handling status
特 化 設 備 Specific chemical equipment	1.內部有否足以形成其損害原因之物質存在。Is there any substance in the interior that may cause damage?			
	2.內面及外面有否顯著損傷、變形及腐蝕。Is there any obvious damage, deformation, or corrosion in the interior and exterior?			
	3.蓋、凸緣、閥、旋塞等之狀態。Condition of the covers, flanges, valves, and plugs.			
	4.安全閥、緊急遮斷裝置與其他安全裝置及自動警報裝置之性能。Performance of the safety valve, emergency shutdown device, and other safety devices and auto-alarm system.			
	5.冷卻、攪拌、壓縮、計測及控制等裝置之性能。Performance of the cooling, stirring, compression, measuring, and control devices.			
	6.備用動力源之性能。Performance of the backup power source.			
	7.其他為防止丙類第一種物質或第丁類物質之洩漏必要事項。Other necessary items for prevention of leakage of Type C Class 1 substances or Type D substances.			
配 管 Piping	1.熔接接頭有否損傷、變形及腐蝕。Is there any damage, deformation, or corrosion at the welded joints?			
	2.凸緣、閥、旋塞等之狀態。Condition of the flanges, valves, and plugs.			
	3.鄰接於配管供為保溫之蒸氣管接頭有否損傷、變形或腐蝕。Is the ground joint coupling adjacent to piping for insulation purpose damaged, deformed, or corroded?			

檢查人員：

場所責負人：

單位主管：

Inspector:

Site director:

Head of unit:

備註：(採取必要之整修措施事項)
Notes: (Necessary repair measures and events)

1. 依「職業安全衛生管理辦法」第 38 條及第 49 條規定辦理。It shall be implemented in accordance with Articles 38 and 49 of the Regulations Governing Occupational Safety and Health.
2. 重點檢查：1.開始使用、修理、改造之際。2.變更用途，包括原料、材料之變更 Major inspection: 1. When starting to use, repairing, and renovating. 2. Change of purpose, including changes of ingredients and materials.
3. 檢查結果：正常打✓，異常打✗，如無此項檢點項目請以“—”示之。Inspection results: Please mark “v” for normal and “x” for abnormal; please mark “-” if there is no such inspection item.
4. 表格保存三年。This form shall be kept for 3 years.
5. 每二年檢查完後，送一份至職業安全衛生管理單位或管理人員彙整備查。After the biennial inspection, submit a copy to the occupational safety and health administration unit or management officer for compilation and future reference.

(附表 13)抽、排氣櫃自動檢查紀錄表(參考範本)

(Table 13) Autonomous Inspection Records Form for Chemical Hood (Template for reference)

高雄醫學大學 抽排氣櫃(chemical Hood)定期檢查表			
Kaohsiung Medical University			
Regular Inspection Form for Chemical Hoods			
系所名稱： Department:		實驗室名稱 (號碼)： Lab name (number):	實驗室負責人： Lab director:
檢查日期 Inspection date		年 月 日 (YYYY/MM/DD)	
檢查項目及情形 Inspection item and status		檢查結果 Inspection result	備註 Remark
1	氣罩、導管及排氣機之磨損、腐蝕、凹凸及其他損害之狀況及程度。 Condition and extent of wear, corrosion, dents and bumps, and other damages to the hoods, ducts, and exhausters.	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes	
2	導管及排氣機之塵埃聚積狀況。 Dust accumulation condition in the	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes	

	ducts and exhausters.		
3	排氣機之注油潤滑狀況。 Lubrication status of the exhausters.	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes	
4	導管接觸部分之狀況。 Condition of the contact parts of the ducts.	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes	
5	連接電動機與排氣機之皮帶之鬆弛狀況。 Slackening status of the belt that connects the electric motor and the exhauster.	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes	
6	吸氣及排氣之能力。 Air intake and exhaust capabilities.	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes	
7	設置於排放導管上之採樣設施是否牢固、鏽蝕、損壞、崩塌及其他妨礙作業安全事項。 Are the sampling devices installed on the exhaust duct secure, free from corrosion, damage, collapse, or other issues that may interfere with safe operation?	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes	
8	其他保持性能之必要事項。 Other necessary items to ensure the system performance.	<input type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes	
注意事項 Notes	<p>1. 依據「職業安全衛生管理辦法」第 40 條規定，抽、排氣設備依規定，每年實施檢查一次。In accordance with Article 40 of the Regulations Governing Occupational Safety and Health, chemical hoods shall be inspected once a year as regulated.</p> <p>2. 請貴實驗單位，每年確實進行自動檢查，並將此檢查表懸掛於排氣櫃旁以便備查。Please make sure your experimental units carry out an annual autonomous inspection and hang this inspection form next to the chemical hoods for future reference.</p> <p>3. 若有異常狀況請於備註處，註明擬採取之改善措施。In case of abnormal conditions, please indicate the proposed improvement measures in the</p>		

	Remarks column.
檢查人員簽名： Inspector's signature:	

實驗場所負責人簽章：

Experimental site director' s signature:

單位主管簽章：

Head of unit' s signature:

(附表 14)實驗室環境自動檢查

(Table 14) Autonomous Inspection of Lab Environment

檢查週期：每季
Inspection cycle:
Quarterly

實驗室名稱：_____實驗室負責人：_____檢查人員：_____檢查日期：____年__月__日
Lab name: _____ Lab director: _____ Inspector: _____ Inspection date: _____ (YYYY/MM/DD)

項次 No.	檢查項目 Inspection item	檢查基準 Inspection standard	檢查結果是否有合乎標準 Is the inspection result up to the standard?
1.	水龍頭 Faucet	開關有無關閉或漏水 Is it turned off or leaking?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
2.	瓦斯 Gas	開關有無關閉或漏氣 Is it turned off or leaking?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
3.	氣體鋼瓶 Gas cylinder	開關有無關閉並上鐵鍊固定 Is it turned off and secured with a chain?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
4.	化學品櫃 Chemical cabinet	有無依照化學品特性分類，並放置於低處，並設有檔板，以免因震動打開內部化學品傾倒，不使用時應緊閉上鎖 Is it organized by chemical properties, placed on lower shelves, equipped with baffle plates to prevent accidental opening and chemical spills due to vibration, and securely locked when not in use?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
5.	加熱器 Heater	開關有無關閉 Is it turned off?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
6.	開飲機 Water dispenser	開關有無關閉 Is it turned off?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
7.	熱水瓶 Electric water boiler	開關有無關閉 Is it turned off?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
8.	延長線 Extension cord	實驗場所應禁止使用延長線 The use of extension cords shall be prohibited in experimental sites.	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
9.	高壓滅菌鍋 Autoclave	開關有無關閉 Is it turned off?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No

10.	廢液儲存桶 Waste liquid storage container	廢液儲存桶有無設置防漏承接盤 Is the waste liquid storage container equipped with a spill containment tray?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
11.	其它 Other		

備註：1. 查結果欄:正常狀態打 v，可能有異常△，異常狀態打 x，無此項目打一。

Notes: 1. Inspection results: Please mark “v” for normal, “△” for possible anomaly, “x” for abnormal, and “—” if there is no such item..

2. 查結果若發現有危害之異常時，請立即報修。

2. If the inspection result shows a hazardous anomaly, please report and repair immediately.

實驗室負責人蓋章：

Lab director' s seal:

環安室安全衛生組組長蓋章：

Seal of the Health and Safety Section Chief, EHS: