

Environment and Safety Health Center

Yuan Ze University

Laboratory Audit Form (Level 1)

Dep. /Lab. : _____ / _____ Audit Date: _____

Item	Content	Conformity	Non-Conformity		Not Applicable	Check Records
Laboratory management	1. Formulate instructions, codes or norms for laboratory safety and health work, and announce them at the entrance.					
	2. The name of the laboratory is marked and safety warnings are posted.					
	3. Laboratory automatic inspection record form.					
	4. Laboratory space layout diagram.					
	5. Emergency phone contact form.					
	6. Keep escape routes open.					
	7. Keep laboratory tidy.					
Chemicals management	1. Label the place where the toxicant is used.					
	2. Toxicant use record form					
	3. Safety Information Sheet (SDS).					
	4. Clearly label chemicals.					
	5. List of chemicals.					
	6. E-Chemical requisition.	Filled	Not reported but will be used	Not used	not applicable	
	(1) Toxicant.					
	(2) General chemicals					
Hazardous machinery Device management	1. Automatic inspection or automatic inspection record form.					
	2. Formulate the "Standard Operating Procedures (SOPs)" and post them in a conspicuous place.					
	3. High-pressure gas					

	containers, indicating the name of the gas to be installed.				
	4. Conduct regular inspections once a month and fill in the "Gas Steel Bottle Inspection Record".				
Waste management	1. The waste liquid should be properly sorted and stored in the designated waste liquid recovery bin, and the schema and main components should be marked.				
	2. Waste empty bottles and waste glass should be properly sorted and stored in designated recycling bins.				
Suggestions for improvement					

Remarks: 1. According to the classification of audit items established by the ISO14001, the form is mainly established.

2. According to the classified management of the laboratory of Yuan Ze University, Level 1: the operation site of toxic chemical substances, the operation site of dangerous machinery and equipment (audit frequency: audited once every six months).

Signature of the Lab Representative\Date: _____

Signature of the Auditor\Date: _____

Signature of the Director of the Center\Date: _____

元智大學環境暨安全衛生中心

實驗室稽查表（第一級）

系所/實驗室：_____ / _____

稽查日期：_____年_____月_____日

項目	內容	符合	不符合	不適用	查核記錄
實驗室管理	1. 訂定實驗室安全衛生工作須知、守則或規範，並公告於入口明顯處				
	2. 實驗室標示名稱、並張貼安全警語				
	3. 實驗室自動檢查紀錄表				
	4. 實驗室空間配置圖				
	5. 緊急電話聯絡表				
	6. 逃生通道維持暢通				
	7. 實驗室整潔				
化學品管理	1. 標示毒化物使用場所				
	2. 毒化物使用紀錄表				
	3. 安全資料表(SDS)				
	4. 化學品清楚標示				
	5. 化學品清單				
	6. 化學品請購 e 化	已填報	未曾填報 但會使用	不會 使用	不適用
	(1)毒化物				
	(2)一般化學品				
危險機械設備管理	1. 自動檢查或自動檢點紀錄表				
	2. 訂定「操作標準作業程序(SOP)」，並張貼於顯明易見處				
	3. 高壓氣體容器，標明所裝氣體之品名				
	4. 每月定期檢查 1 次，填寫「氣體鋼瓶檢查紀錄表」				
廢棄物管理	1. 廢液妥善分類，並貯存於指定之廢液回收桶，並標示圖式及註明主要成分				
	2. 廢空瓶、廢玻璃妥善分類，並貯存於指定之回收桶				
改善建議					

備註：1. 依據 ISO14001 建立之稽核項目分類，以表單建置為主。

2. 依據元智大學實驗室分類管理，第 1 級：列管毒性化學物質運作場所、危險機械與設備運作場所（稽核頻率：每半年稽核一次）。

實驗室代表簽名\日期：_____

稽核人員簽名\日期：_____

中心主任簽名\日期：_____