

Section	Item	Rating	Comments
	Has accurate documentation for their functional safety systems (design documentation, drawings, schematics etc.) been established in controlled document management systems?		
	Are interlock installations suitably supported by relevant signage and identification?		
	Are there any instances of the over-riding of interlock systems? What written supporting documentation and record of authorisation is available?		
	Have any mechanical key interlocks (standalone or integrated) been modified or implemented? Are all keys recorded in the key database?		
	Have any systems been decommissioned? Have these been suitably documented and disposed of?		
	Has any visitor/user provided equipment with interlocks been approved for use in the department? Has its compliance with this code been suitably documented?		
	Is a suitable and sufficient change management process in place?		

	Where changes or modifications to an interlock system have been undertaken are there documented records of subsequent testing and commissioning and signoff of the system before it is returned to operation?		
	Is the change management process followed and all documentation in place to enable effective management of change?		
	Interlock incidents within the area of responsibility have been investigated.		
	Are there any examples of instances where functional defects have been reported? Have these been followed up and investigated?		
	Is there evidence of a mechanism for communicating relevant commercial interlock equipment information, for example defects, recalls etc.		
	Are interlock incidents reported to department directors by SHE Group?		