

Inspection Report Summary

Department: Graphic Arts

Machine: Swingline Paper Cutter

Pass / Fail: 100% Passed / 0% Failed

Time to Conduct Audit: 0 minutes

Auditor: Jacob Tsai

Inspected Date: May 14, 2025

Inspection Report

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Time to Conduct Audit: 0 minutes
Auditor: Jacob Tsai
Inspected Date: May 14, 2025

Department: Graphic Arts
Machine: Swingline Paper Cutter
Model Number: ClassicCut
Manufacturer: Swingline
Serial Number:

	Activity Task	Hazard	Sev	Exp	Avd	Total	Current Safeguards	Corrective Action	WO Num	Assigned to
1	Cut paper	Laceration from blade	1	2	1	PR3 2	Fixed awareness shield			

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	Question	Corrective Action	Pass/Fail	Work Order Number	Assigned to
1	Safe Work Procedure posted?		Pass		
2	Are all Emergency Stops clearly marked and functioning properly?		Pass		

Initials	General Manager	Production Manager	Supervisor	Employee	Jacob Tsai
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