



<b>CHECKLIST: LABELING</b>				
<b>CRITERIA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
1. Are labels, legends, placards, signs or markings, or a combination of these provided whenever it is necessary for personnel to locate and identify controls, displays, and equipment items. Are they also provided to help personnel interpret and follow procedures, or to avoid hazards?				
2. Are label characteristics consistent with providing the accuracy of identification required?				
3. Are label characteristics consistent with time available for recognition or other responses?				
4. Are label characteristics consistent with distance at which the labels must be read?				
5. Are label characteristics consistent with illumination level and color?				
6. Are label characteristics consistent with criticality of the function labeled?				
7. Are label characteristics consistent with label design within and between systems?				
8. Are all labeling additions and modifications governed by administrative procedures?				
9. Is the use of makeshift or impromptu labeling avoided?				
10. Is the criteria for duration of production equipment labels met?				
11. Are the labels for prototype equipment simply and easily affixed, altered, and removed?				
12. Are temporary Labels used when necessary to identify out-of-service equipment, accommodate unique or rare activities, or improve operator understanding and efficiency?				
13. Is the use of temporary labels administratively controlled?				
14. Is there a final step in plant maintenance procedures that calls for a check to ensure that label tags and placards are in place after components or units are replaced?				
15. In attaching temporary tags to components is care taken to ensure the tag will not damage the component, interfere with operational features, or obscure necessary information?				
16. Are labels oriented horizontally so that they read left to right with vertical orientation used only when labels are not critical for personnel safety or performance?				
17. Are tags hung so that the information is displayed horizontally and is the information on both sides?				
18. Are labels placed where they can easily be read?				
19. Are labels located so as not to obscure any other information needed by the operator?				
20. Are labels placed so that controls and other panel elements do not obscure labels in any control position?				
21. Are labels located in a consistent manner throughout the equipment system, and facility?				
22. Are labels affixed securely in place in a manner to prevent their loss, damage, slippage, or accidental removal?				



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23. Do the means used to mount the label permit their removal when necessary without damage to the surface it was attached to?				
24. Are tags attached securely to equipment with stranded stainless steel cable, clamps, or chains?				
25. Do labels primarily describe equipment functions with engineering characteristics, nomenclature, or parts numbering given secondary consideration?				
26. Is a list of standard names, acronyms, abbreviations, and part/system numbers available and administratively controlled?				
27. When new abbreviations are required is the meaning obvious to the intended reader?				
28. When using abbreviations are capital letters used with periods omitted and the same abbreviation used for all tenses and for singular and plural?				
29. Are Labels consistent in the use of words, acronyms, abbreviations, and part/system numbers within and across similar facilities and equipment?				
30. Is the nomenclature used in procedures consistent with that printed on labels?				
31. While labels should have information critical to task-relevant identification are trade names and other irrelevant information avoided?				
32. Are labels concise and unambiguous?				
33. Is redundancy minimized?				
34. Whenever possible and provided they express exactly what is intended are words chosen on the basis of operator familiarity?				
35. When the results will be unfamiliar to operating personnel is brevity avoided?				
36. Are abstract symbols used only when they have an accepted meaning to all intended readers?				
37. Are labels and placard designed to be read easily and accurately at the anticipated operational reading distances, vibration/motion environment, and illumination?				
38. Are labels and placards designed to accommodate the use of protective clothing/equipment which might affect vision?				
39. Does the character size approach 20' visual angle from the furthest viewing distance?				
40. Are labels visible to an operator during control actuation and not covered or obscured by other units in the equipment assembly?				
41. Are labels, markings, and signs positioned so that they are clearly visible to the shortest and tallest operators from normal work positions?				
42. Is redundant labeling used for equipment such as pipes that take several turns and which we viewed from several planes or motors that can be viewed from two sides?				
43. Are labels clear and distinct, with high contrast and mounted to minimize wear or obscurement by grease, grime, or dirt?				
44. Do labels remain legible for the overhaul interval of the equipment on which they are mounted?				
45. Are labels constructed of non-reflective materials?				



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46. Where the ambient illumination will be above 10 lux are label characters dark on a light background?				
47. Where dark adaptation is required are the displayed label letters or numerals visible without interfering with night vision requirements?				
48. Are fonts selected in which letters and numerals are simple without flourishes and serifs?				
49. Are labels printed all capitals except abbreviations were lower case may clarify meaning?				
50. Are periods omitted after abbreviations except where needed to prevent misinterpretation?				
51. Are legends printed in all capitals with no periods or commas?				
52. Do instructional material placards upper and lower case as well as all capitals to enhance readability and clarity?				
53. Are signs all-capitals except when the sign is instructional and when the sign has several lines of extended sentences?				
54. Is the width-to-height ratio of letters between 1:1 and 3:5 with 3:5 preferred for most letters?				
55. Is the width-to-height ratio of numerals 3:5 except for the "4" with a ratio of 4:5 and the "1" which is one stroke wide?				
56. For black characters on a light background is the stroke width 1/6 to 1/7 of the height?				
57. When dark adaptation is required or legibility at night is a critical factor are white characters on a black background used and is the character stroke width 1/7 to 1/10?				
58. Is the stroke width the same for all letters and numerals of equal height?				
59. For transilluminated characters is the stroke width between 1/8 and 1/12 with 1/10 preferred?				
60. Are left and right margins a minimum width of one character?				
61. Is the minimum space between characters one stroke width?				
62. Is the minimum space between words the width of one character?				
63. Is the minimum space between lines one-half character height?				
64. For general dial and panel label design with luminance above 1 fL is the minimum character height six one thousandth of the viewing distance with a visual angle of at least 5.8 mrad?				
65. Are stamped metal labels and stenciled labels avoided?				
66. Is each unit, assembly, subassembly, and user interface part labeled with a clearly visible, legible, and meaningful name, number, code, mark, or symbol, as applicable?				
67. Is the gross identifying label on a unit, assembly or major subassembly located externally in a position not obscured by adjacent items on the flattest, most uncluttered surface available on the main chassis of the equipment in a way that minimizes wear or obscurement by grease, grime or dirt and in a way that precludes accidental removal, obstruction, or handling damage?				
68. Is equipment labeled with terms descriptive of the test or measurement applicable to their test points?				
69. Are controls and displays appropriately and clearly labeled with the basic information needed for proper identification, utilization, actuation, or manipulation of the element?				



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70. Do control and display labels convey verbal meaning in the most direct manner using simple words and phrases and using only abbreviations familiar to operators?				
71. Is each control and display labeled according to equipment type, purpose, or function with names for different controls and displays distinct and according to a facility specific nomenclature?				
72. Are instruments labeled in terms of what is being measured and controlled, taking into account the user and the instrument's purpose?				
73. Does control labeling indicate the functional result of control movement and is the information visible during normal operation of the control?				
74. When controls and displays must be used together are appropriate labels provided indicating their functional relationship and is the selection and use of terminology consistent?				
75. Is ease of control operation given priority over visibility of control position labels?				
76. Are labels normally placed above the controls and displays they describe?				
77. Are adjacent labels separated by sufficient space so that they are not read as one continuous label?				
78. Are units of measurement labeled on the panel?				
79. Are labels used to identify functionally grouped controls and displays?				
80. Are labels for functional groups located above the groups?				
81. When a line is used to enclose a functional group is the label centered above the group either in a break in the line or just below the line and when colored pads are used is the label centered at the top of the pad area?				
82. Is label location throughout a system and within panel groupings uniform?				
83. Is a hierarchical labeling scheme used on panels to reduce confusion and operator search time?				
84. Are labels graduated in size by level with the dimensions of each character at least 25% larger than those of the next smaller label?				
85. When label size graduation is used are components functionally grouped and demarcated or spaced to reveal system and subsystem grouping?				
86. Are components and other items located overhead and out of view identified by labels on walls with an arrow pointing in the direction of the item or by a label on the floor directly below the item?				
87. Are the contents of storage cabinets labeled on the outside of the cabinet?				
88. Where useful are area maps used to show the location of rarely used protective gear and emergency safety equipment?				
89. For large storage cabinets are labels centered about 61 in. (1560 mm) above floor level?				
90. Is a prominent redundant label that identifies the cabinet visible when the door is open so that the contents we still apparent?				
91. Are signs placed so that they fall within a 15° ± 5° angle from the normal line of sight commensurate with population height?				



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92. When a source of danger can be approached from different directions are multiple signs used?				
93. Are most signs mounted securely in a fixed location?				
94. Do safety signs indicate the level or seriousness of the hazard and its nature?				
95. Do safety signs indicate the consequences of ignoring the sign if consequences -are not obvious?				
96. Are informal warning signs devised as quick expedients replaced as quickly as possible with attention-commanding signs?				
97. Are safety signs formatted to command the observer's attention?				
98. Do caution signs use black on yellow?				
99. Are warning signs white on red or red on white except when these signs are already standardized for the environment?				
100. Is safety equipment, including first aid supplies, identified using green letters and symbols on a white background or vice versa?				
101. Are nuclear radiation hazards identified using magenta characters and symbols on a yellow background?				
102. Are general advisory signs formed with white on black and black on white character/background combinations?				
103. In addition to labeling is operator performance enhanced through the use of location aids such as demarcation, color, and mimics?				
104. When lines of demarcation are used are they visually distinctive from the panel background?				
105. When used is color dedicated to specific functions throughout a control room or panel series?				
106. Is color used to differentiate units in multiunit control rooms?				
107. Is color used to differentiate trains and channels?				
108. Is color used to differentiate vital busses?				
109. Is color used to differentiate pipes?				
110. When mimics are used are flow paths color coded with mimic colors discriminably different from each other and contrasting adequately with the panel?				
111. Do mimic lines have differential line widths to code flow paths and is flow direction clearly indicated by distinctive arrowheads?				
112. Are all mimic origin and destination points labeled and component representations identified?				
113. Are graphic symbols used in mimics readily understood and do they use symbols and color consistently?				
114. When appropriate is bar coding used for inventory and management of parts, components, tools, and measuring & test equipment along with document control and ID badges?				
115. When bar coding is used are bar codes placed on materials in a conspicuous and readily accessible position?				