



SAFETY CHECK



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General liability checklist – client use information

PRODUCT SAFETY GUIDELINES

All companies, no matter what the size, should evaluate their need for a program of product safety. Depending on the product exposures, a firm should have a well organized, documented program subject to management audit.

The following checklist can assist you in evaluating your product exposures and controls.

DESIGN	YES	NO
Does the product conform to all applicable safety standards (state and federal codes and regulations, industrial standards, technical standards)?	<input type="checkbox"/>	<input type="checkbox"/>
Have product reliability studies and testing been conducted?	<input type="checkbox"/>	<input type="checkbox"/>
Were human factors (i.e. human-factors engineering) considered in the design or development of the product?	<input type="checkbox"/>	<input type="checkbox"/>
Have packaging and handling requirements of the product been considered?	<input type="checkbox"/>	<input type="checkbox"/>
Have warning labels and instructional information been developed and reviewed by engineering and legal experts?	<input type="checkbox"/>	<input type="checkbox"/>
Have programs to monitor changing technology for incorporating into product design been established (i.e. design reviews)?	<input type="checkbox"/>	<input type="checkbox"/>
MANUFACTURING AND STORAGE	YES	NO
Is there a quality control program and does it address the following:		
Incoming raw material and component part inspection?	<input type="checkbox"/>	<input type="checkbox"/>
Vendor quality monitoring?	<input type="checkbox"/>	<input type="checkbox"/>
In-process testing?	<input type="checkbox"/>	<input type="checkbox"/>
Finished product testing?	<input type="checkbox"/>	<input type="checkbox"/>
Storage and shipping controls?	<input type="checkbox"/>	<input type="checkbox"/>
Testing equipment calibration?	<input type="checkbox"/>	<input type="checkbox"/>
Record retention of quality test reviews?	<input type="checkbox"/>	<input type="checkbox"/>
Nonconforming raw material and completed product controls?	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCT FIELD MONITORING	YES	NO
Are customer complaints, incidents and accidents reported?	<input type="checkbox"/>	<input type="checkbox"/>
Are customer complaints, incidents and accidents investigated?	<input type="checkbox"/>	<input type="checkbox"/>
Are customer complaints, incidents and accident investigations reviewed by management?	<input type="checkbox"/>	<input type="checkbox"/>
PRODUCT RECALL PROGRAM	YES	NO
Has a product recall program been established?	<input type="checkbox"/>	<input type="checkbox"/>
Has a person been assigned to make a decision as to when a recall is needed?	<input type="checkbox"/>	<input type="checkbox"/>
Has financing of a recall program been provided?	<input type="checkbox"/>	<input type="checkbox"/>

This form, supplied by UFG Insurance, merely provides minimum guidelines for you to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.