

Technical file contents checklist template



Theatre Advisory Group

Name of Production:	
Description of Machinery:	
Machinery Identification:	

Item	Check
A risk assessment that includes a description of the risk assessment process and includes a risk of foreseeable misuse.	
A description of the machinery which includes the intended use and limitations of use.	
Engineering Design Specification.	
All technical drawings, including calculations, test results and certificates.	
Reports of any testing.	
Test certificates.	
Commissioning reports.	
Instructions for use.	
A list of health and safety regulations that apply to the design, manufacture and use of the machine.	
A list of harmonized and technical standards that apply to the design, manufacture and use of the machine.	
A completed Machinery Health & Safety Checklist.	
EC Declaration of Conformity or Declaration of Incorporation of machinery or products incorporated into the machinery, where relevant.	
EC Declaration of Conformity or Declaration of Incorporation, where relevant.	
A photograph of the machinery CE marking, where relevant.	