HBC	Internal Training	
Project: Harrow School Abu Dhabi		Date: 11/02/2026
Site No: D -353		Time: 9:30 PM
Location: Al Saadiyat Island		Shift: Day ☐ Night ☐

TOPIC DISCUSSED

Internal Training Topic – Equipment Inspection & Pre-Use checklist

Purpose of Equipment Inspection:

The purpose of equipment inspection is to ensure that all tools and machinery are safe, functional, and free from defects before use**. Regular inspections help to.**

- Prevent workplace accidents and injuries
- Identify equipment defects early
- Reduce downtime and maintenance costs
- Ensure compliance with safety standards and company procedures
- Protect workers, property, and the environment

Importance of Pre-Use Inspection:

A pre-use inspection is a quick but systematic check performed before operating any equipment.

- Detecting visible damage or malfunction
- Ensuring safety guards and emergency devices work properly
- Confirming the equipment is suitable for the task
- Preventing equipment failure during operation

General Equipment Inspection Checklist:

Before using any equipment, check the following.

- No cracks, dents, leaks, or structural damage
- No missing or loose parts
- Equipment appears clean and properly maintained

Personal Safety Checks:

Before operating equipment, ensure:

- You are **trained and authorized** to use the equipment
- You are wearing the **required PPE** (helmet, gloves, safety shoes, etc.)
- The **work area is clear of hazards**
- Proper **permits or approvals** are obtained if required

What to Do if a Defect is Found:

If any issue or defect is identified.

Stop using the equipment immediately

Tag the equipment as "Out of Service

Report the defect to the supervisor or maintenance team

Do not attempt repairs unless authorized

Documentation:

Complete the Pre-Use Inspection Checklist Form

Record any defects or maintenance actions

Submit reports according to company procedures.

Key Safety Reminder:
Always **inspect before use**
Never operate **damaged equipment**
Follow **manufacturer and company safety procedures**
Report issues immediately
Equipment inspection and pre-use checks are critical safety practices that help prevent accidents, ensure operational efficiency, and maintain a safe workplace.

Conducted By:

Safety Representative: HSE Engineer

Mr. DAMODHAR ZAMUNI

Signature:.....

Organized in Language: HINDI, URDU & ENGLISH

Project Manager/Project Engineer

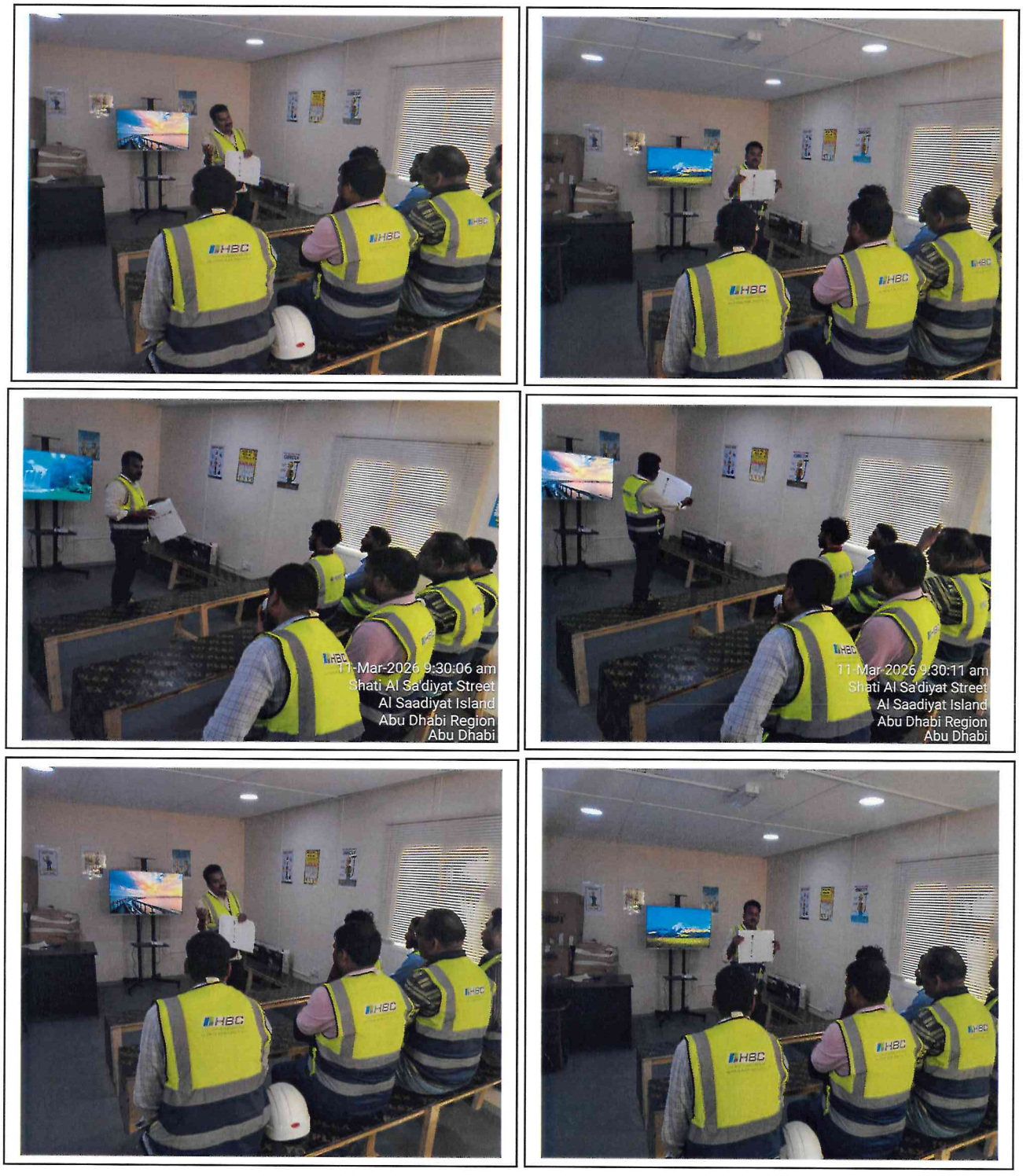
Name: Mr. JIRIES HANI / M. Ibrahim

Signature:.....

AL HIKMA BLDG. CONT. (L.L.C.)

شركة الحكمة لمقاولات البناء (ذ.م.م.)
AL HIKMA BLDG. CONT. (L.L.C.)

Project Details: Harrow School Abu Dhabi – Al Saadiyat Island



Internal Training Topic – Equipment Inspection & Pre-Use checklist Conducted HSE Engineers by Date On: 11/03/2026.

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		Rev. No. 1	Page No. 1 of 1

Project Name / Number	Harrow School - Abu Dhabi	Location	Al Saadiyat Island
Topic / Subject	Equipment	Date and Time	11/3/2026
Duration	20	Attachments	Topic & Picture

Sr.No.	Name of Employee	ID No.	Position	Signature
	CHANDAR MOHAN	HO 126	Operator	CHANDAR
	[illegible]	HO 152	"	[illegible]
	SERRAMMA	HO 108	"	[illegible]
	[illegible]	HO	"	[illegible]
	[illegible]	HO 157	"	[illegible]
	NAGESHWAR	HO 114	"	[illegible]

Name / Sign of Trainer	Damodhar	Name / Sign of Project Manager	Jiries Hani