元智大學環境保護暨安全衛生中心

Yuan Ze University Environmental Protection and Safety Center

實驗室稽查表(第一級)

Laboratory Inspection Form (Level 1)

系所 Department /實驗室 Laboratory：_____/_____稽查日期 Inspection Date：____年(Y)____月(M)____日(D)

項目 **Category**	內容 **Content**	符合 **Compliant**	不符合 **Non-compliant**		不適用 **Not applicable**	查核記錄 **Audit Records**
實驗室管理 Laboratory Management	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 Establish laboratory safety and health guidelines and posted prominently at the entrance.					
	2.實驗室標示名稱、並張貼安全警語 Label the laboratory name and post safety warnings.					
	3.實驗室自動檢查紀錄表 Maintain an automatic laboratory inspection record.					
	4.實驗室空間配置圖 Provide a laboratory space layout diagram.					
	5.緊急電話聯絡表 Display an emergency contact list.					
	6.逃生通道維持暢通 Ensure escape routes remain unobstructed.					
	7.實驗室整潔 Maintain laboratory cleanliness.					
化學品管理 Chemical Management	1.標示毒化物使用場所 Mark the location of toxic chemical usage.					
	2.毒化物使用紀錄表 Toxic chemical usage record.					
	3.安全資料表(**SDS**) Safety Data Sheets (**SDS**)					
	4.化學品清楚標示 Clearly labeling of chemicals.					
	5.化學品清單 Chemical inventory.					
	6.化學品請購e化 Chemical procurement e-system.	已填報 Already reported	未曾填報但會使用 Not reported but will be used	不會使用 Will not be used	不適用 Not applicable	
	(1)毒化物 Toxic chemicals					
	(2)一般化學品 General chemicals					
危險機械設備管理 Hazardous Machinery and Equipment Management	1.自動檢查或自動檢點紀錄表 Maintain an automatic inspection or inspection record form.					
	2.訂定「操作標準作業程序(SOP)」，並張貼於顯明易見處 Establish "Standard Operating Procedures (SOP)" and post them in a conspicuous location.					
	3.高壓氣體容器，標明所裝氣體之品名 Clearly label high-pressure gas containers with the name of the gas contained.					

	4.每月定期檢查 1 次，填寫「氣體鋼瓶檢查紀錄表」 Conduct regular monthly inspections and complete the "Gas Cylinder Inspection Record Form".				
廢棄物管理 Waste Management	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 Properly classify waste liquids And store them in designated waste liquid recovery bins. Clearly labeling them with diagrams and indicating the main components.				
	2.廢空瓶、廢玻璃妥善分類，並貯存於指定之回收桶 Properly classify waste empty bottles and waste glass and store them in designated recycling bins.				
改善建議 Suggestions for Improvement					

備註：1.依據 ISO14001 建立之稽核項目分類，以表單建置為主。

Remarks:1.Audit item classification is established based on ISO14001, primarily structured using forms.

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)。

According to Yuan Ze University's laboratory classification management,Level 1: Sites operating regulated toxic chemical substances and hazardous machinery and equipment.(Audit frequency: Audited once every six months.)

實驗室代表簽名 Laboratory Representative \日期 Date：_____

稽核人員簽名 Auditor \日期 Date：_____

中心主任簽名 Center Director \日期 Date：_____