OPERATOR ROUNDS

Operator rounds checklist

A starting route for a plant operator round: pumps, motors, an air compressor, heat exchangers, tanks and housekeeping, with readings against limits and a note for every abnormal finding.

How often: **Every shift** Who: **Operator** **About 30 min** **25 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- Build each round from the equipment on the route and the ways it fails. Delete what does not apply, add your own equipment and put the checks in walking order.
- Give every reading a normal range from the manufacturer, the process design or the equipment's own history, and decide what happens when a reading is outside it.

Pumps

NO.	ITEM	RESULT	NOTES
1	**Scan the pump's tag**	☐ Visited	
2	**No seal leakage**	☐ Pass ☐ Fail ☐ N/A	
3	**No unusual noise or vibration**	☐ Pass ☐ Fail ☐ N/A	
4	**Bearing housing temperature** By touch or infrared thermometer. Set the limits from the manufacturer's manual and your normal operating range.	_____ °C or °F Limit _____	
5	**Suction pressure** Set the limits from the manufacturer's manual and your normal operating range.	_____ bar or psi Limit _____	
6	**Discharge pressure** Set the limits from the manufacturer's manual and your normal operating range.	_____ bar or psi Limit _____	
7	**Coupling guard in place**	☐ Pass ☐ Fail ☐ N/A	

Motors

NO.	ITEM	RESULT	NOTES
8	**No unusual noise or smell of hot insulation**	☐ Pass ☐ Fail ☐ N/A	
9	**Cooling fins and fan cover clear**	☐ Pass ☐ Fail ☐ N/A	
10	**Motor current** Where a local meter is fitted.	_____ A Limit _____	

Air compressor

NO.	ITEM	RESULT	NOTES
11	**Scan the compressor's tag**	☐ Visited	
12	**Discharge pressure** Set the limits from the manufacturer's manual and your normal operating range.	_____ bar or psi Limit _____	
13	**Discharge temperature** Set the limits from the manufacturer's manual and your normal operating range.	_____ °C or °F Limit _____	
14	**Oil level in the sight glass**	☐ Pass ☐ Fail ☐ N/A	
15	**Condensate drains working**	☐ Pass ☐ Fail ☐ N/A	

Heat exchangers

NO.	ITEM	RESULT	NOTES
16	**Inlet temperature** Set the limits from the manufacturer's manual and your normal operating range.	_____ °C or °F Limit _____	
17	**Outlet temperature** Set the limits from the manufacturer's manual and your normal operating range.	_____ °C or °F Limit _____	
18	**No leaks at heads and flanges**	☐ Pass ☐ Fail ☐ N/A	

Tanks and containment

NO.	ITEM	RESULT	NOTES
19	**Tank level** Set the limits from the manufacturer's manual and your normal operating range.	_____ % Limit _____	
20	**No leaks; bund drain valve closed**	☐ Pass ☐ Fail ☐ N/A	

Housekeeping and safety

NO.	ITEM	RESULT	NOTES
21	**Guards in place, drains closed, labels legible**	☐ Pass ☐ Fail ☐ N/A	
22	**No spills; lighting working**	☐ Pass ☐ Fail ☐ N/A	
23	**Photo of any abnormal finding**	☐ Photo taken	
24	**Abnormal findings and who was told**	_____ _____	
25	**Operator**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/operator-rounds-checklist.