

Kiln Inspection

Location:	Date:
Inspected By:	

Priority Index: 1. Imminent Danger 2. Serious 3. Minor 4. Acceptable 5. Not Applicable (N/A)

INSPECTED ITEMS

Yes/No	Priority	Comment	Section A – Operation
Yes No			Manufacturers operating/instruction manual on site, including written safe work procedures available?
Yes No			Training for staff provided?
Yes No			Student use only under supervision?
Yes No			Kiln not left unattended while firing?
Yes No			Cooling racks for fired product in safe location?
Yes/No	Priority	Comment	Section B – Housekeeping
Yes No			Good housekeeping maintained around kiln?
Yes No			Combustible materials not stored near kiln-1 m clearance?
Yes No			Regular damp mopping of area to minimize clay dust (do not dry sweep or vacuum)?
Yes No			Mats in place to collect dust and hosed off periodically?
Yes/No	Priority	Comment	Section C – PPE and Controls
Yes No			Current safety data sheets for kiln wash, glazes and clays readily available?
Yes No			Gloves providing thermal protection available and used?
Yes No			Safety glasses used when removing items from kiln?
Yes No			Protective safety glasses fitted with filters used when removing spy hold plugs to inspect cones when kiln is hot?
Yes No			Carts available to assist in loading/unloading kiln?
Yes/No	Priority	Comment	Section D – Maintenance/Inspection
Yes No			Maintenance/service records maintained by kiln operators?
Yes No			Receptacle and plug connections tight and secure?
Yes No			Use soft brush attachment to vacuum inside of kiln.
Yes No			Plugs and cords checked for corrosion or dark spots and discoloration?
Yes No			Kiln electrical installation are test at least

			once annually to ensure proper bonding, grounding and insulation connections, etc.
Yes	No		Plug and receptacle are not hot to touch. If so, check for loose connections. Do not fire until corrected. All electrical work to be completed by a qualified electrician.
Yes	No		Venting systems inspected and maintained annually.
Yes/No	Priority	Comment	Section E – Installation and Placement
Yes	No		Kiln installed in its own separate room, preferable fire rated.
Yes	No		Located on level load bearing floor with adequate space between kiln walls and ceiling (12 between kiln and non-combustible wall and 24 in between kiln and ceiling should be maintained.
Yes	No		Heat shield or metal canopy hoods and flues installed above kilns with limited space between ceilings to protect against fire.
Yes	No		Canopy extends well over kiln door.
Yes	No		Flues installed by trained professional.
Yes	No		Floor/ceiling/walls near kiln made of non-combustible materials.
Yes	No		Sufficient space left around kiln to allow room for servicing, loading/unloading and free movement of air.
Yes	No		Kilns not permanently wired-plugged directly into an adequately rated and protected socket without use of extension cords.
Yes	No		Operating controls are not obstructed.
Yes	No		Thermocouple for overheating and timer installed?
Yes	No		Electrical system can accommodate the power rating of the kiln – refer to manufacture specifications – on own circuit
Yes	No		Local exhaust ventilation in installed and adequate general ventilation exits around kiln.
Yes	No		Readily available portable fire extinguisher.
Yes	No		Barrier or kiln cage used to protect children or persons with special needs?

*Identify priority only if previous column is shown as "No".

Corrective Action Summary

Description of Deficiency	Correction Action	Responsible Person	Due Date	Completed

Management Review and Sign Off

Name:	Signature:	Date:

Principal / Vice Principal (circle one)

- **NOTE:** Management Review and Sign Off must be at least one level higher than the person completing the inspection.

Installation and Placement

- Installation in a separate fire rated room according to code on installation and electrical requirements including clearances.

Equipment

- Kiln is properly maintained and working effectively with instruction manual.

Signage and Personal Protective Equipment.

- Thermal gloves and safety glasses available.

Electrical/Mechanical

- Adequate lighting.
- Fire extinguisher readily available
- Dedicated electrical circuit hardwired.
- Electrical outlets are free of overloads
- No unnecessary equipment or materials stored in area

Misc:

- Controlled materials are labeled and MSDS are available.