



# **SELF-INSPECTION Checklist for Printing Operations**

The Hartford Steam Boiler  
Inspection and Insurance Company  
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*in partnership with:*



# Self-Inspection Check List for Printing Operations

## Protect what you've built.

You've made a huge investment in your printing operation. Protect it by investing a few minutes completing this checklist. The fact is, nobody understands the printing business as well as you do. But Hartford Steam Boiler, providing you Equipment Breakdown insurance, comes close.

## A partner who knows your business.

From the electronic workstations, cameras, scanners and processors that produce negatives and plates, to the high-speed presses that print material, we understand your equipment and how you depend on it. More importantly, we know what can go wrong with it. It is our business to provide the loss prevention tools to keep you in business. And, in the event of a breakdown, we make sure you're back in operation as quickly as possible.

## What could go wrong and how to fix it.

Today's sophisticated printing equipment is more vulnerable than ever to breakdown. Ask yourself, "What can go wrong? What will it cost to fix? Am I prepared for a breakdown and emergency repairs for a fast recovery?"

## How to proceed.

The following self-inspection checklist looks at the critical areas of a printing operation. Complete each section and review your answers. A check under "NO" means that corrective actions are needed on your part to eliminate or reduce loss exposures found.

## Questions...Help!

If you have questions or need help in completing the checklist contact us through the toll free number or Email address on the back page.

	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	YES	NO	N/A
<b>PRE-PRESS:</b>			
1. Is the function of your pre-press computer equipment duplicated?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is data backed up daily and stored off site at a secure location? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the protection for the computer equipment include surge protection for the electrical power supply, telephone jacks, and the satellite interface if used? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are uninterruptible power supplies (UPS) systems used as backup power supplies for each of the computer systems used in your operation? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does an on-site maintenance technician or information systems engineer maintain your computer equipment? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If not, are service contracts in place for your computer systems? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are the names of service people and consultants kept on file? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are there backup systems for other equipment in the pre-press area such as cameras, film processors, plate burners, and plate benders? ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your plant contingency plan include a source to manufacture plates for your presses if equipment in the pre-press area is not able to function?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PRESS ROOM:</b>			
1. Is your press equipment supported by the original manufacturer with technical help and spare parts?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If not, is there a source of replacement parts for your machine and are there one or more service concerns on file at your location who can service and repair your press equipment?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your spare parts inventory include parts such as gears, cylinders, rolls, drive motors, and drive motor solid state power supplies which are not normally available from the manufacturer or other vendor within 24 hours? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the spare parts in your inventory identified, properly stored, and ready to use if needed? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	☑ YES	☑ NO	☑ N/A
1. Can work produced on one press be duplicated on another press at your location and is there press time available to print the material? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If not, does your contingency plan list several other vendors who can do this work for you? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your press maintenance program include analysis of the lubricating oil in the gear drives for the press? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your press maintenance program include inspection of the drive gears and include nondestructive examination (NDE) of the gear teeth and keyways?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is your press equipped with permanent vibration monitoring equipment? If not, are periodic vibration readings taken and frequently reviewed for trends that may show an abnormal increase in vibration levels? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your press maintenance program specify that all safety devices and controls be tested on a regular basis? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there a permanent storage rack for all hand tools used in day-to-day operation of presses? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**MAIL ROOM / BINDERY / SHIPPING:**

1. Is the function of equipment such as folders, staplers, paper cutters, bundling equipment, and labeling equipment duplicated in your operation? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your contingency plan provide an alternate location to complete this work? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the equipment in this area supported by the manufacturer with technical support and spare parts?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If not, do you maintain a list of repair concerns that can provide parts and service for your equipment? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is surge protection provided for solid state and computer controls used with your equipment? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the control systems powered through a UPS system? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are spare parts maintained for your machinery which are not normally available from the manufacturer or supplier within 24 hours? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PLANT SERVICES: ELECTRICAL**

1. Does your Electrical Preventive Maintenance Program include annual inspection and infrared testing of the electrical switchgear? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the insulating oil in your transformers sampled at least once a year? ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is your system equipped with an emergency generator with enough capacity to power the computer equipment in the facility once the batteries in the uninterruptible power supplies (UPS) systems are depleted on complete loss of electrical power? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is your electrical system fed by the utility from at least two sources? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PLANT SERVICES: HVAC**

1. Can you maintain operations with a loss of air conditioning? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a 24-hour response service contract? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have the Chlorofluorocarbons (CFC's) in your compressors been replaced with an approved refrigerant? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If steam is used in your printing process, is there more than one boiler available to supply steam? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a full-time maintenance person in charge of the HVAC equipment? If not, is there an annual full service maintenance contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	☑ YES	☑ NO	☑ N/A
<b>PLANT SERVICES: COMPRESSED AIR</b>			
1. Are your compressed air systems redundant?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are your compressed air systems connected with a header?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the compressed air supply line (header) equipped with a blank flange and stop valve to allow the installation of a portable rental compressor?..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PLANT SERVICES: VACUUM SYSTEMS**

1. Is there an installed spare vacuum pump and drive motor?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If not, is there a spare pump and motor maintained in spare parts storage? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SCRAP BAILING AND TRIM WASTE SYSTEMS**

1. If a single scrap bailing press is installed, is there a contingency plan in place to replace the function of this machine?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the manufacturer's technical information for this equipment on file in the contingency plan?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is NDE (nondestructive examination) used to check for cracks on critical components when preventive maintenance is performed? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**EQUIPMENT MAINTENANCE MANAGEMENT:  
AN INFORMATION EDGE**

Proper equipment maintenance can boost reliability, efficiency, productivity and prevent the premature failure of equipment. Capturing this potential can give you a competitive edge in your business or industry. Included in your insurance program is access to technical information resources at Hartford Steam Boiler that can help you understand how to maintain and service your machinery and equipment. These information resources include:

**HSB's Fax-On-Demand**, a 24-hour service that enables you to select a wide variety of technical "how-to" information with a touch-tone phone and have it faxed to you immediately.  
Call toll-free: 800-716-7874

**HSB's Inspection Hot Line** is staffed with technicians who can answer questions about inspection requirements in your state or technical matters related to your business.

Call: 800-333-4677  
Fax: 800-298-4083  
Email: NSCINSP\_HOTLINE@hsb.com

**The Locomotive, HSB's award winning technical journal**, is available to all customers. This 130-year old publication provides insights and information to assist both management and equipment care takers. It is conveniently available on HSB's Web site at <http://www.hsb.com>.

**ENGINEERING AND CONSULTING SERVICES**

**Electrical System Surveys** conducted by HSB professionals are designed to identify problems and, if necessary, suggest maintenance program improvements.

**Thermography Services** uses HSB certified thermographers and modern infrared detection technology to diagnose possible problems and provide meaningful recommendations.

**Transformer Oil Testing** provides dissolved gas analysis and screen tests for oil-filled transformers. HSB is on the cutting edge of predictive maintenance technology for oil-filled circuit breakers and load tap changers.

**Operation and Maintenance Seminars** are provided by HSB's technical training staff for those responsible for the care and maintenance of boilers, air conditioning/refrigeration and electrical systems. Customized on-site courses are also available.

**PREPARE**, HSB's exclusive pre-emergency planning and recovery program. A complete program that helps you develop a plan of action if a breakdown occurs.

**Consulting Services** brings HSB's expertise to your facility. Industry experts for all types of equipment, processes, maintenance, and repair are available to you.

For information or questions about any of the above services:

Call: 800-472-1866, Ext. 5448  
Email: LCConsulting@hsb.com.