# ICML Lubrication Assessment

Prepared for Customer A,
Company, Site location

01 January 2023

Activate®

# Lubrication Assessment

01 Jan 2023 / Example survey

Complete

| Score | 48.42% | Flagged items | 25 | Actions | 10 |
|---|---|---|---|---|---|

Site conducted

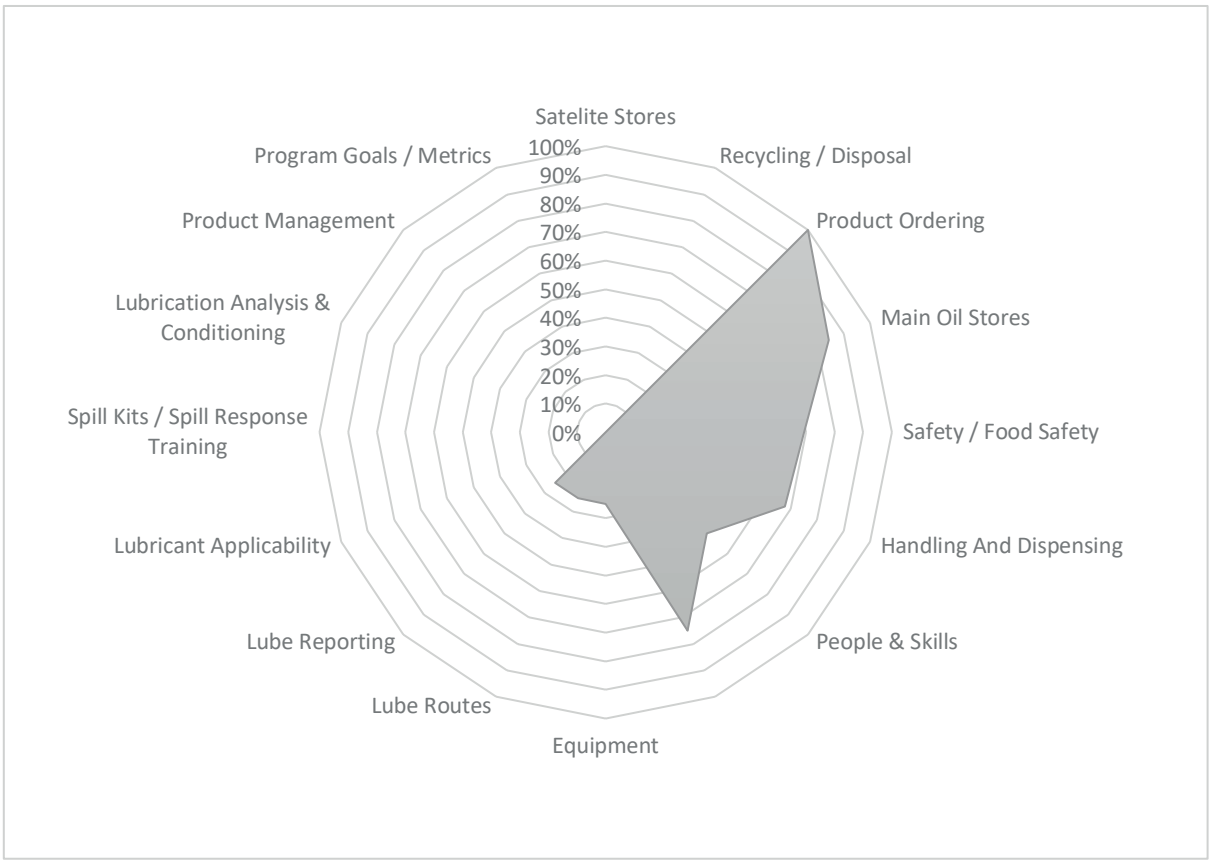
Project Title

Company Name

Date of Audit

Principal Auditor

Site Location(s) & Address



## Table of Contents

## Self-Assessment - 48.42%

25 flagged, 10 actions, 48.42%

INSTRUCTIONS

1. Please answer the questions below by selecting on the responses provided.
Legend:

| Response Definitions | Code | Points |
|---|---|---|
| *Totally in control - know of & progressing opportunities for improvement* | Y | 2 |
| *Generally controlled - aware of some opportunities for improvement* | M | 1 |
| *Generally reactive - done infrequently, or not done* | N | 0 |
| *NA - Not Applicable* | NA | - |

2. Add Photos and Notes by clicking on the Paperclip icon
3. To add a Corrective Action, click on the Paperclip icon then "Add Action", provide a description, assign to a member, set priority, and due date
4. Complete audit by providing digital signature

### Other Information

Auditing Team Members

?????? ????????

### 1. Main Oil Stores - 84.38%

84.38%

| | |
|---|---|
| 1.1 Are lubricant containers stored in a designated, weatherproof, environmentally protected (no source of external contamination), and ventilated? | Y |
| 1.2 Are all drums stored off the floor in a spill containment station? | Y |
| 1.3 Is the spill containment bund regularly cleaned and maintained empty of oil and other contaminants? | Y |
| 1.4 Is the lubricant segregated into lubricant category for storage locations within the oil store? | Y |
| 1.5 Is the lubrication segregation method supported with the appropriate visual aids? | Y |

| | |
|---|---|
| 1.6 If different classes of lubricants (food grade – non food grade, PAG - PAO) are they separated effectively? | Y |
| 1.7 Are there provisions (cabinet) for clean and orderly storage of rags, sample bottles, top-off containers, grease guns & other accessories? | M |
| 1.8 Are identical lubrication products (drums, grease) stored together in the same location to avoid confusion & ensure oldest products are used first? | Y |
| 1.9 Are containers (drums, pails, etc.) clearly marked with the proper product information to avoid misapplication of lubricants? | Y |
| 1.10 Do all product labels clearly indicate they are NSF approved (where applicable)? | Y |
| 1.11 Is storage area neat, clean and well maintained – free of spills, no rags on floor, no empty containers, etc. at all times? | M |
| 1.12 Is 5S used to keep the area orderly and clean? | M |
| 1.13 Are containers (drums, pails, etc.) colour-coded to avoid misapplication of lubricants? | M |
| 1.14 Do all food grade product labels clearly indicate whether they are NSF H1, H2, H3, to ensure correct application? | Y |
| 1.15 Does the lubricant signage, state product type, food grade / non food grade (where applicable), the application it is used in and the correct colour-coding for the product? | Y |
| 1.16 Are lubricants consolidated to minimize inventory? | M |
| 1.17 Are samples taken on new oil (drums or bulk) to verify type, and check for cleanliness and contamination? | N/A |

No Oil Samples Required.

## 2. Satellite Storage

| | |
|---|---|
| 2.1 Are the doors secured closed when not in use? | N/A |

No Sat Storage, only Main Stores.

| | |
|---|---|
| 2.2 Are the internals of the storage unit clean and tidy?<br>No Sat Storage, only Main Stores. | N/A |
| 2.3 Does the storage unit only contain top-off containers, grease guns & other lubrication accessories?<br>No Sat Storage, only Main Stores. | N/A |
| 2.4 Are all lubrication equipment stored correctly?<br>No Sat Storage, only Main Stores. | N/A |
| 2.5 Is 5S used to keep the area orderly and clean?<br>No Sat Storage, only Main Stores. | N/A |
| 2.6 Is lubrication information (Survey & COSHH) available at the storage unit?<br>No Sat Storage, only Main Stores. | N/A |
| 2.7 Are lubricant containers stored in the designated closed storage units?<br>No Sat Storage, only Main Stores. | N/A |
| 2.8 Lubricant Stored (Segregation by Type & Application)?<br>No Sat Storage, only Main Stores. | N/A |
| 2.9 Lubricant Storage Colour Coding System Application?<br>No Sat Storage, only Main Stores. | N/A |

## 3. Handling and Dispensing - 67.86%

2 flagged, 1 action, 67.86%

| | |
|---|---|
| 3.1 Is the date on lubricant containers consistently checked to ensure the oldest lubricant is used first (First-In...First-Out)? | M |
| 3.2 Are lubricant containers closed correctly when not in use - are all lids securely closed to prevent ingress of moisture and foreign contaminants? | M |
| 3.3 Are top-off containers clearly marked with the proper product information? | Y |
| 3.4 Do top off containers contain the correct lubricant in accordance with the information on the container? | Y |

| | |
|---|---|
| 3.5 Is proper drum-moving/lifting equipment (drum dolly, caddy, grippers, drum hoists, etc.) available and in working order for moving drums? | N/A |
| 3.6 Has the number of lubrication suppliers been minimized as much as possible? | Y |
| 3.7 Are top-off containers for dispensing “Oil Safe” brand, and are they colour-coded for each brand, grade and type of oil to avoid contamination? | M |
| 3.8 Are top-off containers kept consistently clean? | Y |
| 3.9 Are top-off containers stored only in approved locations? | Y |
| 3.10 If drum pumps are used, does each drum have its own pump to avoid contamination with different oils? | Y |
| 3.11 Are breathers or desiccant filters used on drums or other bulk containers? | N/A |
| 3.12 Are grease guns labelled and colour-coded to understand what product is inside them? | M |

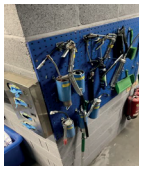


Photo 1

| | |
|---|---|
| 3.13 Are grease guns regularly checked (e.g.. Monthly) for proper operation? | M |
| 3.14 Do grease guns have a known output? | N |

To Do | Assignee ?????? ???????? | Priority Low | Due 13.02.2023 16:18 GMT | Created by ?????? ????????

No record of outputs from grease guns.

| | |
|---|---|
| 3.15 Are all grease guns stored in a designated clean, dry area? | N |


Photo 2


Photo 3

| | |
|---|---|
| 3.16 If lubricant is more than two years old, is it sampled before use or discarded, whichever option is less costly? | N/A |
| 3.17 On clean and/or critical systems, is oil filtered before it is introduced to the machines? | N/A |
| 3.18 Is there ability to filter hydraulic oil to 3 microns or less? | N/A |
| 3.19 Is dispensing equipment visibly clean at all times? | N/A |
| 3.20 Is oil drawn from drums or bulk tanks only when it is ready to be used? | N/A |
| 3.21 Are grease cartridges stored upright, to limit oil separation and air in the cartridge? | Y |

## 4. Lubricant Applicability - 0%

4 flagged, 0%

| | |
|---|---|
| 4.1 Is there a process in place to ensure the correct type(s) of lubricants are being used in all applications? | N |
| 4.2 Are lubricants being used, specified or approved by the equipment OEM, and in accordance with the specified frequency and amounts? | N |
| 4.3 Is lubricant Selection Reviewed (Longevity-Performance-Value for Money)? | N |
| 4.4 Is the effect of lubrication measured against machine reliability? | N |

## 5. Spill Kits / Spill Response Training - 0%

1 flagged, 1 action, 0%

| | |
|---|---|
| 5.1 Are spill kits / drain covers available for use? | N |

To Do | Assignee ?????? ???????? | Priority Low | Due 13.02.2023 16:19 GMT | Created by ?????? ????????

No spill kits found near Oil Storage.

| | |
|---|---|
| 5.2 Are dedicated spill kits in all relevant locations? | N/A |
| 5.3 Are the dedicated spill kits / absorbent materials of the correct type for the application? | N/A |
| 5.4 Have personnel been trained in the correct use of spill kits / absorbent materials? | N/A |
| 5.5 Is the Spill Kit Managed (Consumption Reports - Action)? | N/A |

## 6. Safety/Food Safety - 69.23%

1 flagged, 2 actions, 69.23%

| | |
|---|---|
| 6.1 There are no leaking gear boxes and/or bearings anywhere in the facility? | M |
| 6.2 Food Safety: Are bearings checked for over-greasing? | Y |
| 6.3 Do lubrication practices meet HACCP food grade requirements? | Y |
| 6.4 Are spilled or leaking containers removed from the area, and any spilled product cleaned up immediately on a consistent basis? | Y |
| 6.5 Are all oily rags placed in tightly closed safety containers and disposed of as per plant safety and environmental procedures? | M |
| 6.6 Where necessary, are machines properly and consistently shut down as per plant safety/SOP procedures before lubricating or taking samples? | Y |
| 6.7 Are 'fall protection' precautions always followed for high lubrication points? | N/A |
| 6.8 Is an effective Task/Area Risk Assessment deployed? | M |
| 6.9 HACCP Lubricant Adherence - Food Grade Lubricant Where Applicable? | M |

6.10 Are drip trays, with drains routed to floor drains, installed under gearboxes and bearings?

Y

Photo 4

6.11 Are remote lube pipes and fittings checked for leaks?

Y



Photo 5 Photo 6 Photo 7

6.12 Is proper lifting and moving equipment always used when moving drums?

N/A

6.13 Are current MSDS sheets in place and maintained in the area?

N


Photo 8 Photo 9

To Do | Assignee ?????? ???????? | Priority Low | Due 13.02.2023 16:19 GMT | Created by ?????? ????????

Activate Folder missing from storage location, no MSDS available for Activate lubricants.

6.14 Are current COSHH risk assessment sheets in place and maintained in the area?

M

Photo 10

To Do | Assignee ?????? ???????? | Priority Low | Due 13.02.2023 16:20 GMT | Created by ?????? ????????

COSHH sheets were in place, but many are out of date - please review and consolidate.

| | |
|---|---|
| 6.15 Food Grade Lubricant Only mandatory on site (reduced risk of contamination)? | M |
| 6.16 Is there a person responsible for maintaining MSDS sheets? | N/A |
| 6.17 Reliability Engineer Demonstrable HSE Pro-Active Improvement Activity? | N/A |
| 6.18 CBM Partners/Customer Management Team - Demonstrable HSE Control (HSE Tours-Audits)? | N/A |
| 6.19 CBM Partners/Customer Dynamic Risk Assessments deployed? | N/A |
| 6.18 CBM Partners/Customer Management Team - Demonstrable HSE Control (HSE Tours-Audits)? | N/A |

## 7. People & Skills - 50%

1 flagged, 1 action, 50%

| | |
|---|---|
| 7.1 Is there a written job description, outlining lubrication roles/responsibilities? | M |
| 7.2 Do lubrication personnel follow tasks and duties as per the job description? | M |
| 7.3 Is there one or more individual(s) in the plant whose primary function is to perform lubrication? | M |
| 7.4 Has the designated person(s) received formal lubrication training within the last two years? | N/A |
| 7.5 Has the job description been reviewed and updated in the last 2 years? | N/A |
| 7.6 Does at least one employee hold a lubrication 'Certification' from an accredited program? | N |

To Do | Assignee ?????? ???????? | Priority Low | Due 13.02.2023 16:22 GMT | Created by ?????? ????????

No lubrication-based training held, recommend ICML, MLA or MLT for lubrication engineer.

| | |
|---|---|
| 7.7 Has a back-up person(s) been designated to perform lubrication tasks? | Y |