

Self-inspection checklist



Risk control for 3D printing

Please note: This is a Vero Insurance sample template only.

Company/Division:		
Performed by:		
Location		
Date:		

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

	Yes	No	N/A	Comments	Completed (date)
THE SAFE ESTABLISHMENT of a 3D printer/s within your premise					
Insurance					
<input type="checkbox"/>	Our insurance broker/insurance company has been advised of our use of 3D printers and the product made (i.e. use, where and when etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Location and protection					
<input type="checkbox"/>	The 3D printer has been placed upon a stable platform (e.g. table) clear of all other combustible items by at least 1 m	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	The 3D printer has been connected to an approved power board that incorporates an automated overload cut-out and it is the only appliance drawing power from this board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	There are no liquids (e.g. water cooler etc.) above, on the table or on the floor within 1 m of the 3D printer or power board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	An extraction system is provided to exhaust emissions to outside the premise (or the printer is in an area with available natural ventilation)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	A metal waste receptacle with a tight-fitting metal lid (kept on the receptacle always) is provided in the immediate vicinity of the 3D printer to store all waste from the printed item	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Operator training and procedures					
<input type="checkbox"/>	Standard operating procedures are clearly displayed at the 3D printer which includes safe work practice and the use of personal protective equipment to be worn (e.g. safety glasses, mask, gloves)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Employees are trained in the safe operating procedures yearly at least	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Procedures include the use of the 3D printer only when attended (not after hours) as we are mindful of the electricity source and heat generated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Raw material supply, safety and storage					
	A reputable supplier of raw material has been established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Product safety data sheets for each raw material have been reviewed and we adopt the noted safety and health practice including personal protection equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Raw materials are stored appropriately considering flammability (i.e. within an approved flammable liquid store/cupboard etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Design of the item to be printed					
	Copyright, patents, shape trademarks, infringement of intellectual property risks have been considered and we are comfortable that the design is our own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protection of the design					
	Protection of the design has been registered with the appropriate entities (as appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The design data has been protected within our IT system and in turn a copy retained off-site in a secure location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use / Application of the printed item					
	Important note: Should the item be sold to others, speak to your broker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ONGOING risk management					
Insurance					
	Our insurance broker/insurance company remains informed of our use of 3D printers and the product made (i.e. use, where and when etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location and protection					
	The 3D printer remains placed upon a stable platform (e.g. table) and continues to be clear of all other combustible items by at least 1 m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The 3D printer remains connected to an approved power board that incorporates an automated overload cut-out and it is the only appliance drawing power from this board. We test the overload cut-out monthly at least	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Liquids (e.g. water cooler etc.) are not above the printer and those on the floor or tables remain more than 1 m from the 3D printer and power board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	The extraction system to exhaust emissions outside the premise remains operational whilst the 3D printer is running (or the printer is in an area with available natural ventilation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	A metal waste receptacle with a tight-fitting metal lid (kept on the receptacle always) remains in the immediate vicinity of the 3D printer to store all waste from the printed item and is emptied daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Operator training and procedures						
	Standard operating procedures are clearly displayed at the 3D printer which includes safe work practice and the use of personal protective equipment to be worn (e.g. safety glasses, mask, gloves) remains intact and legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Employees continue to be trained in the safe operating procedures yearly at least with new hires included as part of their induction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3D printers are attended always when operational. No afterhours running as we are mindful of the electricity source and heat generated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Raw material supply, safety and storage						
	Our reputable supplier of raw material remains, and we conduct quality checks on all incoming supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Product safety data sheets remain in supply and we continue to adopt the noted safety and health practice including personal protection equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Raw materials continue to be stored appropriately considering flammability (i.e. within an approved flammable liquid store/cupboard etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Design of the item to be printed						
	Copyright, patents, shape trademarks, infringement of intellectual property risks continue to be monitored and we do not deviate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Protection of the design						
	Protection of the design remains registered with the appropriate entities (as appropriate) and up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	The design data remains protected within our IT system and in turn a copy is stored off-site in a secure location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Use / Application of the printed item						
	Important note: Should the item be sold to others, speak to your broker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist.