

CHECKLIST

Checklist

The checklist ensures a systematic process of activities. It is essential to prepare a checklist before an individual attempts to perform certain task without a hitch. Activities like applying for a passport, degree certificate from a university, college admission, attending an interview etc., require meticulous planning and minute details. The use of check list will ensure that everything is done properly to complete the task successfully.

Format

- Title of checklist
- The interrogative form should be used
- Yes/No boxes should be provided for each question.
- The question should begin with “do verb, to or to have” Verb.

Example 1:

Write down a check list containing at least eight items to alert fire accidents in public

Functions: Yes /No

1	Is there water in the radiator?	YES	NO
2	Is there petrol in the tank?	YES	NO
3	Are the brakes in good condition?	YES	NO
4	Are the Tyres properly inflated?	YES	NO
5	Is the oil level in the engine light?	YES	NO
6	Has the driver been informed about the trip?	YES	NO
7	Have the snacks been packed?	YES	NO

- 8 Has the road tax been paid?
- 9 Has the insurance premium been paid?
- 10 Has the driving license been taken?
- 11 Have the up and down expenses been arranged?

Yes	No
YES	NO
YES	NO
YES	NO
YES	NO

Example 2:

You have decided to go on a week-long tour with all you family members. Prepare a checklist that consist of eight items that are to be checked before you leave the house

Functions: Yes /No

- | | | | |
|---|---|-----|----|
| 1 | Have all the lights been switched off? | Yes | No |
| 2 | Has the television set been switched off? | Yes | No |
| 3 | Have all the water taps been turned off? | Yes | No |
| 4 | Have all the clothes been packed | Yes | No |
| | (Including Warm Clothing) | Yes | No |
| | (a) for self | Yes | No |
| | (b) for Mother | Yes | No |
| | (c) for Father | Yes | No |
| | (d) for Younger brother | Yes | No |
| | (e) for Younger sister | Yes | No |
| 5 | Has the watchman been informed? | Yes | No |
| 6 | Has the snacks been packed? | Yes | No |
| 7 | Has the enough money been taken? | Yes | No |
| 8 | Has the conveyance been arranged? | Yes | No |

	(a) to go to Ooty	Yes	No
	(b) to return home	Yes	No
9	Have the rooms been reserved in a hotel?	Yes	No
	(a) Name of the hotel	Yes	No
	(b) Address	Yes	No
	(c) Two double rooms with bath attached?	Yes	No
10	Has the confirmation letter received from the hotel?	Yes	No

Example 3:

Checklist for safety of temporary structures such as shamianas and tents.

Functions: Yes /No

1	Is all combustible material used in the structure treated with a fire-retardant solution?	Yes	No
2	Is the main structure put up with at least 100mm diameter wooden posts preferably of Sal?	Yes	No
3	Is the minimum height of the ceiling three meters	Yes	No
4	Are all fabrics, decorative materials and coil ropes dipped in a fire-retardant solution before use?	Yes	No
5	Is a clear space of three meters kept on all sides between the adjacent buildings?	Yes	No
6	Has care been taken not to erect temporary structure beneath live electrical lines or near railway lines, electrical substation or chimney?	Yes	No
7	Have all sides of the temporary structure been kept open?	Yes	No
8	Is there provision for at least two separate, remotely located exits?	Yes	No

9	Is there a clear indication of the Exit sign in plain legible letters?	Yes	No
10	Is the exit light adequately illuminated with a reliable light source?	Yes	No
11	Is the temporary lightning of the structure installed by a licensed electrical engineer?	Yes	No
12	Do insulation & installation conform to IS 1646 1982 code of practice for Fire Safety of Buildings? (General): Electrical Installations?	Yes	No
13	Are the portable incandescent lights placed on securely fixed separate stands?	Yes	No
