

# Procedure to ensure the safety of 'in house' constructed machinery, rigs or apparatus

The University of Nottingham must be able to demonstrate that machinery, rigs or apparatus, collectively known as work equipment, constructed by the University is safe. To achieve this it has been decided to adopt the broad principles and requirements of the Supply of Machinery Safety Regulations which require the production of a Technical File which documents the design, manufacture and safe operation of such machinery, rig or apparatus. It is not envisaged that the application of CE certification will be sought.

## The technical file should be assembled by a 'responsible person' and comprise the following:

- Description of the apparatus, usually accompanied by block process diagram
- General Arrangement drawing
- Wiring and circuit diagrams
- Description of control philosophy / logic
- Identification of Essential Safety Requirements ESR's associated with machinery (see below)
- Description of function and operating parameters of any safety devices provided.
- Description of critical operating pressures, temperatures, speeds etc.
- Datasheets for critical sub-assemblies and relevant fluids, gases etc.
- List of any specific standards applied
- Records of risk assessments and assessments made against specific standards
- Copies of relevant test reports
- Copies of quality control & commissioning procedures
- Copy of instructions (user, maintenance, installation)

### Identification of relevant Essential Safety Requirements ESR's associated with machinery

	Relevance			Comments
	Y	N	N/A	
<b>Materials and products</b>				

The materials used to construct machinery or products used or created during its use must not endanger persons' safety or health. In particular, where fluids are used, machinery must be designed and constructed to prevent risks due to filling, use, recovery or draining.

	Y	N	N/A	Comments
<b>Lighting</b>				

Machinery must be supplied with integral lighting suitable for the operations concerned where the absence thereof is likely to cause a risk despite ambient lighting of normal intensity. Machinery must be designed and constructed so that there is no area of shadow likely to cause nuisance, that there is no irritating dazzle and that there are no dangerous stroboscopic effects on moving parts due to the lighting. Internal parts requiring frequent inspection and adjustment, and maintenance areas, must be provided with appropriate lighting.

	Y	N	N/A	Comments
<b>Design of machinery to facilitate its handling</b>				

Machinery, or each component part thereof, must:

- be capable of being handled and transported safely,
- be packaged or designed so that it can be stored safely and without damage.

During the transportation of the machinery and/or its component parts, there must be no possibility of sudden movements or of hazards due to instability as long as the machinery and/or its component parts are handled in accordance with the instructions. Where the weight, size or shape of machinery or its various component parts prevents them from being moved by hand, the machinery or each component part must:

- either be fitted with attachments for lifting gear, or
- be designed so that it can be fitted with such attachments, or
- be shaped in such a way that standard lifting gear can easily be attached.

Where machinery or one of its component parts is to be moved by hand, it must:

- either be easily moveable, or
- be equipped for picking up and moving safely.

Special arrangements must be made for the handling of tools and/or machinery parts which, even if lightweight, could be hazardous.

	Y	N	N/A	Comments
<b>Ergonomics</b>				

Under the intended conditions of use, the discomfort, fatigue and physical and psychological stress faced by the operator must be reduced to the minimum possible, taking into account ergonomic principles such as:

- allowing for the variability of the operator's physical dimensions, strength and stamina
- providing enough space for movements of the parts of the operator's body,
- avoiding a machine-determined work rate,
- avoiding monitoring that requires lengthy concentration,
- adapting the man/machinery interface to the foreseeable characteristics of the operators.

	Y	N	N/A	Comments
<b>Operating positions</b>				

The operating position must be designed and constructed in such a way as to avoid any risk due to exhaust gases and/or lack of oxygen. If the machinery is intended to be used in a hazardous environment presenting risks to the health and safety of the operator or if the machinery itself gives rise to a hazardous environment, adequate means must be provided to ensure that the operator has good working conditions and is protected against any foreseeable hazards. Where appropriate, the operating position must be fitted with an adequate cabin designed, constructed and/or equipped to fulfil the above requirements. The exit must allow rapid evacuation. Moreover, when applicable, an emergency exit must be provided in a direction which is different from the usual exit.

	Y	N	N/A	Comments
<b>Seating</b>				

Where appropriate and where the working conditions so permit, work stations constituting an integral part of the machinery must be designed for the installation of seats. If the operator is intended to sit during operation and the operating position is an integral part of the machinery, the seat must be provided with the machinery. The operator's seat must enable the operator to maintain a stable position. Furthermore, the seat and its distance from the control devices must be capable of being adapted to the operator. If the machinery is subject to vibrations, the seat must be designed and constructed in such a way as to reduce the vibrations transmitted to the operator to the lowest level that is reasonably possible. The seat mountings must withstand all stresses to which they can be subjected. Where there is no floor beneath the feet of the operator, footrests covered with a slip-resistant material must be provided.

### CONTROL SYSTEMS

	Y	N	N/A	Comments
<b>Safety and reliability of control systems</b>				

Control systems must be designed and constructed in such a way as to prevent

hazardous situations from arising. Above all, they must be designed and constructed in such a way that:

- they can withstand the intended operating stresses and external influences,
- a fault in the hardware or the software of the control system does not lead to hazardous situations,
- errors in the control system logic do not lead to hazardous situations,
- reasonably foreseeable human error during operation does not lead to hazardous situations.

Particular attention must be given to the following points:

- the machinery must not start unexpectedly,
- the parameters of the machinery must not change in an uncontrolled way, where such change may lead to hazardous situations,
- the machinery must not be prevented from stopping if the stop command has already been given,
- no moving part of the machinery or piece held by the machinery must fall or be ejected,
- automatic or manual stopping of the moving parts, whatever they may be, must be unimpeded,
- the protective devices must remain fully effective or give a stop command,
- the safety-related parts of the control system must apply in a coherent way to the whole of an assembly of machinery and/or partly completed machinery.

For cable-less control, an automatic stop must be activated when correct control signals are not received, including loss of communication.

<b>Control devices</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
<p>Control devices must be:</p> <ul style="list-style-type: none"> <li>— clearly visible and identifiable, using pictograms where appropriate,</li> <li>— positioned in such a way as to be safely operated without hesitation or loss of time and without ambiguity,</li> <li>— designed in such a way that the movement of the control device is consistent with its effect,</li> <li>— located outside the danger zones, except where necessary for certain control devices such as an emergency stop or a teach pendant,</li> <li>— positioned in such a way that their operation cannot cause additional risk,</li> <li>— designed or protected in such a way that the desired effect, where a hazard is involved, can only be achieved by a deliberate action,</li> <li>— made in such a way as to withstand foreseeable forces; particular attention must be paid to emergency stop devices liable to be subjected to considerable forces.</li> </ul> <p>Where a control device is designed and constructed to perform several different actions, namely where there is no one-to-one correspondence, the action to be performed must be clearly displayed and subject to confirmation, where necessary.</p> <p>Control devices must be so arranged that their layout, travel and resistance to operation are compatible with the action to be performed, taking account of ergonomic principles. Machinery must be fitted with indicators as required for safe operation. The operator must be able to read them from the control position.</p> <p>From each control position, the operator must be able to ensure that no-one is in the danger zones, or the control system must be designed and constructed in such a way that starting is prevented while someone is in the danger zone.</p> <p>If neither of these possibilities is applicable, before the machinery starts, an acoustic and/or visual warning signal must be given. The exposed persons must have time to leave the danger zone or prevent the machinery starting up.</p> <p>If necessary, means must be provided to ensure that the machinery can be controlled only from control positions located in one or more predetermined zones or locations. Where there is more than one control position, the control system must be designed in such a way that the use of one of them precludes the use of the others, except for stop controls and emergency stops.</p> <p>When machinery has two or more operating positions, each position must be provided with all the required control devices without the operators hindering or putting each other into a hazardous situation.</p>				

<b>Starting</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
<p>It must be possible to start machinery only by voluntary actuation of a control device provided for the purpose.</p> <p>The same requirement applies:</p> <ul style="list-style-type: none"> <li>— when restarting the machinery after a stoppage, whatever the cause,</li> <li>— when effecting a significant change in the operating conditions.</li> </ul> <p>However, the restarting of the machinery or a change in operating conditions may be effected by voluntary actuation of a device other than the control device provided for the purpose, on condition that this does not lead to a hazardous situation.</p> <p>For machinery functioning in automatic mode, the starting of the machinery, restarting after a stoppage, or a change in operating conditions may be possible without intervention, provided this does not lead to a hazardous situation.</p> <p>Where machinery has several starting control devices and the operators can therefore put each other in danger, additional devices must be fitted to rule out such risks. If safety requires that starting and/or stopping must be performed in a specific sequence, there must be devices which ensure that these operations are performed in the correct order.</p>				

<b>Stopping</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
<p><b>Normal stop</b></p> <p>Machinery must be fitted with a control device whereby the machinery can be brought safely to a complete stop.</p> <p>Each workstation must be fitted with a control device to stop some or all of the functions of the machinery, depending on the existing hazards, so that the machinery is rendered safe.</p> <p>The machinery's stop control must have priority over the start controls.</p> <p>Once the machinery or its hazardous functions have stopped, the energy supply to the actuators concerned must be cut off.</p>				

<b>Operational stop</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
<p>Where, for operational reasons, a stop control that does not cut off the energy supply to the actuators is required, the stop condition must be monitored and maintained.</p>				

<b>Emergency stop</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
<p>Machinery must be fitted with one or more emergency stop devices to enable actual or impending danger to be averted.</p> <p>The following exceptions apply:</p> <ul style="list-style-type: none"> <li>— machinery in which an emergency stop device would not lessen the risk, either because it would not reduce the stopping time or because it would not enable the special measures required to deal with the risk to be taken,</li> <li>— portable hand-held and/or hand-guided machinery.</li> </ul> <p>The device must:</p> <ul style="list-style-type: none"> <li>— have clearly identifiable, clearly visible and quickly accessible control devices,</li> <li>— stop the hazardous process as quickly as possible, without creating additional risks,</li> <li>— where necessary, trigger or permit the triggering of certain safeguard movements.</li> </ul> <p>Once active operation of the emergency stop device has ceased following a stop command, that command must be sustained by engagement of the emergency stop device until that engagement is specifically overridden; it must not be possible to engage the device without triggering a stop command; it must be possible to disengage the device only by an appropriate operation, and disengaging the device must not restart the machinery but only permit restarting.</p> <p>The emergency stop function must be available and operational at all times, regardless of the operating mode.</p> <p>Emergency stop devices must be a back-up to other safeguarding measures and not a substitute for them.</p>				

<b>Assembly of machinery</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
In the case of machinery or parts of machinery designed to work together, the machinery must be designed and constructed in such a way that the stop controls, including the emergency stop devices, can stop not only the machinery itself but also all related equipment, if its continued operation may be dangerous.				
<b>Selection of control or operating modes</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
The control or operating mode selected must override all other control or operating modes, with the exception of the emergency stop. If machinery has been designed and constructed to allow its use in several control or operating modes requiring different protective measures and/or work procedures, it must be fitted with a mode selector which can be locked in each position. Each position of the selector must be clearly identifiable and must correspond to a single operating or control mode. The selector may be replaced by another selection method which restricts the use of certain functions of the machinery to certain categories of operator. If, for certain operations, the machinery must be able to operate with a guard displaced or removed and/or a protective device disabled, the control or operating mode selector must simultaneously: — disable all other control or operating modes, — permit operation of hazardous functions only by control devices requiring sustained action, — permit the operation of hazardous functions only in reduced risk conditions while preventing hazards from linked sequences, — prevent any operation of hazardous functions by voluntary or involuntary action on the machine's sensors. If these four conditions cannot be fulfilled simultaneously, the control or operating mode selector must activate other protective measures designed and constructed to ensure a safe intervention zone. In addition, the operator must be able to control operation of the parts which are being worked on from the adjustment point.				
<b>Failure of the power supply</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
The interruption, the re-establishment after an interruption or the fluctuation in whatever manner of the power supply to the machinery must not lead to dangerous situations. Particular attention must be given to the following points: — the machinery must not start unexpectedly, — the parameters of the machinery must not change in an uncontrolled way when such change can lead to hazardous situations, — the machinery must not be prevented from stopping if the command has already been given, — no moving part of the machinery or piece held by the machinery must fall or be ejected, — automatic or manual stopping of the moving parts, whatever they may be, must be unimpeded, — the protective devices must remain fully effective or give a stop command.				
<b>PROTECTION AGAINST MECHANICAL HAZARDS</b>				
<b>Risk of loss of stability</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Machinery and its components and fittings must be stable enough to avoid overturning, falling or uncontrolled movements during transportation, assembly, dismantling and any other action involving the machinery. If the shape of the machinery itself or its intended installation does not offer sufficient stability, appropriate means of anchorage must be incorporated and indicated in the instructions.				
<b>Risk of break-up during operation</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
The various parts of machinery and their linkages must be able to withstand the stresses to which they are subject when used. The durability of the materials used must be adequate for the nature of the working environment foreseen by the responsible person, in particular as regards the phenomena of fatigue, ageing, corrosion and abrasion. The instructions must indicate the type and frequency of inspections and maintenance required for safety reasons. They must, where appropriate, indicate the parts subject to wear and the criteria for replacement. Where a risk of rupture or disintegration remains despite the measures taken, the parts concerned must be mounted, positioned and/or guarded in such a way that any fragments will be contained, preventing hazardous situations. Both rigid and flexible pipes carrying fluids, particularly those under high pressure, must be able to withstand the foreseen internal and external stresses and must be firmly attached and/or protected to ensure that no risk is posed by a rupture. Where the material to be processed is fed to the tool automatically, the following conditions must be fulfilled to avoid risks to persons: — when the workpiece comes into contact with the tool, the latter must have attained its normal working condition, — when the tool starts and/or stops (intentionally or accidentally), the feed movement and the tool movement must be coordinated.				
<b>Risks due to falling or ejected objects</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Precautions must be taken to prevent risks from falling or ejected objects.				
<b>Risks due to surfaces, edges or angles</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Insofar as their purpose allows, accessible parts of the machinery must have no sharp edges, no sharp angles and no rough surfaces likely to cause injury.				
<b>Risks related to combined machinery</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Where the machinery is intended to carry out several different operations with manual removal of the piece between each operation (combined machinery), it must be designed and constructed in such a way as to enable each element to be used separately without the other elements constituting a risk for exposed persons. For this purpose, it must be possible to start and stop separately any elements that are not protected.				
<b>Risks related to variations in operating conditions</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Where the machinery performs operations under different conditions of use, it must be designed and constructed in such a way that selection and adjustment of these conditions can be carried out safely and reliably.				
<b>Risks related to moving parts</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
The moving parts of machinery must be designed and constructed in such a way as to prevent risks of contact which could lead to accidents or must, where risks persist, be fitted with guards or protective devices. All necessary steps must be taken to prevent accidental blockage of moving parts involved in the work. In cases where, despite the precautions taken, a blockage is likely to occur, the necessary specific protective devices and tools must, when appropriate, be provided to enable the equipment to be safely unblocked. The instructions and, where possible, a sign on the machinery shall identify these specific protective devices and how they are to be used.				
<b>Choice of protection against risks arising from moving parts</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Guards or protective devices designed to protect against risks arising from moving parts must be selected on the basis of the type of risk. The following guidelines must be used to help to make the choice.				

<b>Moving transmission parts</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Guards designed to protect persons against the hazards generated by moving transmission parts must be:

- either fixed guards
- interlocking movable guards

Interlocking movable guards should be used where frequent access is envisaged.

<b>Moving parts involved in the process</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Guards or protective devices designed to protect persons against the hazards generated by moving parts involved in the process must be:

- either fixed guards
- interlocking movable guards
- protective devices as referred to elsewhere in this document or
- a combination of the above.

However, when certain moving parts directly involved in the process cannot be made completely inaccessible during operation owing to operations requiring operator intervention, such parts must be fitted with:

- fixed guards or interlocking movable guards preventing access to those sections of the parts that are not used in the work, and
- adjustable guards restricting access to those sections of the moving parts where access is necessary.

<b>Risks of uncontrolled movements</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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When a part of the machinery has been stopped, any drift away from the stopping position, for whatever reason other than action on the control devices, must be prevented or must be such that it does not present a hazard.

#### **REQUIRED CHARACTERISTICS OF GUARDS AND PROTECTIVE DEVICES**

##### **General requirements**

Guards and protective devices must:

- be of robust construction,
- be securely held in place,
- not give rise to any additional hazard,
- not be easy to by-pass or render non-operational,
- be located at an adequate distance from the danger zone,
- cause minimum obstruction to the view of the production process, and
- enable essential work to be carried out on the installation and/or replacement of tools and for maintenance purposes by restricting access exclusively to the area where the work has to be done, if possible without the guard having to be removed or the protective device having to be disabled.

In addition, guards must, where possible, protect against the ejection or falling of materials or objects and against emissions generated by the machinery.

##### **Special requirements for guards**

<b>Fixed guards</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Fixed guards must be fixed by systems that can be opened or removed only with tools. Their fixing systems must remain attached to the guards or to the machinery when the guards are removed. Where possible, guards must be incapable of remaining in place without their fixings.

<b>Interlocking movable guards</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Interlocking movable guards must:

- as far as possible remain attached to the machinery when open,
- be designed and constructed in such a way that they can be adjusted only by means of an intentional action.

Interlocking movable guards must be associated with an interlocking device that:

- prevents the start of hazardous machinery functions until they are closed, and
- gives a stop command whenever they are no longer closed.

Where it is possible for an operator to reach the danger zone before the risk due to the hazardous machinery functions has ceased, movable guards must be associated with a guard locking device in addition to an interlocking device that:

- prevents the start of hazardous machinery functions until the guard is closed and locked, and
- keeps the guard closed and locked until the risk of injury from the hazardous machinery functions has ceased.

Interlocking movable guards must be designed in such a way that the absence or failure of one of their components prevents starting or stops the hazardous machinery functions.

<b>Adjustable guards restricting access</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Adjustable guards restricting access to those areas of the moving parts strictly necessary for the work must be:

- adjustable manually or automatically, depending on the type of work involved, and
- readily adjustable without the use of tools.

<b>Special requirements for protective devices</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Protective devices must be designed and incorporated into the control system in such a way that:

- moving parts cannot start up while they are within the operator's reach,
- persons cannot reach moving parts while the parts are moving, and
- the absence or failure of one of their components prevents starting or stops the moving parts.

Protective devices must be adjustable only by means of an intentional action.

#### **RISKS DUE TO OTHER HAZARDS**

<b>Electricity supply</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Where machinery has an electricity supply, it must be designed, constructed and equipped in such a way that all hazards of an electrical nature are or can be prevented.

<b>Static electricity</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Machinery must be designed and constructed to prevent or limit the build-up of potentially dangerous electrostatic charges and/or be fitted with a discharging system.

<b>Energy supply other than electricity</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Where machinery is powered by sources of energy other than electricity, it must be so designed, constructed and equipped as to avoid all potential risks associated with such sources of energy.

<b>Errors of fitting</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Errors likely to be made when fitting or refitting certain parts which could be a source of risk must be made impossible by the design and construction of such parts or, failing this, by information given on the parts themselves and/or their housings. The same information must be given on moving parts and/or their housings where the direction of movement needs to be known in order to avoid a risk.

Where necessary, the instructions must give further information on these risks.

Where a faulty connection can be the source of risk, incorrect connections must be made impossible by design or, failing this, by information given on the elements to be connected and, where appropriate, on the means of connection.

<b>Extreme temperatures</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Steps must be taken to eliminate any risk of injury arising from contact with or proximity to machinery parts or materials at high or very low temperatures.

The necessary steps must also be taken to avoid or protect against the risk of hot or very cold material being ejected.

<b>Fire</b> Machinery must be designed and constructed in such a way as to avoid any risk of fire or overheating posed by the machinery itself or by gases, liquids, dust, vapours or other substances produced or used by the machinery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Explosion</b> Machinery must be designed and constructed in such a way as to avoid any risk of explosion posed by the machinery itself or by gases, liquids, dust, vapours or other substances produced or used by the machinery. Machinery must comply, as far as the risk of explosion due to its use in a potentially explosive atmosphere is concerned, with the provisions of the specific guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Noise</b> Machinery must be designed and constructed in such a way that risks resulting from the emission of airborne noise are reduced to the lowest level, taking account of technical progress and the availability of means of reducing noise, in particular at source. The level of noise emission may be assessed with reference to comparative emission data for similar machinery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Vibrations</b> Machinery must be designed and constructed in such a way that risks resulting from vibrations produced by the machinery are reduced to the lowest level, taking account of technical progress and the availability of means of reducing vibration, in particular at source. The level of vibration emission may be assessed with reference to comparative emission data for similar machinery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Radiation</b> Undesirable radiation emissions from the machinery must be eliminated or be reduced to levels that do not have adverse effects on persons. Any functional ionising radiation emissions must be limited to the lowest level which is sufficient for the proper functioning of the machinery during setting, operation and cleaning. Where a risk exists, the necessary protective measures must be taken. Any functional non-ionising radiation emissions during setting, operation and cleaning must be limited to levels that do not have adverse effects on persons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>External radiation</b> Machinery must be designed and constructed in such a way that external radiation does not interfere with its operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Laser radiation</b> Where laser equipment is used, the following should be taken into account: — laser equipment on machinery must be designed and constructed in such a way as to prevent any accidental radiation, — laser equipment on machinery must be protected in such a way that effective radiation, radiation produced by reflection or diffusion and secondary radiation do not damage health, — optical equipment for the observation or adjustment of laser equipment on machinery must be such that no health risk is created by laser radiation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Emissions of hazardous materials and substances</b> Machinery must be designed and constructed in such a way that risks of inhalation, ingestion, contact with the skin, eyes and mucous membranes and penetration through the skin of hazardous materials and substances which it produces can be avoided. Where a hazard cannot be eliminated, the machinery must be so equipped that hazardous materials and substances can be contained, evacuated, precipitated by water spraying, filtered or treated by another equally effective method. Where the process is not totally enclosed during normal operation of the machinery, the devices for containment and/or evacuation must be situated in such a way as to have the maximum effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Risk of being trapped in a machine</b> Machinery must be designed, constructed or fitted with a means of preventing a person from being enclosed within it or, if that is impossible, with a means of summoning help.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Risk of slipping, tripping or falling</b> Parts of the machinery where persons are liable to move about or stand must be designed and constructed in such a way as to prevent persons slipping, tripping or falling on or off these parts. Where appropriate, these parts must be fitted with handholds that are fixed relative to the users and that enable them to maintain their stability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Lightning</b> Machinery in need of protection against the effects of lightning while being used must be fitted with a system for conducting the resultant electrical charge to earth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>MAINTENANCE</b>				
<b>Machinery maintenance</b> Adjustment and maintenance points must be located outside danger zones. It must be possible to carry out adjustment, maintenance, repair, cleaning and servicing operations while machinery is at a standstill. If one or more of the above conditions cannot be satisfied for technical reasons, measures must be taken to ensure that these operations can be carried out safely In the case of automated machinery and, where necessary, other machinery, a connecting device for mounting diagnostic fault-finding equipment must be provided. Automated machinery components which have to be changed frequently must be capable of being removed and replaced easily and safely. Access to the components must enable these tasks to be carried out with the necessary technical means in accordance with a specified operating method.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Access to operating positions and servicing points</b> Machinery must be designed and constructed in such a way as to allow access in safety to all areas where intervention is necessary during operation, adjustment and maintenance of the machinery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>
<b>Isolation of energy sources</b> Machinery must be fitted with means to isolate it from all energy sources. Such isolators must be clearly identified. They must be capable of being locked if reconnection could endanger persons. Isolators must also be capable of being locked where it is not possible, from any of the points to which the operator has access, to check that the energy is still cut off. In the case of machinery capable of being plugged into an electricity supply, removal of the plug is sufficient, provided that the operator can check from any of the points to which the operator has access that the plug remains removed. After the energy is cut off, it must be possible to dissipate normally any energy remaining or stored in the circuits of the machinery without risk to persons. As an exception to the requirement laid down in the previous paragraphs, certain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Comments</b>

circuits may remain connected to their energy sources in order, for example, to hold parts, to protect information, to light interiors, etc. In this case, special steps must be taken to ensure operator safety.

<b>Operator intervention</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Machinery must be so designed, constructed and equipped that the need for operator intervention is limited. If operator intervention cannot be avoided, it must be possible to carry it out easily and safely.

<b>Cleaning of internal parts</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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The machinery must be designed and constructed in such a way that it is possible to clean internal parts which have contained dangerous substances or preparations without entering them; any necessary unblocking must also be possible from the outside. If it is impossible to avoid entering the machinery, it must be designed and constructed in such a way as to allow cleaning to take place safely.

#### **INFORMATION**

<b>Information and warnings on the machinery</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Information and warnings on the machinery should preferably be provided in the form of readily understandable symbols or pictograms. Any written or verbal information and warnings must be expressed in a relevant Community language or languages.

<b>Information and information devices</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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The information needed to control machinery must be provided in a form that is unambiguous and easily understood. It must not be excessive to the extent of overloading the operator. Visual display units or any other interactive means of communication between the operator and the machine must be easily understood and easy to use.

<b>Warning devices</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Where the health and safety of persons may be endangered by a fault in the operation of unsupervised machinery, the machinery must be equipped in such a way as to give an appropriate acoustic or light signal as a warning.

Where machinery is equipped with warning devices these must be unambiguous and easily perceived. The operator must have facilities to check the operation of such warning devices at all times.

The requirements of the specific Community directives concerning colours and safety signals must be complied with.

<b>Warning of residual risks</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Where risks remain despite the inherent safe design measures, safeguarding and complementary protective measures adopted, the necessary warnings, including warning devices, must be provided.

<b>Marking of machinery</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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All machinery must be marked visibly, legibly and indelibly with the following minimum particulars:

- the business name and full address of the manufacturer and, where applicable, the manufacturer's authorised representative,
- designation of the machinery,
- designation of series or type,
- serial number, if any,
- the year of construction, that is the year in which the manufacturing process is completed.

Furthermore, machinery designed and constructed for use in a potentially explosive atmosphere must be marked accordingly.

Machinery must also bear full information relevant to its type and essential for safe use.

Where a machine part must be handled during use with lifting equipment, its mass must be indicated legibly, indelibly and unambiguously.

<b>Instructions</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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All machinery must be accompanied by instructions in the official Community language or languages of the EEA state in which it is placed into service.

The instructions accompanying the machinery must be either "Original instructions" or a "Translation of the original instructions", in which case the translation must be accompanied by the original instructions.

By way of exception, the maintenance instructions intended for use by specialised personnel mandated by the responsible person may be supplied in only one official Community language which the specialised personnel understand.

The instructions must be drafted in accordance with the principles set out below.

<b>General principles for the drafting of instructions</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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(a) The instructions must be drafted in one or more official Community languages. The words "Original instructions" must appear on the language version(s) verified by the responsible person.

(b) Where no "Original instructions" exist in the official language(s) of the country where the machinery is to be used, a translation into that/those language(s) must be provided by the responsible person or by the person bringing the machinery into the language area in question. The translations must bear the words "Translation of the original instructions".

(c) The contents of the instructions must cover not only the intended use of the machinery but also take into account any reasonably foreseeable misuse thereof.

(d) In the case of machinery intended for use by non-professional operators, the wording and layout of the instructions for use must take into account the level of general education and acumen that can reasonably be expected from such operators.

<b>Contents of the instructions</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
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Each instruction manual must contain, where applicable, at least the following information:

- (a) the business name and full address of the manufacturer and of the manufacturer's authorised representative;
- (b) the designation of the machinery as marked on the machinery itself, except for the serial number
- (c) the EC declaration of conformity, for major components and sub assemblies used.
- (d) a general description of the machinery;
- (e) the drawings, diagrams, descriptions and explanations necessary for the use, maintenance and repair of the machinery and for checking its correct functioning;
- (f) a description of the workstation(s) likely to be occupied by operators;
- (g) a description of the intended use of the machinery;
- (h) warnings concerning ways in which the machinery must not be used that experience has shown might occur;
- (i) assembly, installation and connection instructions, including drawings, diagrams and the means of attachment and the designation of the chassis or installation on which the machinery is to be mounted;
- (j) instructions relating to installation and assembly for reducing noise or vibration;
- (k) instructions for the putting into service and use of the machinery and, if necessary, instructions for the training of operators;
- (l) information about the residual risks that remain despite the inherent safe design measures, safeguarding and complementary protective measures adopted;
- (m) instructions on the protective measures to be taken by the user, including, where appropriate, the personal protective equipment to be provided;

- (n) the essential characteristics of tools which may be fitted to the machinery;
- (o) the conditions in which the machinery meets the requirement of stability during use, transportation, assembly, dismantling when out of service, testing or foreseeable breakdowns;
- (p) instructions with a view to ensuring that transport, handling and storage operations can be made safely, giving the mass of the machinery and of its various parts where these are regularly to be transported separately;
- (q) the operating method to be followed in the event of accident or breakdown; if a blockage is likely to occur, the operating method to be followed so as to enable the equipment to be safely unblocked;
- (r) the description of the adjustment and maintenance operations that should be carried out by the user and the preventive maintenance measures that should be observed;
- (s) instructions designed to enable adjustment and maintenance to be carried out safely, including the protective measures that should be taken during these operations;
- (t) the specifications of the spare parts to be used, when these affect the health and safety of operators;
- (u) information on airborne noise emissions expressed relative to:
  - Lower Action Value (LAV) of 80dB(A) over 8 hours
  - Upper Action Value of 85dB(A) over 8 hours
  - Exposure Limit Value of 87dB (A) over 8 hours

**Information/ research literature**

Information / research literature describing the machinery must not contradict the instructions as regards health and safety aspects. Any literature describing the performance characteristics of machinery must contain the same information on emissions as is contained in the instructions.

**SUPPLEMENTARY ESSENTIAL HEALTH AND SAFETY REQUIREMENTS FOR CERTAIN CATEGORIES OF MACHINERY**

Foodstuffs machinery, machinery for cosmetics or pharmaceutical products, hand-held and/or hand-guided machinery, portable fixing and other impact machinery, machinery for working wood and material with similar physical characteristics must meet all the essential health and safety requirements described in this section

**FOODSTUFFS MACHINERY AND MACHINERY FOR COSMETICS OR PHARMACEUTICAL PRODUCTS**

General	Y	N	N/A	Comments
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Machinery intended for use with foodstuffs or with cosmetics or pharmaceutical products must be designed and constructed in such a way as to avoid any risk of infection, sickness or contagion.

The following requirements must be observed:

- (a) materials in contact with, or intended to come into contact with, foodstuffs or cosmetics or pharmaceutical products must satisfy the conditions set down in the relevant Directives. The machinery must be designed and constructed in such a way that these materials can be cleaned before each use. Where this is not possible disposable parts must be used;
- (b) all surfaces in contact with foodstuffs or cosmetics or pharmaceutical products, other than surfaces of disposable parts, must:
  - be smooth and have neither ridges nor crevices which could harbour organic materials. The same applies to their joinings,
  - be designed and constructed in such a way as to reduce the projections, edges and recesses of assemblies to a minimum,
  - be easily cleaned and disinfected, where necessary after removing easily dismantled parts; the inside surfaces must have curves with a radius sufficient to allow thorough cleaning;
- (c) it must be possible for liquids, gases and aerosols deriving from foodstuffs, cosmetics or pharmaceutical products as well as from cleaning, disinfecting and rinsing fluids to be completely discharged from the machinery (if possible, in a "cleaning" position);
- (d) machinery must be designed and constructed in such a way as to prevent any substances or living creatures, in particular insects, from entering, or any organic matter from accumulating in, areas that cannot be cleaned;
- (e) machinery must be designed and constructed in such a way that no ancillary substances hazardous to health, including the lubricants used, can come into contact with foodstuffs, cosmetics or pharmaceutical products. Where necessary, machinery must be designed and constructed in such a way that continuing compliance with this requirement can be checked.

**Instructions**

The instructions for foodstuffs machinery and machinery for use with cosmetics or pharmaceutical products must indicate recommended products and methods for cleaning, disinfecting and rinsing, not only for easily accessible areas but also for areas to which access is impossible or inadvisable.

**PORTABLE HAND-HELD AND/OR HAND-GUIDED MACHINERY**

General	Y	N	N/A	Comments
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Portable hand-held and/or hand-guided machinery must:

- depending on the type of machinery, have a supporting surface of sufficient size and have a sufficient number of handles and supports of an appropriate size, arranged in such a way as to ensure the stability of the machinery under the intended operating conditions,
- except where technically impossible, or where there is an independent control device, in the case of handles which cannot be released in complete safety, be fitted with manual start and stop control devices arranged in such a way that the operator can operate them without releasing the handles,
- present no risks of accidental starting and/or continued operation after the operator has released the handles. Equivalent steps must be taken if this requirement is not technically feasible,
- permit, where necessary, visual observation of the danger zone and of the action of the tool with the material being processed.

The handles of portable machinery must be designed and constructed in such a way as to make starting and stopping straightforward.

**Instructions**

The instructions must give the following information concerning vibrations transmitted by portable hand-held and hand-guided machinery:

- the vibration total value to which the hand-arm system is subjected, if it exceeds 2.5 m/s<sup>2</sup>. Where this value does not exceed 2.5 m/s<sup>2</sup>, this must be mentioned,
- the uncertainty of measurement.

These values must be either those actually measured for the machinery in question or those established on the basis of measurements taken for technically comparable machinery which is representative of the machinery to be produced.

If harmonised standards are not applied, the vibration data must be measured using the most appropriate measurement code for the machinery.

The operating conditions during measurement and the methods used for measurement, or the reference of the harmonised standard applied, must be specified.

**Portable fixing and other impact machinery**

General	Y	N	N/A	Comments
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Portable fixing and other impact machinery must be designed and constructed in such a way that:

- energy is transmitted to the impacted element by the intermediary component that does not leave the device,

- an enabling device prevents impact unless the machinery is positioned correctly with adequate pressure on the base material,
  - involuntary triggering is prevented; where necessary, an appropriate sequence of actions on the enabling device and the control device must be required to trigger an impact,
  - accidental triggering is prevented during handling or in case of shock,
  - loading and unloading operations can be carried out easily and safely.
- Where necessary, it must be possible to fit the device with splinter guard(s) and the appropriate guard(s) must be provided by the manufacturer of the machinery.

**Instructions**

The instructions must give the necessary information regarding:

- the accessories and interchangeable equipment that can be used with the machinery,
- the suitable fixing or other impacted elements to be used with the machinery,
- where appropriate, the suitable cartridges to be used.